

Women's Caucus Executive Board Meeting Minutes  
February 7, 2014  
Jastak-Burgess Hall, Conference Room

Board members present: Robin Andreasen, Heather Doty, Megan Gaffney, Helga Huntley, Stephanie Kerschbaum, Shannon Lennon-Edwards, Christine Scheirer

Excused: Gretchen Bauer, Rebecca Davis, Karren Helsel-Spry, Deborah Kirwan, Patricia Sloane-White

Guests: John Sawyer, Interim Associate Provost, Office of Institutional Research and Effectiveness

### **1. Guest: John Sawyer**

John Sawyer discussed his role in the Office of Institutional Research and Effectiveness (IRE). Current IRE responsibilities include overseeing the campus's data warehouse, auditing data stored by IRE, reporting to federal agencies, external benchmarking, and ad hoc studies. He emphasized that his office does not own the data; other offices on campus, such as Human Resources, do. His goals include helping the University to increase transparency, to grow the office's standard data collection into useful information, to present data on the IRE website so that it makes sense to the University community (perhaps modeled on the data in the Women's Caucus Annual Report), and to make data available as it is collected rather than on an annual schedule. Other goals include better capturing two- and four-year faculty reviews, purchasing a faculty activity capturing software, storing all P&T decisions, and possibly dossiers, online in order to have data on what is happening to faculty before tenure decisions. J. Sawyer encourages feedback from our Board about data we receive from his office, what format is useful for our purposes, and what data we might want to see (even if it's not currently available, he might be able to start collecting it). He hopes that by the time our 2015 report is being written, current data will be available on the IRE website for us to use. He also is interested in working with the Women's Caucus to discuss data collection on staff positions.

### **2. Adoption of the agenda**

Agenda was approved.

### **3. Approval of the minutes from the January 17, 2014 meeting**

Minutes were approved. M. Gaffney will send to Becki Fogerty in OEI.

### **4. Co-Chairs Report**

- a. Fundraising update: Meeting with Monica Taylor rescheduled: UD was closed at the scheduled meeting time due to weather.
- b. Maggie Andersen Panel: The panel for assistant professors has been scheduled for March 5<sup>th</sup> and the Women's Caucus is a co-sponsor.

c. Equity-in-Brief training - OEI: A graduate student working in OEI will talk with R. Andreasen and C. Scheirer about parental leave feedback collected by the Women's Caucus in preparation for an Equity-in-Brief training session taking place in May.

**5. Spring Torch Award**

a. Finalize recipient: Criteria for the award are still unclear; discussion centered on the process of selecting a recipient. It was agreed that nominations need to be written and submitted for voting by the Board, that the Torch Award should recognize someone who has done something specific to improve the working conditions of women at UD, and that we should try to identify individuals who have not yet been recognized for this type of accomplishment on campus. All Board members are invited to submit a written nomination for consideration for the 2014 award; deadline is February 21 at noon. Future nominations may be solicited from Women's Caucus membership. A 2014 recipient will be selected at the March Board meeting.

b. K. Helsel-Spry and C. Scheirer looked at the Blue and Gold Club and have confirmed it as the venue for the May 1 event.

**6. Subcommittee Reports:** Tabled until next meeting due to time constraints.

**Next meeting:** Friday, March 7, 10:00AM -12:00PM

Meeting minutes submitted by Megan Gaffney