

**Annual Report
For the
Status of Women Review Committee
2000-2001**

1. The committee members were:

Kristina Lonstrop, Board of Governors (October – present)
Dr. Kathleen Matheos, Deans and Directors (August – December, May -present)
Barb Smith, Deans and Directors (January – April)
Renee Will, BUFA
Dr. Johanna Leseho, Education
Dr. Stephen Robinson, Arts
Dr. Jean Graveline, Health Studies and FNAC
Marion Terry, Student Services and Library
Kathleen Nichol, Science
(No member from Music this year)
Shannon Gadbois, Sessional Instructors
Marilyn Van Walleggem, invited
Dr. Bill Paton, invited

2. The committee met ten times: August 28, September 13, November 1, December 8 and 18th, January 12, February 16, March 26, April 9, May 23. Meetings involved discussions of the results of the summer survey and data collection, a summarization of the results, and development of a list of recommendations. Also involved were discussions of the PD sessions to be offered and other concerns relevant to female faculty and staff on campus.

3. Professional Development Sessions: Seven professional development sessions were offered during this year.

- 1) “New Employee Orientation” ran on August 30 and 31st, 2000. This was organized by Human Resources with some assistance from SWRC members. Marion Terry gathered information for new employees from various offices around campus. Marion and Bill Paton led the tour. Kathleen N organized the New Faculty Orientation afternoon. About 21 out of 35 new employees attended. The session ran a day and a half, with the first morning for general orientation to BU, the afternoon for separate union orientations, and the next morning for WHMIS training. Feedback was positive. The School of Music took their turn at providing for refreshments for the New Faculty session.
- 2) “Applying for Tenure and Promotion” ran on September 15th, 2000. A panel of a BUFA executive member and five faculty members briefly presented their advice on applying for promotion and tenure, followed by a brief question and answer period. Attendance (22 participants) indicates this workshop is still in demand. This session was taped.
- 3) “A Practical Workshop on Preparing Your Own Teaching Portfolio” ran on January 25th, 2001. Bill Paton presented the concept of and reasons for compiling one’s own teaching dossier, based on materials from CAUT and a workshop he attended offered by Dalhousie faculty. Each participant received a forty-page handout. Eight members attended the workshop, and several members unable to attend received the handout.

- 4) "Case Studies in Personal Harassment" was led by Kate Ramsey on February 13th, 2001. This workshop was open to all BU faculty and staff. Kate used a video (by the same name) to clarify what would constitute personal harassment in the workplace. The workshop was well received. Several suggested a follow-up workshop on how to handle complaints of harassment, as an administrator. Sixteen employees (16) attended. Kate noted that this tape could be borrowed from her office.
- 5) "How to Assess Your Students Fairly" was led by Johanna Leseho on March 6th, 2001. This session was taped. Ten members (10) attended the session and five (5) requested the tape afterwards. (There were some problems with a malfunction of the video camera that left a couple of fuzzy/noisy sections. Otherwise it taped okay.)
- 6) "Astonishing and Terrible Truths About Teaching: Personal Prejudices Revealed" was a delightful session offered by Al Rogosin, a retired but still active Botany professor, and one of the winners of the Alumni Excellence in Teaching Award. Ten (10) members attended. This session ran on May 3rd, 2001.
- 7) "A Mentoring Workshop on Preparing Your Tenure/Promotion Dossier" was organized by Marion Terry, introduced by Bill Paton, and consisted of one-to-one meetings of experienced faculty with those wishing to apply for tenure or promotion. Seven participants (7) were mentored by five faculty. This ran on May 4th, 2001.

Refreshments were provided at each session: the first workshop was paid for by SWRC funds; the last five were paid for by the PD Unit funds. The total cost for refreshments was about \$240. Advertisements were sent out by email and voice mail.

All sessions were taped or notes taken for future inquiries.

It was noted that 53 BUFA members attended one or more sessions this year.

Participants were asked to evaluate each session. Feedback was positive.

A review of the PD sessions for the year gave rise to these decisions for following years:

- 1). Offer four blitz sessions, rather than having them spread out throughout the year, to focus attention on the sessions and perhaps boost attendance: the first in the second week of classes in the fall, the second during the Fall break, the third in the Spring break, and the fourth between Winter and Spring sessions in late April/early May.
- 2). Promote and advertise the sessions more vigorously.
- 3). Provide Records of Participation to members that they could include in their dossiers as evidence of Professional Development in Teaching.
- 4). Ask the Deans if they would also promote the sessions as useful, for teaching development for participants, and as community service and mentoring by presenters.
- 5). Continue to write letters of appreciation to all presenters that they also could include in their dossiers, as evidence of Community Service.

Due to illness or presenters unavailable, the other PD sessions proposed for this year were postponed until this next year.

A list of the proposed professional development sessions for the upcoming year is attached.

