Annual Report

2012-2013

Status of Women Review Committee (SWRC)

Brandon University

1. **Committee members:**

(a) Bea Jolly Board of Governors

(b) Vicki Klassen Deans and Directors

(c) Dr. Allison McCulloch Arts

(d) Donna Forsyth Education

(e) *Vacant* Health Studies and FNAC

(f) Dr. Colette Simonot Music

(g) Alexis Braun BUFA

(i) Dr. Etsuko Yasui Science

(j) Dr. Marion Terry Invited

(l) Joan Garbutt Library/Student Services

(m) Kathleen Nichol Science (Chair)

1. **The mandate of the SWRC** is defined in Article 30 of the CA. The current SWRC has chosen to address this by promoting professional development in teaching and research; by promoting a healthy climate through mentoring and education; by collecting data on hires, and the awarding of promotions, tenure, leaves and research grants; and by gathering feedback from female faculty on their working conditions.
2. **The committee held ten meetings** between June 13, 2012 and April 11, 2013. The plan is for one more meeting before the end of June.
3. **Workshops and events organized:** 
   * + 1. **Workshop on Preparing your Dossier for Promotion and Tenure, May 4th, 2012:** Nine recent recipients of tenure, promotion or reclassification spoke on how they approached the processes, what they included in their dossiers, and how they organized their dossiers, answering questions as they arose. Then participants had the opportunity to view ten successful dossiers (of the presenters and another of one who could not be there in person) and to ask more questions.Ten faculty members attended and four who couldn’t attend were forwarded notes of the presentations. Feedback was positive. SW provided refreshments.
       2. **New Faculty Orientation, August 29, 2012:** Human Resources invited us to organize a session for new faculty (BUFA members) in conjunction with the New Employee Orientation. The NEO ran until about 3 p.m. so the BUFA session was organized to follow this.Dr. Todd Fugleberg, the BUFA president, and twelve other BUFA members and staff from across campus, who help new faculty in their roles as teachers and researchers, presented. Todd explained the rights and responsibilities of BUFA members, according to the Collective Agreement. Then others from the Bookstore, Library, HelpDesk, Finance and Registration, Student Services, and the SWRC briefly explained what help they provide to faculty – as teachers and as researchers, responding to questions as they arose. Nine new faculty attended and notes were sent to ten others. Many were sessional instructors. Feedback was positive. One attendee had expressed some frustration at not being invited to the NEO because hired before April of 2012. HR plans to offer more frequent NEO’s in future. SW provided refreshments.

**(c) Workshop on Applying for Tenure, Promotion and Reclassification, September 14th,** **2012:** There were three presenters (Todd Fugleberg as President of BUFA, Dr. Jeff Williams as most recent chair of the University Promotions Committee and Dr. Patrick Carrabré, as most recent chair of the University Tenure Committee) as well as ten recent recipients of tenure, promotion or reclassification. The three presenters spoke, from their experience, of what is necessary to achieve tenure, promotion or to be reclassified, according to the Collective Agreement. They explained how each process works and how their Committees operated. In the process, they outlined what is necessary for each application and how best to present it (how to organize one’s dossier) so the Committees can make fair decisions with maximum input and minimum frustration. Then participants broke into faculty groups and the BUFA designations of PA’s and of IA’s/AA’s to hear tips from recent recipients and to view their dossiers. Sixteen potential applicants attended and one who couldn’t attend was sent the notes taken during the session. The participants were from all faculties and from IA’s. SW provided refreshments.

**(d) Women’s Research Network (WRN) Wine and cheese welcome, with Speed Mentoring, October 11, 2012:** New and returning female faculty had a chance to network with four research mentors. This event was not well attended – this suggests it should not be offered again, at least in its present format and time. However, those who attended found it worthwhile. SW provided refreshments.

**(e) WRN brown-bag lunch “Getting Published”, November 13, 2012:** Dr. Meg Carrington and Dr. Sheila Scott spoke, both as researchers and as reviewers for journals in their fields, offering their top five tips on how to get published. Then participants shared their tips and asked questions and discussed. Ten attended the event and one more was forwarded notes of the session. SW provided refreshments.

