Monday, December 19, 2016

12:00 – 1:30 p.m.

Cline Library, Room 169 (Teaching Commons)

**Minutes**

**Attendence:**

*  Heidi Feigenbaum; Heidi.Feigenbaum@nau.edu
*  Sharon Gorman; Sharon.Gorman@nau.edu
*  Jamie DeVlieger; jd434@nau.edu
*  Susan Lauer; Susan.Lauer@nau.edu
*  Liz Massey; Liz.Massey@nau.edu
*  Samantha Clifford; Samantha.Clifford@nau.edu
*  Jamie Baxter; Jamie.Baxter@nau.edu
*  Mary Kate Wolter; MaryKate.Wolter@nau.edu
*  Maggie Vanderberg; Maggie.Vanderberg@nau.edu
*  Paul Jagodzinski; Paul.Jagodzinski@nau.edu
*  Laura Huenneke; Laura.Huenneke@nau.edu
*  Julie Piering; Julie.Piering@nau.edu
*  Pam Powell; Pam.Powell@nau.edu

**1. Welcome and Introductions**

* 1. **2. Announcements** a. Applicants for Portree Scholarship accepted Dec. 1- Jan. 25. Expect at least two $1000 awards.
  2. b. If you know of any students that may be eligible, please encourage them to apply (through the Foundation).
  3. **3. TITLE IX:** a. Is being rescheduled for some time after March 1st. More details to come.
     1. **4. Data to be collected** a. What data? i. Dr. Phelps asked CSW what data we would like to see collected. Sharon and Heidi have created a list of ideas for what to collect to present to Dr. Phelps. 1. If the list is missing anything, or needs something taken out or moved around, please let Sharon and Heidi know (the list is on the CSW BBLearn shell).
     2. ii. The top of the list is data that the Institution should collect, while the bottom of the list is data that CSW might try to collect.
     3. b. Prioritize this data.
     4. i. Members feel that is it important to get the data first, because the data can then be backed up by the “perceptions” that will be collected.
     5. ii. Some data will be easier to get than others. How easy it is to get certain bits of data may affect the prioritization.
     6. iii. Figuring out how to sort the data into groups, and how to display them will be a next step.
  4. **5. Exit interview questions & feedback for Diane Verkest** a. Current version of NAU’s Exit Interview is on the CSW BBLearn, as well as other versions from different Universities.
  5. b. One issue raised by a member: NAU is collecting the data, but it is not being published in a publicly available way.
  6. c. Another issue brought up: low response rate.
  7. d. Issue 3: the questions do not cover enough.
  8. e. One member said that if the surveys were more automated (via email), then response rate might be better.
  9. f. Could there be incentives for filling out the survey?
  10. g. Could there be information given to the exiting employee to assure them that the data they give will not be reviewed until after they are gone?
      1. h. There is nothing in the current survey expressly related to discrimination. i. Please look over the NAU Exit Interview questions, and email Sharon or Heidi if you have any further suggestions by January 30th.
      2. **6. Reports from subcommittees** a. Gender Equity/Parity Committee i. Peer-to-peer mentorship program
      3. ii. Start smart negotiating workshop: should we cap the number of attendees? How do we advertise? Should we contact certain organizations to help with advertising (ASWI, Graduate Student Government, etc.)?
      4. iii. Recruitment/retention issues
      5. b. Diversity, Health & Safety Committee i. Title IX symposium – Larry Gallagher working on it for Spring. Going to happen after March 1st, and will let the Commission members know the actual date and more information in the January meeting.
      6. ii. Safety walk
      7. iii. Fundraising for Portree scholarship
      8. iv. CSW awards
      9. c. Work-Life Balance Committee i. FML
      10. ii. Childcare center
      11. iii. Family housing
      12. iv. Class scheduling - How should we follow-up the information from Mikhael Star? 1. Putting out an email statement from CSW regarding concerns on this subject may be helpful.
      13. 2. One member pointed out that this new class scheduling could also be problematic for students, not just faculty.
      14. 3. Having this 25% mandate be for the entire University, not by Department, might be easier to achieve. Could this mandate also be only enforced for Departments that have a certain number of people (if there are too few, they need not participate in the 25%)?
      15. 4. Concerns were raised about safety related to having late classes. Could information regarding student resources be made available, using cards with QR Codes or on bus stops?
      16. 5. Could it end up costing faculty to teach late classes (spending on child care, etc.)? NAU does not have child care facilities, but other Universities that are participating in this program do.