- 4. Review of the results of the Summer 2000 Study:** The Summer 2000 Research/Study of BUFA members was completed August 10th, 2000. The student research assistant's final report was forwarded to the President, Dr. Visentin, on August 17th, and to the BUFA executive on September 13th, 2000. Considerable committee time was needed to discuss the results of the Study and to develop recommendations. First, a summary of the report, along with the full report, was forwarded to the Deans and Directors on January 19th, 2001. As well, the summary was emailed to "BU Community" on the same day, noting that the full report could be viewed in any Dean's or Director's office. Secondly, Recommendations Arising from the Study (including the summary) were submitted to the President and to the BUFA executive on June 13th, 2001. **(A copy of the recommendations and summary are attached.)**
- 5. Conference Attendance:** One delegate, co-sponsored by the President and BUFA, attended the CAUT Status of Women conference on October 26-28th, 2000, in Windsor, Ontario. A summary of the conference was submitted to the SWRC on November 1st. A presentation was made to MAC on January 11th. A full written report was sent to BUFA on January 19th. A full report was made to the SWRC on February 12th. This was a very relevant conference. (See the attached report.)
- 6. Exchange of Information:** The annual request for statistics on the applications for Tenure and Promotion was made on November 13th, and the replies were received after committee deliberations were completed. The annual request for statistics on the hiring processes was made to the Deans in August 2001. Replies have been received from the Faculties of Arts and Science, and from Student Services. The annual request for statistics on applications for Leaves was made to the President on August 17th, 2001.

A request from CAUBO and CHERD for information on effective PD sessions offered at BU was answered in February. [CAUBO stands for Canadian Association of Business Officers and CHERD stands for the Centre for Higher Education Research and Development.]

A request from Clive Seligman, a Psych researcher from University of Western Ontario, for information on the hiring of men and women at Canadian universities was responded to in February and in June. A copy of the Summer 2000 Study, and then a copy of the Summer 1996 Study were sent to him. He has promised to send us a copy of his report, once his research is completed.

A letter was written and sent to the Brandon Sun in February to clarify results published about the Summer 2000 Study.

- 7. Social:** One social gathering was organized this year. It ran over lunch hour on April 10th, 2001. Female BUFA members and exempt staff were invited, and fourteen attended, a mix of both groups. Food was excellent, and discussions were fruitful.

8. Financial Report: Money was received from a CareerStart grant (\$800), the President's Office (\$1600), and BUFA (\$1600) for the Summer 2000 Study. Money was also received from the President and BUFA to cover Xeroxing, printing, postage, and the remainder of the student's expenses from the Summer 2000 Study, and to help cover refreshment and printing costs of the Professional Development sessions (\$400 x 2). (Previously, the request for operating funds from the President and BUFA was \$150 from each, to cover normal costs of Xeroxing, and to cover the refreshments and other costs for the PD sessions.) As well, money was also set aside by the PD Unit to assist with the Professional Development sessions (up to \$200), since normal operating funds were not usually enough to cover these. Refreshments were provided for one of the long SWRC meetings, April 9th.

Expenses:

Salary and Benefits of Student Researcher:	\$4064.80
Postage for Survey mailings:	\$ 27.44
Xerox/Printing of surveys and reports:	\$ 457.60
Xeroxing (normal annual costs):	\$ 24.00
Printer Supplies:	\$ 51.00
Refreshments:	
Sept. 15 th	\$ 65.35
Jan. 25 th	\$ 30.00 (PD Unit)
Feb. 13 th	\$ 54.80 (PD Unit: leftovers kept for Mar. 6 th)
March 6 th	\$ 8.75 (PD Unit)
April 9 th	\$ 25.85
May 3 rd	\$ 24.95 (PD Unit)
May 4 th	\$ 29.92 (PD Unit)
Total:	\$4864.46 (-)

Income:

Balance from previous year:	\$ 138.74	
President Visentin's office:	\$1600.00	} for Summer Student's salary.
BUFA:	\$1600.00	
CareerStart grant:	\$ 800.00	
President Visentin's office:	\$ 400.00	} annual request, plus extra study expenses.
BUFA:	\$ 400.00	
PD Unit (\$148.42 out of possible \$200):	<u>\$ 148.42</u>	

Total: \$5087.16 (+)

Balance: \$ 222.70 (+)

Article 30 of the Collective Agreement provides for joint funding of SWRC activities, by the President's office and BUFA.

On February 12th, the President agreed to a request for ongoing funding for the SWRC activities as follows:

1. \$300/year for operating expenses of the committee
2. sponsorship of a delegate to CAUT conference/two years
3. sponsorship of research to update stats/4 or 5 years.

The understanding is that BUFA would match these, as has been done in previous years.

- 9. Other Concerns:** On September 21st, 2000 some Brandon University faculty, staff and students participated in the World March for Women, in Brandon, to raise awareness of the women and children who experience poverty and violence on a daily basis. This was part of an international movement that led to marches around the world, from March to October of 2000. Women's groups in Brandon joined efforts to organize the march in Brandon.

The SWRC is quite uncomfortable with the lack of a policy to deal with harassment and discrimination issues on campus, since the Board of Governors rescinded the year-old policy on November 23rd, 2000. We understand that the various Unions and employee groups on campus are to work with the President's office to hammer out a policy to fill this gap. However, this has not yet occurred.

Concerns of sessional instructors and of exempt staff remain.

Kathleen Nichol, chair
Status of Women Review Committee
August 17, 2001