

## **MU-ADVANCE Team Meeting**

**Tuesday, September 11, 2007**

**10:00 a.m. Drinko 439**

### **Minutes**

**Present:** Marcia Harrison, Judy Silver, Elizabeth Murray, John Maher, Beverly Delidow, Jan Fox, Elaine Baker, Frances Hensley and Heidi Williams

#### **Announcements:**

-The MU-ADVANCE annual report has been posted to the ADVANCE website (<http://www.marshall.edu/mu-advance>).

-INBRE conference will be held in Charleston on November 1 – 2. INBRE is a working collaboration with all WV institutions – in terms of science. This would be a good place to disseminate information about the MU-ADVANCE Program and research activities, because both faculty and university administrators attend.

-MU-ADVANCE would like to host a state “Women in Science” meeting in the Spring in conjunction with the annual Advisory Board meeting and AWIS. The purpose is to discuss future research collaborations with WV PUI institutions.

-Action plans have been sent out to the MU-ADVANCE committee chairs to update. These will provide timelines and names of people involved with the initiatives.

-Harrison continues to work on the website. Currently, she is trying to develop a funding opportunities page.

-MU-ADVANCE is currently working on new news items for the upcoming newsletter.

-Harrison met with the new Equity Director, Michelle Douglass. Douglass recognizes that changes need to be made with the recruitment efforts. She plans to keep track of the demographics of all applicants.

-MU-ADVANCE is creating a recruitment insert that will, hopefully, be sent to all applicants, along with the white information card HR sends out. The MU-ADVANCE card will have the mission statement, as well as the link to the candidate’s resource page, so that candidates can find information for partners/spouses and information on the area and Marshall.

-It was suggested that Harrison send Jim Stephens, Director of Human Resource Services, an e-mail about the job posting site on the HR website. The intent of the e-mail would be to persuade him to reorganize the site, listing faculty and staff open positions separately. Also, the faculty positions should be organized by college or departments, not by the posting date, to better assist potential applicants.

-The External Evaluator Rose Shaw submitted data from the Offer survey. After reviewing the preliminary data, the committee suggested that we include teaching load as a reason to accept or

decline a position at MU on the offer survey. Also, it was suggested that MU-ADVANCE evaluate recent hires (within the last 2-3 years) in order to increase the number of surveys to evaluate.

-MU-ADVANCE will host a kickoff workshop for Digital Measures Faculty Database. Food will be provided.

#### **NSF Site Visit – Thursday, September 27, 2007:**

-The itinerary is near completion. We plan to have the Directors meet with the President, Provost, Chairs and Deans, Administrative Partners and the ADVANCE team.

#### **Recruitment Report:**

-Judy Silver has submitted her Action Plans for recruitment for this academic year. The plan was passed out for review by the ADVANCE team.

-Baker pointed out that Psychology has 2 open positions, rather than 1, and that Chris Legrow is the Chair of these searches.

-Silver has tried to contact Scott Simonton about the Technology Management position to no avail. It was suggested that she contact Elizabeth Hanrahan to ask about the status of this position.

#### **Faculty Development Report:**

-Harrison and Baker have met with all the women who received a \$5,000.00 partial fellowship and those who received the MU-ADVANCE fellows.

-It's evident that more clear guidelines for Tenure and Promotion need to be distributed to faculty members. Also, no annual workshops or a 3-year review are offered in most colleges.

-MU-ADVANCE would like to see a mid-point review be implemented across campus, an important faculty retention initiative.

-It was suggested that a list of frequently asked questions to MURC with a contact name attached would be helpful for post-grant award administration.

#### **Policy Changes Report:**

-Frances Hensley and Elizabeth Murray will meet today (Tuesday, September 11, 2007) to outline the action plans for this initiative. They plan to create a list of all the policies that they would like to see addressed this year. Hensley will give Silver and Fox a list of these policies later today so that they can take them to the Policies Review Committee Meeting tomorrow.

#### **Appalachian Conference:**

-The Appalachian Studies Association conference will be held at Marshall University March 28-30. It was suggested that:

- MU-ADVANCE create a PowerPoint presentation to present, as well as display the poster from the PI meeting and possibly have an information booth.
- MU-ADVANCE should contact other Appalachian schools' STEM departments and outline our ideas – this may entice them to attend the conference.
- Contact Mary Thomas – she controls the listserv – with any information we would like to distribute to the Appalachian schools.

**Search Brochure:**

-MU-ADVANCE is currently developing a search brochure for search committees. The brochure was sent to graphics and a proof was passed around during the meeting soliciting any corrections/additions.