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**MEMORANDUM**

**Date:** August 23, 2004

**To:** John M. Lilley

**From:** John H. Frederick *JHF*

**Subject:** Recommendations from the Committee on the Status of Women

Following-up on our conversation of August 15, I am sending you this memo to document how we will respond to the recommendations forwarded by the Committee on the Status of Women. In general, we have identified three distinct administrative divisions— Academics/Provost, Administration and Finance, and Student Services— that will be responsible for follow-up on these recommendations and I have grouped the recommendations below according to the responsible division.

**Academics/Provost***Recommendation*

Offer seminars to train faculty to deal with gender differences in the classroom.

Provide training materials to make advisors more aware of gender stereotyping.

Expand child care options on campus.

*Response/Responsible unit*

The provost will ask the Excellence in Teaching Program to organize seminars dedicated to this topic and to incorporate elements of gender sensitivity in other programming.

The Advising Center will be charged with training its own advisors to be sensitive to this issue and will also provide training workshops for college-based academic advisors that will highlight the need to provide unbiased academic advice.

The UPC will, as part of the master planning process plan ways that the campus can expand its child care facilities. Once plans are developed, the VPAF will assist in their appropriate implementation.

Encourage flexibility with graduate students needing family leave time (*e.g.* for pregnancy, childbirth, sick children, *etc.*).

Provide areas in new buildings, such as student union and Knowledge Center, where female students can breastfeed infants in privacy.

Work with Nevada Legislature to modify driver's license policy for international student spouses with children.

Recruit graduate students for exit interviews when they submit theses and dissertations.

Develop statement on what constitutes exploitation of graduate assistants.

Establish support structures for campus personnel making an official complaint of discrimination or harassment.

Require an end-of-year report on investigations and their outcomes from the Affirmative Action officer.

Complete and implement the faculty salary equity study.

Present WiSE survey results to the Provost and deans.

Present the WiSE survey results to the chairs and directors.

Post the WiSE survey results on the Diversity web page.

Implement best practices and policies to improve the professional climate for female science and engineering faculty.

The provost will ask the Graduate School to develop and draft a suitable policy for adoption by the campus.

The provost will supervise a needs assessment and work with the project teams for new buildings to determine best solution for this issue.

A bill draft is already in preparation for the 2005 session. The president will lobby on behalf of this bill as appropriate.

The provost will ask the Graduate School to conduct recommended exit interviews and publish general findings (with personal identifying information redacted).

The provost will ask the Graduate School to prepare a statement for review by the President's Council and the Academic Leadership Council.

Some structures for this presently exist and further study is needed to ascertain the effectiveness or ineffectiveness of those structures.

The provost and VPAF will direct the AA officer to prepare such a report, subject to disclosure constraints.

This has been done and the results will be sent out this month.

The provost has already reviewed the results and will be discussing them with the deans at an upcoming meeting of the Academic Leadership Council. The results will also be posted on the Diversity web page and will be linked from the provost web page. An email message will be sent to all chairs and directors asking them to review the survey results.

The provost will sponsor leadership development workshops that address this topic for chairs and directors.

Carry-out external evaluation and rating of the University's science and engineering programs as to their success for recruiting, retaining, and professionally developing female faculty in these disciplines.

The provost will follow-up with the Status of Women Committee to gain a better understanding of the type of study being requested.

Hold chairs and deans responsible for increasing diversity in their units and for fully utilizing diverse faculty to address issues.

The provost will stress this message at all available opportunities. New processes to emphasize recruitment of diverse faculty are in development.

Require upward evaluation of all administrators.

The president has asked the Faculty Senate to help him develop such a process. This is a high priority for the coming academic year.

### **Administration and Finance**

#### *Recommendation*

#### *Response/Responsible unit*

Complete and implement the faculty salary equity study.

This has been done and the results will be sent out this month.

Require an end-of-year report on investigations and their outcomes from the Affirmative Action officer.

The provost and VPAF will direct the AA officer to prepare such a report, subject to disclosure constraints.

Investigate having campus lighting equipped with motion sensors.

The VPAF will instruct Facilities Services to examine this possibility.

Provide additional emergency buttons, especially in the parking garage.

The VPAF will study the feasibility of installing additional emergency buttons.

Extend evening times and routes for the shuttle.

Shuttle service hours are dictated by demand. If demand should require additional hours, then the service will be extended. The VPAF and VPSS will publicize the availability of the Campus Escort service more broadly.

Concentrate evening classes in a core group of buildings for better security.

This policy is already in effect, but efforts will be made to ensure that all evening class buildings are made more safe and secure.

Increase sign indicating location of emergency buttons and phones.

This recommendation will be passed along to Facilities Services and the campus police for implementation.

Install a pop-up emergency button on the campus web site giving directions and information.

The VPAF will work with the VPIT to implement the recommendation if feasible.

Review current policies regarding access to offices after hours.

The VPAF will perform this review.

Provide a campus dispatch center or ensure that current central dispatches have an accurate map of the campus.

Buildings have been re-numbered recently to aid emergency service providers on campus.

## **Student Services**

### *Recommendation*

### *Response/Responsible unit*

Increase information provided to all students about date rape and domestic violence.

The VPSS has annually utilized the services of the Sexual Assault Prevention and Awareness Center (SAPAC) and Office of Women's Programs to provide programs to inform students about these issues. It will continue to offer this along with programs held during Sexual Assault Prevention Month across campus. SAPAC and Counseling Services provide treatment for both sexual assault and domestic violence. They collaborate with the Clinical Psychology program on domestic violence issues. These workshops are presented to athletes, Greeks, residence halls, academic classes and student clubs and organizations.

Provide printed resource lists for students.

Establish a hotline.

Include a flier listing available services with letters of acceptance to admitted students.

Printed resource lists are included in spring orientation materials, resource fairs, student services waiting areas as well as in the student handbook each fall. Student Services is working with Laura Zimmerman, Victim Advocate from the City of Reno, to set up a space on campus for her to meet with victims of domestic violence. The intent is that if there is a space on campus, students and staff will be more likely to report and seek out services. She will be working with University officer Cassie Kirkendoll on outreach programs that encompass safety training, domestic violence/dating violence, harassment, threats and stalking. Until a space is found University Police provide Laura's 24/7 phone number to

<p>Utilize dormitories to provide emergency housing for a limited time to single students.</p>	<p>victims for direct contact.</p> <p>Short term housing is provided by University Inn which currently provides transitional housing for students. This would be the best fit for a limited time period. Residence halls provide long-term housing and remain at full occupancy with wait-listed students in University Inn.</p>
<p>Provide areas in new buildings, such as student union and Knowledge Center, where female students can breastfeed infants in privacy.</p>	<p>The square footage for the new union has been reduced and the program plan finalized, however, the VPSS will share this recommendation with the project team.</p>
<p>Recruit students for exit interviews when they leave the University (whether by graduation or not).</p>	<p>Student Services currently conducts exit interviews of students leaving prior to graduation and publishes general findings (with personal identifying information redacted).</p>
<p>Extend evening times and routes for the shuttle.</p>	<p>Shuttle service hours are dictated by demand. If demand should require additional hours, then the service will be extended. The Escort Service is currently available until 1 a.m. The number of Escort users continues to set new records each year.</p>
<p>Provide more walking escorts for students in the dorms in addition to campus escort vehicles.</p>	<p>Escort has the ability to transport up to 20 people at the same time to cover the shuttle areas. People are taken to their exact destination. In the past year Escort had less than 5% of their total calls requesting walking escort which they will accommodate at any time.</p>

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