

**ADVANCE Meeting
September 26, 2006
Minutes**

Present: Marcia Harrison, Elaine Baker, Frances Hensley, Howard Aulick, Pat Logan, Kathy Miezio, Heidi Williams, Jan Fox, Judy Silver

- Harrison announced that there are currently two website templates. The plan is to merge the two together, taking the best features from both.
- The website can be up and running soon and will have information about the program and “what’s going on” with the program.
- The websites were discussed in the meeting, but Harrison will resend the website templates around to everyone to obtain comments. Some of the comments/suggestions during the meeting were as follows:
 - prefer the panel of pictures at the top of the page
 - the lavender on Marcia's page is too light. It needs to be a more powerful color to attract attention.
 - Hensley suggested that the “T” in STEM be replaced with the female symbol—this would help to distinguish ADVANCE from other STEM programs on campus.
 - Is the calendar tab necessary? Will there be enough activities to merit this tab?
 - Most everyone liked the curves that simulate a female figure on Fox's website.
 - Work needs to be done on the curves from both webpages to merge them together.
 - Hensley likes having the tabs at the top of the main page, so that they are more independent from the rest of the page—more visible that way.
 - Baker suggested making the beaker look more like the female symbol.

- Does “We Are....Marshall” have to be used as a header? Jan Fox said that she has passed it on to Keith to see if this is necessary.

- Harrison asked if everyone liked the idea of having a contest among the graphic students in the art department to create the logo for the program. The logo is very important, because it will be the first thing that people see to represent the program.
- Fox will send the logo she has created on her webpage to Harrison for changes.
- Fox announced that a new designer has been hired in computing services and may be able to help create the logo.

- There is an ADVANCE portal that MU can link into to advertise our program and provide an easier way to communicate with the other ADVANCE programs.
- Aulick asked if Harrison wanted to link into gender-specific research. Yes.
- MU-ADVANCE needs to come up with a name that doesn't include “advance” so that it can be used after the duration of the grant.

- The ad for the Program Manager has been generated. It has been sent through all the channels for the appropriate signatures and it will post on the MU Bulletin this Friday, September 29, 2006.
- Miezio asked if it will go in the local paper. That is an option.
- Hensley wanted to know if it will be in the chronicle. Harrison said she doesn't want to spend too much time trying to recruit the manager.
- Fox suggested listing it on the ADVANCE portal.
- Baker asked if Harrison wanted to do a national search. Harrison would like to have a more local search.
- Baker said that many people are using higheredjobs.com to find jobs in academia. She thinks that if you pay for an announcement once that you can list that job up to one year for one payment (in case the person hired for the position doesn't work out, this may be a good option).
- Society magazines
- AWIS----there is WV chapter of AWIS and it would be a great place to list the ad.
- Is there somewhere on the EPSCoR listserv to post?

- Send the ad to Barbara Howe at WVU to recruit young Ph.D.s.
- Harrison will send out the final version of the ad to everyone.
- It would be a good idea to go ahead and start recruiting students to help with the preliminary work.
- Harrison will send an ad to the Women's Studies program to recruit student helpers.
- The press release has been created. Harrison is waiting on quote approvals from the President and Provost. She will send out another e-mail requesting their approval.
- The press release has been sent to Dave Wellman in University Communications, but has not had a response.
- Assessment: Harrison has relied heavily on the EPSCoR assessment tools for ADVANCE.
- The action plan is based on what were listed in the proposal under benchmarks.
- Evaluation-Kathy and Frances are listed here.
- Program Director-self evaluation (Baker would like to help with this—ADVANCE has 25% of her time).
- Compare women in STEM to something else—maybe the men in STEM or the total university ratio of men to women in all disciplines.
- The last evaluation on STEM did not include Sociology and Geography.
- Because of MU's size, we would look at all the disciplines supported by NSF.
- It would be a good idea to look at other institutions to see what disciplines they are examining—Program director will look at this.
- A web-based survey would be a good tool to poll faculty for the climate survey.
- Recruitment: Judy Silver
- Judy will need help with recruitment—a committee.
- There are at least 10 positions recruiting in STEM and may be up to 14 positions.
- Baker said that she thinks that recruiting is a serious problem at MU and that waiting until next year to begin recruiting would be detrimental. The climate survey may impact recruiting, but recruiting should not be held up for any time.
- Aulick stated that EPSCoR is experiencing difficulties recruiting for two positions. He said that it might be a good idea to make personal contacts to recruit. He asked if ADVANCE had a network that MU can tap into to recruit, perhaps they have a model for recruiting purposes.
- Perhaps a good recruiting tool would be for MU to send out a standard letter to potential candidates as a welcome and outline and highlight the program and how it would be beneficial for them to come to MU.
- Add an ADVANCE statement, stating that MU is an ADVANCE school, to the Affirmative Action statement.
- Look at other ADVANCE school websites (especially Montana's) to get ideas on recruitment, etc.
- No faculty members will be hired until year 2.
- The fellowships listed on the budget could be offered as part of the new faculty's start-up package. If chairs in hiring departments are made aware of these potential fellowships, they could make the candidates aware of them and it will help recruit women. The more ADVANCE works with chairs, the more likely it will be to recruit women in open positions.
 - Could these fellowships be offered as a match? If departments agreed to match them, ADVANCE could spread the money out more.
- ADVANCE does not have a mechanism for distributing seed grants—Harrison asked Aulick if he could help with this problem.
- Silver will contact chairs to get their hiring timelines.
- Baker said that two positions in Anatomy and two positions in Pharmacology are open at the medical school.
- NSF likes a three year chronicle of progress indicators. Maybe we can look at how long it takes to get a job posting through at MU.

-The group decided that two groups needed to be formed to begin working.

1. Work on survey instrument
2. Decide what to do with the money for faculty that will make an impact on recruitment.

-It would be a good idea to sit down, as a group, with hiring chairs and introduce the ADVANCE program.

-The group could offer to be on search committees to represent women....should at least offer to meet with applicants.

Breakdown of things to do:

-Create an advance statement to include in the Affirmative Action statement.

-Obtain timeline for position searches.

-Meet with chairs to introduce and explain the ADVANCE program

-Put together packages to send to female applicants

-Determine the package ADVANCE will offer—are fellowships going to be broken down to include matches and expand the amount of recipients.

-The start date for the MU-ADVANCE is September 1. Harrison will attend a P.I. meeting in May and will need to report on the program.

-Logan, Hensley and Miezio will begin working on the climate survey. Miezio will draft something (with the help of her student she wants to employ) and will send it to Hensley and Logan for review.

-Please remember student workers cannot work with personnel information.

-Also, if you do wish to employ a student worker, send them to Heidi's office (279-B-Science Building) to fill out the necessary paperwork. They will need to bring with them a driver's license and a social security card.

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