HISTORY & BACKGROUND

The GSE&D Committee was formed in response to a University of Wisconsin-Madison mandate dated May 5, 1997 that requires each Dean’s office establish an Equity and Diversity Committee.

The committee’s first efforts focused on helping the centers begin to understand themselves. All the units were encouraged to do an internal evaluation of equity, diversity and climate; create new equity and diversity plans; and share the results with the larger group. Out of that effort, the Best Practices Toolkit was developed.

At the Graduate School level, we have been interacting (via reports and meetings) to support each other and offer alternative approaches to the issues manifesting in our own units (much of these activities have to do with climate). While continuing to work at this level, we are also looking to provide some leadership at the campus level.

MISSION STATEMENT
The Graduate School Equity & Diversity Committee (GSE&D Committee) will provide leadership and direction to the Graduate School Centers and Institutes as they integrate equity and diversity initiatives into their work environments.

VISION STATEMENT
We will make a difference in creating inclusive environments that provide opportunities for all individuals through recruitment, retention, climate, mentoring and networking initiatives.

GOALS
Provide timely information and resources to Graduate School Centers and Institutes in regard to:

- Best practices for recruitment and retention of a diverse workforce
- Guidelines for evaluating and enhancing climate
- Strategies for effective mentoring of employees

Provide leadership in creating Equity and Diversity Plans across all Centers and Institutes so as to establish goals and action plans in areas outlined above.
Monitor the implementation and maintenance of Equity and Diversity Plans across all Centers and Institutes

Apprise the Dean of progress in implementing Equity and Diversity plans across Centers and Institutes and any issues that have been identified.

Keep Centers and Institutes informed of relevant issues, initiatives, workshops and resources, both locally and globally.

Work cooperatively with other Equity and Diversity committees on campus.

ORGANIZATIONAL STRUCTURE

MEMBERSHIP
The Committee will be comprised of one representative and one alternate from each of the Graduate School Centers and Institutes as well as Graduate School Administration.

REPORTING STRUCTURE
The Committee reports directly to the Dean of the Graduate School

TERMS
Terms shall be for three years. A year is defined as the period July 1st through June 30th. To ensure continuity, terms will be staggered, such that in any given year approximately one-third the Committee will rotate off and a new one-third will rotate on. (To facilitate participation across the Centers and Institutes and in related opportunities to learn about equity and diversity, rotation among unit’s staffs is encouraged.)

DUTIES AND RESPONSIBILITIES
Representatives – Attend meetings, participate in committee activities serving on one or more sub-committees, function as liaison to their unit equity and diversity committee, personnel office, and administration, work with their Alternate to insure continuity for unit representation. Serve as Scribe on a rotating basis – (See below)

ALTERNATES
Serve as backup to the Representative – assuming Representative’s responsibilities as appropriate.
OFFICERS
There shall be a Chair and a Secretary. The Chair is appointed by the Dean. The Secretary is selected by the Committee.

CHAIR
The Chair is responsible for overseeing activities of the Committee including presiding over committee meetings, implementing committee decisions, and planning agendas and reports. S/he will meet regularly with the Dean to report on Committee activities as well as maintain communication with other campus equity and diversity committees and participate in other campus equity and diversity activities.

SECRETARY
Work with Chair to determine agendas, post meeting notices, coordinate meeting room for meetings, notify members of meeting dates and times, distribute agendas and committee reports to committee members in advance of meeting, and prepare correspondence.

SCRIBE
Take and distribute minutes. Center representatives will serve in this capacity on a rotating basis and in alphabetical order of the Center.

SUBCOMMITTEES
Report activities to the full committee at each meeting. Subcommittees will determine their own meeting schedules. Current membership information is available through a link at http://www.grad.wisc.edu/admin/committees/edc/committee.html

COMMUNICATION COMMITTEE
Charge: responsible for communication links with Graduate School Centers/Institutes, other campus committees and offices, and external resources. Develop and maintain a website for the GSE&D committee. Prepare and distribute communication pieces to committee members and other interested parties.

The GSE&D website maintained by the Communications Committee is intended to be a resource and reference for all GSE&D related matters. It is at http://www.grad.wisc.edu/admin/committees/edc/committee.html.

The Communications Committee also maintains a shared webspace at https://mywebspace.wisc.edu/xythoswfs/webview/fileManager.action?stk=015705A3EEDA A77. This is webspace functions as an archive of documents relating to the GSE&D Committee.
There is a listserv used to contact all committee members, maintained by the Julie Karpelenia. To use, send your email to gs-ead@lists.wisc.edu. If you hit “Reply” to a message received from the listserv, your reply will go to that individual. If you hit “Reply All” to a message received from the listserv, your reply will go to that individual and CC the listserv.

**PROFESSIONAL DEVELOPMENT COMMITTEE**
Charge: Create and coordinate educational experiences, i.e., workshops, seminars, networking opportunities, etc, for the Committee and the Centers/Institutes. Prepare budget proposals and funding requests to support professional development activities.