**(f) New Faculty Orientation, January 30, 2013:** Three new faculty members were invited to a brief meeting with Todd Fugleberg, President of BUFA, and Kathleen Nichol. Two were able to attend and the third was sent notes from the session. The participants appreciated having a chance to meet and hear about their rights and responsibilities as BUFA members and to share their experiences, so far.

**(g) International Women’s Day celebration, March 4th to 8th, 2013:** As in the past ten years, SW chose to celebrate IWD by featuring exceptional female students on the BU website. Fifty-one students were nominated by one of their professors or supervisors. The students are representatives from Science, Arts, Education, Health Studies, Music, Physical Education, and the Portage Community Based Education program. This was an amazing response. Because we didn’t feel we could honour this many, we asked the twenty-three nominators to restrict their nominations to two each. This resulted in twenty-seven women being featured with their picture and their biography on the BU webpage for the entire International Women’s Week. These women were invited to a reception in their honour on March 7th, with family, guests, nominators and a Board of Governors member there to witness. A power point of their pictures and highlights of their accomplishments cycled throughout the reception. Student musicians from the School of Music played throughout the reception. Fifty six people attended. Each nominee received a letter of acknowledgement. SW provided refreshments for the reception.

**(i) Women of Distinction YWCA awards nomination:** For a fourth time, SW decided to nominate a BU faculty member or student for the YWCA Women of Distinction awards, given to women who contribute to the Brandon community or surrounding area and serve as exceptional role models. Two members of the SW committee wrote the nomination for Michelle Magnusson, Disability Services Coordinator who is involved in Skate Canada, who score-keeps for boys’ competitive baseball, advocates for learners with disabilities, and serves on the Disabilities Board of Manitoba, as well as having developed her position on campus into a very successful, well-run, well-used service for students who are academically capable but hampered by some disability. At the March 14th banquet Michelle was awarded one of five awards. SW provided the nomination fee and Michelle’s banquet ticket.

**(j) WRN brown-bag lunch** **“Aboriginal Research Methodology”, March 19, 2013:**

Dr. Lorraine Mayer, Dr. Kelly Saunders and Professor Cathy Mattes were the panel members. Fourteen attended the session. The panel members responded to questions from the floor – some prepared and vetted ahead of time, others not. By responding to the questions, the panel members outlined and agreed on the protocol necessary to work with aboriginal communities – a relationship must be established and trust built before any progress could be made; the research must be seen as beneficial to the community; the relationship cannot end just because the research ends. All three presenters expressed frustration with BUREC – they had considerable difficulty getting approval for their research plans because the current guidelines do not work with these communities – preset questions, signed waivers by participants. One BUREC in attendance hopes to work to change BUREC guidelines to allow research with aboriginal communities as these researchers have found is necessary. Another noted that OCAP (Ownership Control Access Possession), a national body, would be willing to come to BU to tell them their guidelines. They had visited U of W and U of M a year ago but it was during our strike, so were unable to come to BU. The idea is that this was the first in an annual series of “Research Methodologies” workshops. SW provided refreshments.

**(k) Celebration of end-of-term lunch and networking opportunity, April 11, 2013:**  Female faculty were invited to attend a pay-your-own-way lunch catered by Blue Hills Bakery in the Music Faculty Lounge. Eighteen members attended. It was very uplifting because each was asked to share their positives for this past year – and we learned a lot about each other and what is going on across campus. We learned of one Music course that brings elementary school students who have some form of autism on campus to learn music, taught by students in the joint Music-Education program. We learned of an Education course where students go into local schools throughout the year to assist individual elementary students with their reading and then reconvene regularly to share experiences and learn from each other. It was obvious that everyone finds enjoyment in their careers and lives and we were buoyed by listening to others’ enthusiasm. We learned of and were invited to join the Delta Kappa Gamma which is an international society for professional women educators, with a local Brandon chapter. The society allows for networking, both locally and internationally, through regular meetings and through conferences. The society also supports women in Third World countries by offering scholarships for women toward achieving their Masters or Ph D. As well, it offers a $300 scholarship each year to a BU student in education.

