

President's Commission on the Status of University Women  
Executive Committee Meeting  
September 9, 2013  
Meeting Minutes

Attendees: Anne Camper, Lynda Ransdell, Diane Letendre, Marilyn Lockhart, Tracy Sterling, Becca Belou, Christina Head, Jessi Smith by phone

Anne Camper introduced Lynda Ransdell to the Executive Committee. Lynda will take over as the chair of the ad hoc committee on policy. She's also the chair-elect for the Commission.

### **Reports from Committee Chairs**

#### Policy Committee

Chair: Lynda Ransdell – NEW

Jessi announced that Lynda Ransdell will take over as chair of the policy committee.

#### Assessment Committee

Chair: Becca Belou

Jessi has met with all of the deans to discuss the supportive feedback and departmental self-studies. She has the raw data as well as the supportive feedback document. Jessi to email all the department heads in the next week with the supportive feedback document with the offer to meet one on one with any department head that would like to discuss their individual department. Plans to assemble a notebook for the provost with the raw data and a summary form. Academic part of the assessment is done.

Tracy responding as a department head. She would like to see more training for department heads to assist them in meeting goals. She would like to see that included in the next step of the process. Jessi believes supportive feedback form helps grow that conversation and keeps the discussion moving forward. Some training has been provided by Jessi's group and more training ahead.

Becca will do something similar with the non-academic directors and supervisors to assess all of the units. Her committee needs to meet and create the unit's form.

#### Recognition Committee

Chair: Marilyn Lockhart

Marilyn discussed PCOSUW award. She plans to do the same as last year and request nominations to be sent to [pcosuw@montana.edu](mailto:pcosuw@montana.edu). The recognition committee is pulling things together for the upcoming award for this year. Marilyn will send the call for nominations to Anne to review prior to the announcement.

#### Other Discussion

Our primary goal for today is to discuss the agenda for the fall commission meeting on September 23<sup>rd</sup> with President Cruzado. We need to send proposed bylaws changes so that commission has opportunity to review before the meeting. Due to her departure from MSU, we need to find a replacement for Phenocia as the chair of the communications committee. At this point, there is no one on the communications committee to give a report.

Jessi and Becca to give assessment committee report. Jessi to discuss the academic departments' data. Becca to give the reports for administrative departments.

Jessi would like additional time to discuss the themes that have come across academic departments and analysis of the supportive document with the group at large to explain the theme and what the next step might be.

There should be a report from ADVANCE. Jessi will need access to the internet and a screen so she can hit the high points that relate to the commission very quickly instead of handouts. Send a link post meeting for those that missed it.

Asking the reps from other campuses to give a short update of activities on their campus.

Items for agenda to include:

President's remarks. Introduce Lynda. Overview of membership that we have this year. Have people introduce themselves. Revisions to bylaws. The election for the communications chair. Have the committee reports for the standing committees and the ad hoc policy committee. Find someone to give the communications report. Report from ADVANCE. Report from other campuses. Lessons learned from JoAnn Moody workshop that we want to take further. Strategic plans for the committees.

Anne will remind members of the commission to look at the strategic plan. After we have our discussions, pick what they want to have as the focal points for the activities for this coming up year. We could do a break out session for the last hour for the individual committees so everyone can discuss new ideas, what we've done and are planning for the next year.

Anne will send a draft agenda soon for comment. Will send to the president for her to plan her remarks and involvement in the meeting.

Minutes from August 19<sup>th</sup>, 2013 Meeting

Approved without changes. Minutes to be posted.

Adjourn