

Affirmative Action in Faculty Employment Committee (AAFEC)  
October 10, 2019  
10:00 am  
Minutes

In Attendance: Brenda Cardenas (Chair), Guilherme Indig, Laura L. Otto-Salaj, Jamie Cimpl-Wimer, and Kimberly Cosier (arrived after Motion I).

Excused: Chia Vang (ex officio)

Meeting called to order at 10:00 am

A. Approval of Minutes (Committee Meeting, September 5, 2019)

1. Motion: "To approve the Committee Meeting Minutes from October 10, 2019." Indig moved to approve the motion, Cardenas seconded. Motion passed: Yes: 2; No: 0; Abst.: 1

B. Update Committee Agendas and Minutes:

1. Cárdenas reported that several AAFEC meeting agendas and minutes are missing from the Committee webpage (2015-2019 period). Cardenas recovered the missing files from 2018-2019 and has arranged to have them posted at the webpage. She will attempt to recover some of the older materials.
2. The AAFEC webpage will be kept updated, and to this end, all new documents will be sent to the secretary of the university for web upload.

C. Update: Survey on Climate and Diversity

1. The Committee currently has two documents describing its 2017 Climate and Diversity Survey. However, it is not immediately clear whether they represent the final "official" documents describing the results of the survey.
2. Cardenas will contact a former committee chair in an attempt to discover whether the documents currently available represent the respective final versions or not.

D. Discussion: Three EVERFI Training Modules (Identifying Candidates; Interviewing Candidates; Managing Bias) Reviewed by Committee Members

1. Overall impressions about the training modules were positive.
2. Concerns include the lack of "academic" examples (e.g. in Managing Bias - only business-like examples presented in the module).
3. Questions raised regarding whether structured interviews would be better suited to the needs of some departments than unstructured interviews (and vice versa).
4. Human Resources has other training modules already purchased by the University which can be used by the faculty. Cimpl-Wimer will contact HR and ask for the complete list of training modules currently available.
5. The committee considered the benefits of having all training modules made available to the UWM community for use/consultation.

E. Discussion: Recruitment Checklists and Other Training Options

1. The AIMS procedure checklist not specific enough to address diversity issues in faculty recruitment.
2. UW Madison has developed videos on desirable hiring practices, and Cimpl-Wimer will make those videos available to the Committee for analysis.
3. The committee identified the need to include more specific language in or an attachment to the Letters and Science recruitment checklist that highlights methods for increasing diversity in hiring.

F. Discussion: Recent perceived slow-down in faculty hiring.

1. Question: Should the committee move forward with current project to develop tools/materials that will aid diversity in hiring or turn its attention to climate issues?
2. Motion: "The current diversity in hiring project will continue as a priority of the AAFEC." Cardenas moved to approve the motion, Cosier seconded. Motion passed unanimously: Yes: 4, No: 0, Abst: 0.

G. Action items: Committee members agreed to work on the following:

1. Creation of outline explaining the purpose of the "Diversity in Hiring" packet—why it's needed (could include statistics on current diversity at UWM): Cardenas and Otto-Salaj will author. Cimpl-Wimer will aid with statistics.
2. Creation of stand-alone diversity checklist to accompany faculty recruitment checklists: Indig and Cimpl-Wimer
3. Creation/compilation of best practices for recruiting diverse pools with general suggestions for various disciplines and suggestion to identify three places outside of traditional professional groups to advertise: Cosier
4. Once AAFEC packet has been developed, work with the legal department to incorporate it into their training for search committees: Cimpl-Wimer
5. The first drafts of the materials for the respective action items will be discussed at the December 2019 meeting.
6. The UW Madison videos will be viewed and discussed at the November 2019 meeting.

H. Meeting adjourned: 11:00 am