University Of Washington  
Faculty Council on Women in Academia  
12:40 p.m. – 2:00 p.m., December 12, 2011  
116 Cunningham Hall

Meeting Synopsis:

1) Call to Order  
2) Approval of Minutes from October 17 and November 14, 2011 meetings  
3) Welcome new members  
4) Report on distribution of FCWA Non-ladder faculty survey, plans for further action  
5) Discussion of "one-pager" mentoring memos. Guest: Becky Aanerud  
6) Brainstorming on one-pager topics  
7) New Business  
8) Adjournment

1. Call to Order
The meeting was called to order by Council Chair Marjorie Olmstead at 12:36 p.m.

2. Approve October 17 and November 14, 2011 minutes
Minutes from the October 17 and November 14 meetings were approved with one abstention.

3. Welcome new members
Olmstead led the council in introductions to the two new members, Jennifer Hanson from the Graduate and Professional Student Senate and Yoshimi Anzai (Radiology).

4. Report on distribution of FCWA Non-ladder faculty survey, plans for further action
Olmstead announced the distribution of the Non-Ladder Faculty Report to the Board of Deans, President Young, Interim Provost Doug Wadden, appointed Provost Ana Mari Cauce, voting faculty and non-ladder faculty. She also discussed the process for distribution of such reports in the future. Olmstead will follow up with Cauce in February. It was suggested that red flag items within the report are sensitive, requiring a different approach for communicating such items.

5. Discussion of "one-pager" mentoring memos. Guest: Becky Aanerud
Olmstead introduced Becky Aanerud, Acting Assistant Dean of the Graduate School. Aanerud provided a background on the origins of guidance memos for graduate students, and handed out a sample mentor memo,¹ and examples from their Professional Development Series.² Noting that support for graduate students beyond what is mandated is hard to come by, she emphasized that this series of memos supports graduate students' professional involvement from the beginning to end of their experience at the University of Washington. She gave examples of current topics, and clarified the role of students in both learning from memos and sharing experiences to support other students.

¹ Available online at http://www.grad.washington.edu/mentoring/memos/  
² Available online at http://www.grad.washington.edu/profdev/
Questions arose as to how many people actually read and use this information; Aanerud was unsure as these documents are freely available online. Discussion followed on the possibility of using memos as a revenue source, access to memos and copyright considerations.

Additional discussion continued on how to best target types of graduate students for particular memos, using student profiles to determine demand, and attract students to the website rather than proactively sending memos out. The Council identified some potential profiles of students it would be interested in targeting, such as students going on leave, especially women. It was noted that memos could serve to either clarify policy or provide advice from personal experiences.

Discussion also ensued on topics FCWA might address with similar memos and Aanerud recommended addressing points in career chronologies or where people are “slipping through the cracks.” She added that some topics may resonate between graduate students and junior faculty members, and that strategy on memo topics could be guided by which memos are most read. She emphasized the importance of keeping mentorship documents “generic” and broadly applicable to many different demographics, and the need to generate memos for both mentors and mentees. Aanerud was asked to provide FCWA samples of memos directed towards students finishing their PhDs.

6. Brainstorming on one-pager topics
The Council discussed who might write such memos, and what elements of the Non-Ladder Faculty Survey should be addressed by such memos. Two suggested subjects were: issues regarding retirement, and guidance for part-time faculty.

7. New Business
The issues were raised whether a Faculty Council should be started for Non-Ladder Faculty to allow the University to address this growing population within faculty, and determine where guidelines are missing within policy. Concerns were expressed that this action could serve as a wedge between ladder and non-ladder faculty, and that schools differ in treatment of non-ladder faculty. It was suggested that FCWA discuss the issue of support for voting and non-voting Non-Ladder Faculty with new Provost Ana Mari Cauce when discussing the report.

8. Adjournment
Meeting was adjourned at 2:09 p.m.