

**MU-ADVANCE Team Meeting**  
**Tuesday, December 4, 2007**  
**10:00 AM, Drinko 426**

**Present:** Marcia Harrison, Denise Hogsett, Frances Hensley, Elaine Baker, Judy Silver, Jan Fox, Bev Delidow, Pat Logan, Tina Cartwright, and Heidi Williams

1) Announcements

- Denise Hogsett, Director of Career Services, was introduced as a new administrative partner who can help us with some of our recruitment initiatives.
- In a collaborative effort, MU-ADVANCE, MURC and the Cell Differentiation and Development Center will host a series of "Grant Chats." These will be held monthly and will have a specific topic. The kickoff "Grant Chat" will be held Wednesday, December 12, 2:00 PM, BBSC 102, and will focus on RUI and broadening impact statements.
- As a means to accommodate more people, MU-ADVANCE will host "Coffee Breaks," with topics in order to facilitate additional networking opportunities. The first of the coffee breaks will be held Friday, December 7, 2:00 PM, in the John Spotts Room.
- Weekly updates are currently being sent to STEM female faculty and chairs and deans in the colleges that are affiliated with MU-ADVANCE. It was suggested that MU-ADVANCE broaden circulation of the updates to the STEM male faculty—especially when it reports on climate survey data.
- Tina Cartwright reported on a meeting she had with Paul Hill, Director of WV-EPSCoR, about aligning with other colleges/universities to address gender and minority issues in the state suggesting that MU-ADVANCE might want to plan a joint meeting with EPSCoR this year. Marcia will look into this possibility.
- MU-ADVANCE will facilitate a dialogue session and have an information table at the Appalachian Studies Association conference at Marshall from March 28-30. Marcia will send out the agenda for those who are interested.
- Heidi will be requesting your availability for next semester's meetings.

2) Recruitment Report

- MU-ADVANCE continues to collect recruitment data and will use offer rate, new hires, and hit counts from the website as progress indicators for the program.
- Other recruitment data will be collected (e.g. hits for MU jobs on HigherEdJobs.com) and reported in our yearly report.
- Denise suggested that MU create a "buzz" for the job ads posted for MU. Make a statement that is attractive to potential applicants. She suggested that Career Services could provide ad assistance with this for faculty searches.
- It was also suggested that MU-ADVANCE could evaluate and rate job postings based on certain criteria (that will need to be developed) to evaluate the effectiveness of our current ad. The ad text in conjunction with our data could provide feedback to the departments with recommendations to enhance the applicant pool.
- A Biology position has been approved.

-The Technology Management position can be removed from 2007/08 recruitment efforts. This position will be counted for last year since the new faculty begins in Dec. 1, 2007.

-The Pharmacology Search, chaired by Gary Rankin, will be an Eminent Scientist position. This is a state-funded hire and will, in essence, replace Gary Wright as he retires.

### 3) Faculty Development Report

-The fall semester mini-grants applications have been evaluated and the awardees have been informed. Four applicants received \$1,000 mini-grants.

-At the Faculty Development Committee meeting, scheduled for next week, the next round of mini-grants will be discussed, in terms of timing, etc.

-Best Practices are being developed for 1<sup>st</sup> year scholars, adjunct professors and Tenure and Promotion. These practices will encourage a 3<sup>rd</sup> year review for pre-tenure faculty.

-Gary Andersen in Chemistry is arranging a Guided Inquiry Workshop. This will be a 2 day event as a Teaching Program. Elaine suggests that we co-sponsor this event.

-There are currently two Mentor/Mentee relationships for new faculty. We will use this year's polit to develop a structured program which we feel is essential for the program to work.

-It was suggested that the Advisory Board meeting, currently scheduled for May, be moved up earlier in the Spring semester. The MU-ADVANCE Office will look into the feasibility and availability of the Advisory Board members.

### 4) Policy Changes Report

-Catastrophic Leave Policy – Frances suggested that MU-ADVANCE sponsor this as a policy to be sent to the Senate in January 2008. It was agreed that The MU-ADVANCE Policy Change Committee will send this to the Senate after the Provost and President have been given an opportunity to review it and provide feedback.

-We also discussed evaluating salaries and years experience as progress indicators. Judy suggested that MU's data should be compared nationally with those reported by the CUPA-HR (*College and University Professional Association -- Human Resources*, <http://www.cupahr.org/aboutus/aboutcupahr.asp>). She will provide a recommendation for this.

-It was also suggested that start-up packages be evaluated as a progress indicator. This will be discussed with our External Evaluator.

-On campus daycare availability was discussed as important in recruitment and retention of new faculty. It was suggested that the current daycare be expanded to include children of faculty. Perhaps a new staff member could be hired to accommodate STEM faculty. Heidi will contact the daycare center to address these questions. Would MURC be willing to use some indirect monies to support the expansion of the daycare? This could be used as a recruitment tool – an additional perk to come to MU.

-Liz Murray discussed attributes of good workplaces. She will research the Top 100 places for women to work in the US and find the list annually reported by "Working Women" Magazine.

-Frances, Marcia and Liz met with Denise Hogsett, the new Director for Career Services, to discuss developing and implementing a Dual Career Policy at MU. Career Services can provide

resume services. If spouses/partners can obtain a “guest” 901 number from MU, they can search the jobs in the local area through the MU Career Services webpage. This will help career services help them to identify jobs suited for them in the area.

-Liz Murray will create a dual career website that will profile people in the area that are considered dual career. For example, Liz works at Marshall, her husband works at the V.A. hospital – a profile on this couple would highlight both Marshall and feature the V.A. hospital.

-HR needs to be reminded and encouraged to update their faculty positions on their website. Find out who posts the positions in HR. Marcia will contact them concerning this issue.