

# SEPTEMBER 2024 AGENDA - CDI COMMITTEE

Sept 27, 2024 @ 11 AM in Noland 163 | virtual (link)

**Attendees:** Vandenberg, Damschen, Monahan, Wilkinson, Bement, Warneke, Ager

ACTION ITEMS	Assigned	Due Date
Compile positives from the listening session; compile departmental comparisons from college/university surveys, add to DEI Activation Plan	Grace	Next CDI meeting
Add new ideas discussed at the meeting to our Action Plan; post action plan on the department website	Grace	Next CDI meeting
Reach out to colloquium committee about accessibility and attendance questions for both committees	Christopher	Next CDI meeting
Check in with Brandon re: bathroom accessibility efforts in Birge and Noland	Grace, Laura	Next CDI meeting
Update at staff meeting about WISELI workshop dates and registration in relation to hiring committees for fall 2024	Grace	October 1
Department Grievance Process: Goal 1 - gather university resources we need to point people towards; explore developing a flowchart	James, Laura	Next CDI meeting
Add compiled university resources for grievances to department website; add tab for employee grievances and a stop gap measure until full process is developed	Grace with Julie	Post-October CDI meeting, but ASAP

## AGENDA & NOTES

1. **Recap of L&S DEI Leads Summit in August** - Vandenberg
  - a. College still invested in the work we're doing to enhance belonging
    - i. 'Belonging' is inclusive of our work prior to this, incorporate new verbiage moving forward
    - ii. Focusing on retention of staff, students, faculty; particularly first gen
  - b. Theme: how to handle difficult conversations in the workplace, classroom
    - i. Discussion of free speech rights vs. course-relevant material
    - ii. Perceptions of culture for an individual through the lens of their lived experience; important to continue conversations within units on culture, understanding where people are at and what needs improvement
  
2. **Update from meeting with Chair regarding iBio-Botany merger** - Wilkinson
  - a. Ad hoc committee on Culture and Climate met in Spring 2025 and developed a shared vision of a merged department (see appendix below).
    - i. Uncertainty in next steps for the two departments to begin working together to implement this vision.

- ii. Recognition from department leadership that “culture eats strategy for breakfast”. Merger won’t work if we don’t work towards that shared vision
- b. Request from department chairs for iBio CDI and Botany DEI committees to begin working together on initiatives
  - i. *Option 1*: discussions with the two committees on how do we build trust and maintain it? What are our strengths towards reaching this shared vision? What are the weaknesses that may impede success? Suggestion to design survey for departments to gather input on these questions
  - ii. *Option 2*: Identify initiatives that support our shared vision that we can start working on across departments instead of individually.
  - iii. **IDEA**: Exchange meetings with committees, somewhat similar to the curriculum committee model. Following these exchanges, identify what topics or initiatives we may tackle together.

### 3. Discussion of committee priorities and new ideas for Fall 2024

- a. Strategic Plan, link to PDF:  
<https://uwmadison.box.com/s/hnrrp65cb702do2ckzn8owxfpiayqy82w>
- b. **New Idea**: Develop creative assessment mechanisms to track people’s feedback, gauge if efforts from this committee are moving the needle
  - i. Annual activities report – add an assessment portion to the DEI questions; how to incorporate into staff annual reporting?
  - ii. Incorporate into student progress reports; iBioGO meetings?
- c. **New Idea**: Develop understanding of what aspects of inclusion and belonging the department is strong in and commit to keeping these as strengths
  - i. From Campus wide Staff and climate survey from 2022 - takeaway:
    - 1. In general, our well-being at work and our satisfaction working at UW-Madison are higher than the University's average.
    - 2. In general, iBio seems to be doing well with remote work policies and flexibility to balance work and life.
  - ii. **ACTION**: Add above takeaways to the Action Plan; review the 2021 listening sessions and summarize positives
- d. **Continuing Work**: Development of a grievance reporting process
  - i. Problem: Do not currently have an avenue for iBio employees to report and seek assistance with bias, DEI-related issues
  - ii. Last spring we discussed possible pitfalls: people don’t know about the form/what to report, form not being used for the intended purpose
  - iii. Suggestion for a landing page for your role in the department - this is where you go/do for help. Possibly a flow chart of information.
- e. **Continuing Work**: Seminar accessibility, attendance
  - i. Recommend survey to launch this fall to gauge reasons from attendance and accessibility
  - ii. **ACTION**: Christopher reach out to colloquium committee to develop
- f. **Continuing Work**: Accessibility conversion of bathrooms in Birge and Noland
  - i. Proposal submitted for Noland 4th floor bathroom renovation (Monahan)
  - ii. Grace will connect with Brandon on Birge bathroom status

## NEXT MEETING

- Grievance process development: discuss the next steps in the reporting process after the reporter has deemed university resources aren't appropriate for the issue and they need to submit a report. What happens to the inquiries? Who receives them? Flow chart and best practices for transparency.
- Mentee training opportunities to help set clear expectations for incoming students, how the culture works, help ensure mentor and mentee are on the same page
  - What is the grad school doing in this regard? What can or should we do?
- More opportunities for training on inclusive teaching and mentoring – what could this look like for our department?
  - Identify and share out quick things instructors can adopt in the classroom (proactive), celebrate what people have done – check the activity reports – highlight successes!
  - Connect department instructors to workshops on campus if they want to go deeper into inclusive teaching and mentoring practices

## APPENDIX

*Shared Vision for the culture and climate of a merged unit (shared at the April 2024 meeting):*

**Collaboration** is common and science is fun; conversations about research happen frequently and ideas are often exchanged. People with different skills and backgrounds think about problems from different perspectives. When collaborations are easy, our science and teaching are better.

**Governance** is transparent; communications are open, and decisions are made collectively or with trust in smaller groups who take charge of specific tasks. **Decisions are fair.** Everyone does their share of the work that needs to be done, with compassion for moments when people need to do less. People are respected and rewarded for the time they spend on service.

There is **space for people** to step out and not be a part of the “crowd”. All voices are heard, and people feel **safe** to say what they are thinking.

Excellent academic departments are **enabling**. Opportunities are clearly communicated, and **everyone has a shot** at them. Onboarding and ongoing training are infused in practices. It doesn't “take years” to figure out how to do the work. When there are problems, where to go and what to do are clearly understood.