

## MU-ADVANCE Meeting

August 1, 2007

### Minutes

**Present:** Marcia Harrison, Jan Fox, Elaine Baker, Elizabeth Murray, Judy Silver, Bev Delidow and Heidi Williams

#### 1) Announcements (Marcia Harrison)

- Year 1 Report Submission -The Year 1 Report has been submitted to NSF. The ADVANCE Program Directors have read it and sent it on for approval. -It was suggested that the advisory board members get a copy of the annual report.
- Project Coordinator position-Tina Cartwright accepted a full-time faculty position in the College of Education and Heidi Williams was recommended to be promoted to be the ADVANCE Coordinator for the duration of the project.
- MU-ADVANCE Office -To make the ADVANCE office more accessible, Marcia Harrison has agreed to move her office to the Byrd Biotech Science Center (Room 241-J) to free up her current office (200-A Science Building) for the ADVANCE Program.
- MU-ADVANCE will be scheduled monthly fall MU-ADVANCE meetings.
- MU-ADVANCE Personnel Changes:-Pat Logan has been recommended as a new Co-PI. The new VPR will be asked to be an administrative partner for the ADVANCE Program. Currently for the fall semester three student assistants have been hired to help with the program, Reiko Miyakuni (faculty profiles), Henri Nguyen (office assistant) and Charlene Pierce (website updates).

#### 2) Recruitment report (Judy Silver)

- It was suggested that a workshop be held with the new Equity Director to discuss what's going on with hiring of temporary faculty and to discuss why MU is having difficulty hiring new faculty.
- Recruitment – a new brochure has been developed and printed.
  - Comment: the black on blue is difficult to read
  - Flyers on specific recruitment issues need to be created. A brochure for search committees is currently being drafted.
- Currently we know of ten new positions to be hired for Fall 2008: 4 Chemistry, 2 Psychology, 2 Sociology, 1 Anatomy, 1 Biology –brochures need to be provided to chairs.
- Perhaps we should target schools that churn out a significant number of women in these disciplines – maybe send out brochures and cover letters.

#### 3) Faculty Development report (Elaine Baker)

Networking events-Suggested workshops/networking events:

- Meet new faculty (picnic)
- Outreach/broadening participation
- Workshop on “Digital Measures”
- Productivity strategies – how to get publications, grants, etc. ready and submitted.
- Reports on meetings
- Tenure clock
- Teaching issues / student responses / developing materials (syllabi) for new faculty

Please let us know if you have other ideas/issues.

#### 4) Faculty development (Elaine Baker)

- Evaluate composition of Tenure and Promotion committees at the department level.
- Identify women who are working up for tenure/promotion.
- A 3 year review process needs to be created for CITE, COS and SOM.
- Marcia and Elaine are working with the faculty who received MU-ADVANCE mini grants.
- Guidelines need to be developed for the mini-grants – both for applicants and for recipients.
- A new program, “Digital Measure,” that is compatible with Banner, has been purchased to house faculty reports, updates, etc.
- The MU-ADVANCE program will be happy to pay your (minimal) expenses to the two NSF Chautauqua short courses held this October at the University of Dayton: “Changing Science Courses to Promote Critical Thinking” and “Increasing the retention of Under-represented Groups in Science, Technology, Engineering, and Math”. NSF pays almost all the expenses, but ADVANCE will pick up the rest. **If some MU people do attend these, it should be determined if any of the speakers would be good to recruit to MU for workshops.**
- Elaine Baker would like to bring in a nationally-known person to do a workshop on Work/Life balance (paid for from Indirect Costs). (Delidow announced that Laura Richardson knows a dynamic speaker who could be recruited from the AAMC-mid career workshop).
- Baker would also like to examine student comments on faculty evaluations and take this information and create a faculty development workshop.
- Other potential speakers: Shelia Tobias was suggested from Liz Murray.

#### 5) Policy Changes report (Liz Murray)

- Policy Changes Committee needs to define a strategy, as a group, to get policy changes at the university.
- Larry Stickler – Faculty Senate President – is the person to go to with proposals for policy changes.
- Look at COLA’s 3 year tenure review process and try to adapt it to fit with other colleges and implement this. Liz Murray has agreed to take on this project – she will send to the committee prior to speaking to the Dean and submitting it for approval.

6) NSF site visit-Sept. 27 (Marcia)

- -Laura Kramer, NSF ADVANCE Program Director, wants to meet with people who can move the program forward.
- -Deans and chairs should meet with her. Maybe split it into two different groups – Physical Sciences and Social Sciences.

8) Other Business:

- (Elaine) When writing the annual report, it is evident that we need to determine what makes MU a unique ADVANCE institution? What can MU add? Perhaps our uniqueness is the small size of MU and that we can focus attention on individuals. And, maybe we could create a link between other PUIs in Appalachia.
- Website:
  - Reiko will be contacting new faculty to develop their profiles.
  - Should the climate survey results be posted on the website?
  - Add civil service jobs – links for WV, OH and KY on the website.