**(l) Research Enhancement at Brandon University (REBU) Conference, April 30th, 2013:** As a way of reaching as many researchers as possible and a way to jump-start the “research season” – spring and summer terms, SW thought of planning a spring workshop, modeled on the successful BU Teaching Enhancement Conference (BUTEC) that occurs in late August, before our “teaching season”. A delegation approached Dr. Care, Acting VP Academic and Provost, in September 2012 to propose the one-day conference. With his support, SW invited various researchers from across campus to form the planning committee (called the REBU committee). Interest has been good. The campus-wide committee, with the help of Rural Development Institute, organized the day. The key note speaker, Dr. Geoffery McCafferty, in Archeology at U of Calgary, started the day on campus followed by the three sessions which each involved a panel of three BU researchers. The sessions were titled “Getting it Going – applying for grant and finding sources of funding”; “Getting it Done – how to initiate collaboration and managing the research/teaching/life balance”; and “Getting it Out There – selecting journals, publishing your research, protecting your intellectual property”. The day ended with participants gathering at an off-campus site, The Dock (formerly Clancy’s), to allow further discussion. The attendance was very encouraging – forty people attended the Conference. The discussions were positive in tone and constructive in substance. Feedback indicates that this was a very worthwhile event. The hope is that this becomes an annual event.

**(m) Workshop on Preparing your Dossier for Promotion, Tenure, and Reclassification, May 3rd, 2013:** This workshop allowed faculty to hear how others were successful in creating their dossiers for promotion and tenure and reclassification, and to see several successful dossiers. Six faculty members attended, while seven faculty members led the workshop. The SW provided refreshments.

**5. Events planned:**

**(a) WRN Research Methodologies workshop**: The second in the series – tentatively “Research Methods in Health Studies” – will be planned for next year.

**(b) Summer 2014 SW Review Preparation:** SWRC is mandated by the Article 30 in the CA to do a review at least every five years of the status of female faculty at BU. Planning is starting.

1. **Other issues discussed:**

**Protocol to deal with student-student harassment:** SW is looking forward to having an effective revised Respectful Workplace Policy in place soon. A delegation for the SWRC met with Sharon Hooper on July 3rd, 2012 and November 27th, 2013 to discuss our concerns.

**7. Financial Report:**

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| --- | --- | --- | --- | --- |
| Date | Description | Deposit | Expense | Balance |
| 1-Apr-12 |  |  |  | $ (13.76) |
| 27-Apr-12 | Deposit from end of term lunch | $ 110.00 |  | $ 96.24 |
| 27-Apr-12 | Expenses of end of term lunch |  | $ 109.87 | $ (13.63) |
| 18-May-12 | Transfer from President's Office | $ 300.00 |  | $ 286.37 |
| 24-May-12 | Promotion and Tenure Workshop  refreshments |  | $ 49.89 | $ 236.48 |
| 31-May-12 | Transfer from BUFA | $ 300.00 |  | $ 536.48 |
| 21-Sep-12 | Copying charges |  | $ 3.04 | $ 533.44 |
| 28-Sep-12 | Promotion and Tenure Workshop  refreshments |  | $ 86.27 | $ 447.17 |
| 31-Oct-12 | Mentoring Workshop refreshments |  | $ 92.66 | $ 354.51 |
| 21-Nov-12 | WRN "Getting Published" refreshments |  | $ 30.29 | $ 324.22 |
| 8-Feb-13 | Nomination of M. Magnusson  for YWCA award |  | $ 80.00 | $ 244.22 |
| 26-Mar-13 | International Women's Day reception  refreshments |  | $ 366.87 | $ (122.65) |
| 26-Mar-13 | IWD musicians honorarium |  | $ 120.00 | $ (242.65) |
| 26-Mar-13 | WRN "Aboriginal Research Methodology"  workshop refreshments |  | $ 42.67 | $ (285.32) |
| 6-May-13 | Promotion and Tenure Dossier Workshop refreshments |  | $ 54.27 | $ (339.59) |
| 2012-2013 | Totals | $ 710.00 | $1,035.83 | $ (339.59) |

Kathleen Nichol, for

The Status of Women Review Committee

May 14, 2013