Welcome to the Women in Engineering Graduate Steering Committee!

This committee is commissioned by the Dean’s office to help recruit, support and retain women graduate students and faculty in engineering at UD. Committee members thus serve as official representatives of the College in order to serve this mission.

In this Welcome Packet you will find some basic resources to have a successful and fulfilling term as the WIE representative from your department.

Following is the group agreement to help you understand the role and responsibilities of a WIE representative.

WIE Group Agreement

• Each member will attend all meetings and events unless she has a legitimate reason not to, and if she must miss an event, she will let the Chair and Associate Dean know ahead of time.
• Each member will make an effort to bring at least 2 people to each event.
• Each member will co-lead one event per year
• Each event will have two co-leaders, preferably one person who has led the event before and one new person.
• The Co-Chair will send the meeting minutes to the group within a week of each meeting, and will highlight action items (who will do what by when)
• At meetings
  ➡️ Keep time schedules: Be on time, start on time, end on time
  ➡️ One conversation at a time
  ➡️ Support the objective of the meeting by keeping discussion focused on relevant topics
• Decisions are made by consensus
• If you agree to something, fulfill it
• Communicate immediately if you think you may not be able to fulfill an agreement
• Silence means no objections
• Cherish diversity of ideas
• Respect views of all participants

Here are some resources to get you started:

➢ The UD Women in Engineering Website
  [http://sites.udel.edu/wie/](http://sites.udel.edu/wie/)
➢ The UD Women in Engineering Facebook Page – Use this to make events and invite your friends
➢ The internal UD WIE website
  [https://sites.google.com/a/udel.edu/wie-udel/](https://sites.google.com/a/udel.edu/wie-udel/)
Contact the chair or co-chair if you don’t already have access. This site is used to record past WIE events in order to improve future events. You will find meeting minutes, past newsletters, and flyer templates for annual events. We also have a checklist for planning a WIE event.