

APPENDIX D

WEPAN Action Group Meeting Minutes

Admissions Action Group Minutes

Marilee Jones, Associate Director of Admissions at MIT and Chair of the Admissions Action Group, was not able to attend the Conference, so Lisa Oliveira, Assistant Director of Admissions at MIT, moderated the meeting. Fifteen people attended, the majority from Admissions Offices at member universities. The meeting format was a very informal discussion. Topics discussed included the status quo, programs to recruit and enroll women students and their successes and failures, institutional support for these programs, and a general sharing of ideas, suggestions, and common problems.

Marilee Jones will be contacting Action Group members in the upcoming months to solicit nominations for Action Group chairperson and an election will be held via email or mail before the Conference in 1996.



Faculty Action Group Minutes

The Faculty Action Group discussed and made a small revision to the statement of the purpose of the group. This statement now reads:

The Faculty Action Group is primarily composed of faculty members who are at engineering institutions across the country. The major objectives of this group are to: support women engineering faculty, support graduate students seeking academic positions, examine the professional development of women faculty such as promotion and tenure issues, and hold sessions related to academia at the annual WEPAN Conference. The Faculty Action Group is also generating a comprehensive list of women faculty members and is encouraging more women faculty to serve on review boards.

Action items include:

Faye Boudreaux-Bartels will investigate mentoring networking between universities for schools without official mentoring programs. Linda Schadler will gather information on maternity leaves and the tenure slow clock and how they affect tenure and promotion. We wish to get this information in a format that is easily accessible to the faculty.

We will examine our Action Group's data base with Membership Services to determine the most effective way to facilitate the use of this information for our group. The purpose of this data base is to assist in placing more women faculty on review panels and to facilitate new job searches.

Eileen Ashworth will review the posting of job notices on WEPAN-L.

We will seek nominations for Vice-Chair (Chair-Elect) and a nomination committee in early fall. We will use WEPAN News and WEPAN-L to assist us. An election will be held by the end of the year. In the spring the nomination committee will form a slate and we will vote for a Chair and Vice-Chair to begin in June 1996.

INTERNATIONAL ACTION GROUP MINUTES

The International Action Group reviewed attending members' priorities and strategic suggestions for the upcoming year.

The Group agreed that it was critical to make the international agenda a more central part of the WEPAN agenda. We proposed that the current Chair work with next year's conference committee to develop a plenary on the impact of the global economy on our students and the importance of international exposure and understanding.

In response to a request from the WEPAN Board to the Action Groups, the Action Group discussed the need to choose a Chair and a Vice Chair of the group before the next annual meeting. We concluded that it was most efficient to solicit nominations through email and hard copy to the membership.

It was concluded that the membership mailing should also assess interest in continuing membership and individual's priorities for action and that this information should be compiled and sent to the membership.

**Action Group on Research, Evaluation, and Dissemination
Minutes of Meeting
June 6, 1995**

Chaired by Dr. Emily Wadsworth
Purdue University, West Lafayette, Indiana

1. Introductions were made. Present were 38 WEPAN members.
2. Emy Wadsworth displayed and described the *Campus Climate Resource Book*, a bibliography of resources assembled by the AGRED Executive Committee along with other contributors, and edited by Emily Wadsworth. It is available to all WEPAN members.
3. Laura Kramer reported on the activities of the Research subgroup of AGRED. They are interested in retention studies, and have discussed ways to obtain uniform information on retention from engineering institutions. This may prove futile, at least for now, since institutions have a variety of ways of keeping and reporting information, and finding uniformity among institutions may be impossible. Discussions will continue.
4. Meg Bland reported on the activities of the Evaluation subgroup. They had submitted a workshop proposal for this conference, but unfortunately it was received late and another workshop on evaluation had already been scheduled. Meg informed the group that she is leaving her position at U.C. Davis and would not be continuing as a member of AGRED. We appreciate Meg's contributions and wish her well.
5. Irene Mikowaz, co-chair of the Dissemination sub-group, discussed their progress and ideas for this year. Ideas included the near implementation of an internet list of abstracts about research, evaluation, dissemination, and funding, and a central clearinghouse at the University of Manitoba for gender issues in teaching.
6. The Funding sub-group reported no activity this year.
7. Emy brought up the concept of a half-day evaluation workshop for the 1996 WEPAN conference, to be presented or sponsored by representatives of AGRED. Discussion ensued about the definition of evaluation for this purpose as well as the goals and scope of the workshop and the evaluation methods to be covered. It was acknowledged that most programs have limited time and resources for evaluation, and this should be considered when planning the workshop. One idea was to provide some basic information about evaluation, then break out into specific situations where practical steps could be delineated. Another suggestion was to use a case study method. Dorie McCubrey and Regina Halpin volunteered as co-chairs of a committee to put together the workshop. Committee members who volunteered include Beilee Watford, Cathy Cosgrove, Irene Goodman, Jennifer Brower, Stacy Wenzel, and Sylvia Middleton.

8. Michele Fish reported on the decision made by the Board of Directors at their June 2, 1995 meeting to formally establish the positions of chairperson and vice chairperson for action groups, each with term limits of 2 years (though no limit to the number of terms). The Board also decided that these would be elected positions, and that elections must take place before the next annual conference.

To allow the opportunity for anyone who is interested to participate in the elections, those present at the AGRED meeting agreed on the following procedure. Michele Fish will solicit membership to AGRED through the use of e-mail and snail-mail (for those without e-mail addresses), allowing everyone in WEPAN membership an opportunity to become a member of AGRED. Once membership is determined, and nominations for the positions of chairperson and vice-chairperson have been received, a vote by the AGRED membership will be held via e-mail and fax/mail.

9. Since we were not able to get to all of the items on the meeting agenda, it was suggested that next year we be allowed an additional half hour for action group meetings.

10. The meeting was adjourned at 4:20 pm.

Michele D. Fish, Recorder
(mdf6@cornell.edu)

AGRED EXECUTIVE COMMITTEE 1994-95

Chair:

Emily Wadsworth, Purdue University—emw@ecn.purdue.edu

Recorder:

Michele Fish, Cornell University—mdf6@cornell.edu

Research Subgroup Co-leaders:

Jan Carpenter, Penn State University—cjc6@psuvm.psu.edu

Laura Kramer, Montclair State College—kramer@apollo.montclair.edu

Evaluation Subgroup Co-leaders:

Meg Bland, University of California at Davis—mmbland@ucdavis.edu

Nina Brown, Old Dominion University—phone (804) 683-3787

Dissemination Subgroup Co-leaders:

Carol O'Connor, University of Louisville—caocon01@ulkyvm.louisville.edu

Irene Mikawoz, University of Manitoba—mikawoz@ccu.umanitoba.ca

Funding Subgroup Co-leaders:

Nancy Holland, Texas A&M University—phone (409) 845-7008

Parveen Wahid, University of Central Florida—paw@engr.ucf.edu

