

Meeting date | time **12/6/2016 10:00am-12:00pm** | Meeting location **Gordon Hall Bibring Room**

Facilitator Sheila Nutt
Note taker Diana Longden
Timekeeper Ellen McCarthy

Attendees:
Carol Bates
Trina Burrous
Donna Lawton
Maria Kontaridis
Ellen McCarthy
Sheila Nutt
Elissa Wilker
Sabune Winkler

Agenda topics

1. 10:00-10:30 concerns with communication and planning of events. Ideas for moving forward:
 - Create speaker guidelines to share with co-chairs
 - Have chairs attend Leadership Council meetings to propose events in order to engage in a discussion. Any concerns can be voiced and clarified in person
 - At next event, Share structure of Leadership Council hierarchy with whole committee
 - Maria and Sheila will plan to meet with committee co-chairs in January to come up with plans of correspondence.
 - Offer opportunity for committees to have an informal meeting with speakers before JCSW event
2. 10:30-10:40 Iris Bohnet talk
 - Finances – JCSW will contribute \$1000
 - Diana will send photos to Leadership Council.
 - Ellen will also share her photos.
3. 10:40- 11:00 Meeting with new Dean
 - Share the overarching goals for JCSW. Have his support to continue along those lines. Introduce strategic plan. Let him know that his presence welcome at meetings.
 - Notify him that JCSW normally presents at Faculty Council.
 - Women speakers at events on campus should be reflective of the percentage of women faculty at HMS
 - Representation of women on campus – portraits and busts

4. 11:00-11:10 Policy around female speakers at HMS Events. Recent CME Course, 7 out of 28 speakers were women. 2 panels in one week were all male
 - Talk with Dean. Percentage of women on faculty should be presented through course of the year through seminar series or CME Course or teaching. Track and present at faculty council
 - What can be tracked? CME courses, Events that occur on the quad? Consider creating a policy or document with best practices for leaders.
 - Ask CME if possible to add a line to their application to be cognizant of demographics of number of faculty in field. Faculty Affairs has percentage of women by rank. <http://fa.hms.harvard.edu/faculty-demographics> see last slide.
 - i. Instructor/Lecturer: 53%
 - ii. Assistant Professor: 44%
 - iii. Associate Professor: 30%
 - iv. Professor: 18%
5. 11:10-11:20 Nominating Women for Prominent Awards
 - Newsletter could be a good place to publicize award opportunities
 - Next meeting, bring examples of newsletters
6. 11:20-11:30 Event Feedback survey (see page 3)
 - Diana will continue with this and share feedback received with to leadership council before the next meeting
7. 11:30-11:40 post-doc initiative (see page 4)
 - Leadership Council is supportive of this. Ellen will follow up with Jim to ask if they could include more than post docs in the mentoring circle. Ask how much money he will need.
8. 11:40-11:50 Strategic Plan progress.
 - Check in with committee chairs and Yasmin and Kristen in February. Remind Leadership Council which committees they are assigned to.
9. 11:50-12:00 JCSW timeline- listing milestones that are not necessarily related to JCSW
 - Looks OK as is
 - Also refer to Nancy Tarbell and Maureen Connelly to add more
10. Other Business:
 - JCSW Library Collection- framed photos and write-ups about influential women at HMS. Featured women in the JCSW.
 - Storage of committee documents. Diana to look into MyHMS (new ecommons). If not, Dropbox is a good option. Links would be on each committee page and password protected.

Next meeting – newsletter – (programs, awards, publications)

Intern- Sheila