

MINUTES MEETING 11/01/2018
Prepared by Dolores Vazquez Sanroman

The Women's Faculty Council held their monthly meeting on Thursday November 1st, 2018.

Welcome:

In order to promote networking, the OSU-CHS participants introduced themselves to the Stillwater group.

Liaison Report:

Tracy Quan shared with us that we will be switching to CANVAS instead of Brightspace and that workshops are available for faculty for getting familiarized with the platform.

WFC Research Working Group

No report from the Research working group, they will hold a meeting in the subsequent weeks.

WFC Faculty Award Committee – Kay Bjornen

The research working group is working in writing the document for supporting the different awards as well as budget.

Research Week Presenter

Dr. Sandefur agree to be our speaker for the research week. Steph Link ask the members if 1,200 will be a reasonable honorarium, because we are not able to purchasing flight tickets. Also, if your students want to meet with Dr. Sandefur you are more than welcome but lets us know.

Solicitations for Research Awards

From the Dean's office the announcement for outstanding woman undergraduate and graduate students is out and we are looking for reviewers for the applications, WFC has aimed to a review process without any potential bias, female and male faculty are invited to participate as reviewers of those applications.

Treasurer's report – Dolores Vazquez Sanroman

We have 900.00 usd

Brand Management and Campus Recruiting – Karin Schestokat

In searching for Dean in Arts in science documents going outside the university have the logo of Pistol Pete, this may lead to a non inclusive image from our university. Branding and outreach should review this logo. Some members mentioned that Pistol Pete was supposed to be the Football mascot and now has become an income that represents all colleges. We should review that and discuss more about this. How can we contribute as WFC for facilitating a more inclusive logo from OSU especially in documents that go out of the university.

Bylaws Committee: We are currently requesting volunteers to serve on the bylaws committee. Please contact Kim Loeffert (kim.loeffert@okstate.edu) if you are available.

Research Awards: We are currently seeking reviewers for the WFC undergraduate and graduate research awards. Please contact Dr. Marianna Patrauchan (m.patrauchan@okstate.edu) if you are interested

Woman mentoring Woman: We were joined by Dr. Nedra Wilson Associate Professor, Anatomy and Cell Biology in OSU-CHS. Dr. Wilson provided useful information regarding key points for establishing a sustainable and continuous faculty mentoring program. At the end several members participate in the discussion of creating a faculty mentoring group that should be included as part of their service for promotion or for participating in a career award.

Motion for reviewing WFC bylaws

Motion: It is moved that: WFC executive committee and members endorse changes on the duties of the Secretary/Treasurer duties.

Rationale: It is appropriate that we begin to assemble the needed of split Secretary/Treasurer responsibilities into two available woman faculty service positions. Allocating one member for serving as Secretary and another member as Treasure will help ensure that proper training and time commitments are designated to each of the different liabilities.

Motion: It is moved that: The WFC executive committee and members endorse changes to the faculty representation by eliminating the wording “instructional” from membership composition

Rationale: This change will be more representative of our membership.

ACTION:

Voting result forwarded to:

DATE:

Date:

Woman Faculty Council Bylaws

II. COMPOSITION

All female* (female identifying as documented by HR) **instructional** faculty of the OSU-Stillwater campus (tenure- and non-tenure track) or members emeriti of the Faculty are full members of the Council with voting privileges. Only full-time faculty members may serve as officers in the Council. Others may attend and serve at the discretion of the Executive Committee.

III. OFFICERS

The officers of the Women's Faculty Council comprise the Executive Committee and include the Chair, the Immediate Past-Chair, the Vice Chair, the Secretary/Treasurer, and the Liaison to the General Faculty Council. Past-Chairs are invited to serve on the Executive Advisory Committee to assist current officers.

IV. DUTIES OF OFFICERS

C. The Secretary

Shall be responsible for keeping minutes of the meeting and distributing the minutes and the agenda to members at least 48 hours prior to the next meeting.

Shall publicize meetings and activities of the Women’s Faculty Council through appropriate campus venues.

Shall carry on the necessary correspondence of the Women’s Faculty Council.

Shall serve as a member of the Executive Committee.

D. Treasurer

Shall be responsible for maintaining the funds of the Women’s Faculty Council.

Shall keep an accurate record of all funds received and disbursed.

At the request of the executive committee, the treasurer shall prepare an annual chapter budget and report of finances, and submit them for approval.

In the absence of the president, vice president, and secretary, the treasurer shall preside at meetings of the chapter.