Members Present: Laura Beadling, Ben Collins, Martha Drummond, Patti Heer, Kate Kelley, Yong Li, Samantha Poh, Cynthia Reuter, Qi Yang

The meeting was called to order.

1. Minutes approved for 9/28/09 meeting.

2. UWP employment data – Kate Kelley reviewed this information with the group.

3. Discussion regarding the diversity advocate – There are benchmarks for the search and screen committee to advocate for diversity. The advocate should be someone in the department who has been trained. A comment was also made that more people need to be trained as the advocate or we are going to wear out those people.

There was also a discussion regarding application materials for search and screen committees. The diversity advocate can make a determination of whether or not application letters include a diversity statement, if there is some question.

4. Other

Consider looking at other Universities’ ads to see how the wording is or how the look is for the ad. Consider looking in places such as: Hispanic Outlook, The Chronicle, The Higher Ed.com, Dubuquejobs.com, Diverse Issues, and Women in Higher Ed.

Discussion regarding recruiting. How is the best way to do it? Through ads or conferences, networking, etc.

Discussed option for department to request candidates to submit a diversity statement as additional material after applicants have been weeded down from initial pool, rather than part of initial application material.

5. Meeting adjourned.

Respectfully submitted,

Patti Heer