**AD HOC COMMITTEE**
Charge: Serve as the liaison with Vice Provost and Campus Equity and Diversity Office and other campus offices to identify issues, to coordinate activities, to form working partnerships, etc, in order to maximize diversity and climate efforts on the campus. Prepare committee reports including annual report to the Dean.

**MEETINGS**
The committee meets on 2nd Thursday of the month from 2:00 to 3:30 p.m., generally in 350 Bascom Hall.

Meeting times will be subject to change to accommodate committee member’s schedules. Notice of meetings will be posted one week in advance of each meeting. Agendas, along with the prior meetings minutes, will be sent to committee members one week prior to the next meeting. Any interested party may attend committee meetings.

**SPECIAL MEETINGS**
Special meetings to consider urgent or uncompleted business may be called by any member of the committee at any time with the provision of reasonable notice to all members. Any interested party may attend committee meetings. Notice of a special meeting will be posted at least twenty-four hours in advance of the meeting.

**MEETING PROCEDURES**
Committee meetings shall be conducted by the Chair or Chair’s designee.
MEETING MINUTES INSTRUCTIONS
Minutes are written by center representatives, in alphabetical order. Instructions:

1. Get template from Shared Webspace
   https://mywebspace.wisc.edu/xythoswfs/webview/fileManager.action?stk=015705A3EEDAA77, Minutes_Template.docx
2. Take notes at meeting
3. Transcribe into Minutes Template, if needed
4. Send to entire committee for review using listserv address (gs-ead@lists.wisc.edu)
5. Make revisions as needed, either by email or (more likely) during next meeting
6. Send final version to entire committee
7. Anne will add to Shared Webspace and to Website.

VOTING PROCEDURES
QUORUM
At a regular or special meeting, one half (1/2) plus one (1) of the Centers/Institutes will constitute a quorum for the transaction of business. Meetings that fail to have a quorum present may proceed for the discussion of agenda items but may not take action that results in recorded votes.

COMMITTEE VOTING
Resolutions and other matters requiring a vote of the Committee shall be decided by a majority vote of present Committee members, provided that a quorum, as outlined above, is present.

APPOINTMENT OF NEW MEMBERS AND FILLING VACANCIES
The Dean or designee will put out a call for nominees to the Centers/Institute where there is an expiring term or a vacancy. This should be done six months in advance of the vacancy whenever possible. The Dean or designee will review nominations and make the appointment/reappointment as appropriate. Newly appointed members should, whenever possible, attend meetings prior to appointment start date to better facilitate new member’s orientation.
INFORMATION & RESOURCES

More information may be found on our website, at http://www.grad.wisc.edu/admin/committees/edc/index.html

The website contains:

REPORTS
http://www.grad.wisc.edu/admin/committees/edc/reports.html
Annual report template and due dates
Summary report for 2009-2010 fiscal year
2008 Report to the Dean and the University Committee

GSE&D COMMITTEE MEETING MINUTES
http://www.grad.wisc.edu/admin/committees/edc/meetingMinutes.html
2012
2011
2010
2009
2008

MEMBERS
http://www.grad.wisc.edu/admin/committees/edc/committee.html

BEST PRACTICES/FAQ
http://www.grad.wisc.edu/admin/committees/edc/faq.html
What is meant by equity?
What is meant by diversity?
Why focus on equity and diversity?

BEST PRACTICES
How can I help build community?
What are other departments doing to improve equity and fair treatment of employees?
How can I provide more flexibility for employees?
How can my office improve communication?
How can we improve recruitment/hiring practices?

RESOURCES
Who is responsible for equity and diversity issues at the University of Wisconsin-Madison?
Where can I find information on professional development?
How does my department/center compare to others in terms of overall satisfaction?
How does my department/center compare to others in terms of diversity?
How do we design and conduct climate surveys? (Review examples, templates, and
descriptions of other climate surveys).
Who can I contact to become more involved in equity and diversity efforts?
How do I conduct an exit interview?
What recruitment resources are available?

ISSUES
What can I do about discrimination or harassment?
What can I do about low workplace morale?
What are some of the other problems departments/centers are experiencing?
How do I know if we have a problem at my department?

TOOLKIT
http://www.grad.wisc.edu/admin/committees/edc/toolkit.html
The Toolkit includes the following information:

GUIDING PRINCIPLES

RECRUITMENT
Campus recruitment resources:
National on-line recruitment resources:

RETENTION
Campus Climate Resources
Other climate surveys and initiatives

PROFESSIONAL DEVELOPMENT
Professional Development links for other UW Centers
Funding for Professional Development
Employee Orientation

MENTORING
Campus and Other University Resources on Mentoring
Articles on How to be a Mentor/How to receive good Mentoring
Exit Interviews

GLOSSARY OF TERMS
There is a glossary available through the Graduate School website at:
http://www.grad.wisc.edu/education/diversity/glossary.html