Commission for Women  
Meeting Minutes  
May 3, 2018


I. Approval of Minutes

II. Discussion of transition in University leadership
   a. The faculty senate will meet this afternoon. The group will share a statement with the public after their meeting.
   b. The chairs of all Commissions and Council are collaborating to send a letter of appreciation to Dr. Davenport.

III. Discussion of Awards
   a. Angie Warren Perkins Award
      i. Two rotating criteria: early faculty career and administrator department head or below.
      ii. The award was named after the first Dean of Women when the University first admitted women students. Historically the award has come with funding from a gift account, but that account has now been emptied. Our options moving forward are to either keep the award name without funding, or to create a newly named award also without funding.
         1. At this point, commissioners agreed we will not change the name of the award. Rachel Chen will discuss funding options with the interim Chancellor in the coming months.
   b. Notable UTK Woman Award
      i. Four rotating criteria: administrator or in governance, alumna, faculty, and staff.
      ii. Rita Smith suggested not having rotating categories. Instead, we could open the criteria to all four categories each year, and one recipient would be chosen. She suggested we may have two rotations with two categories each year.
      iii. Commissioner suggested adding a student category.
      iv. Hillary Fouts suggested having criteria rotate every three years with two categories each year, adding undergraduate and graduate student categories. She asked commissioners for input in how we might group rotations.
         1. The awards committee will consider options and report back to the group.
      v. Commissioner discussed current criteria standards and asked about distinctions between lower and upper level staff. We might clarify criteria moving forward by stating “at the level of the director and up or below.”
   c. Open discussions about awards and events
i. Commissioner suggested merging awards and events committee to increase awareness about what the Commission does for the University.

ii. Lisa Yamagata-Lynch noted we might provide CFW awards during women’s history month in partnership with events.

iii. Hillary Fouts suggested we could ask past HERS scholars to share their experiences during a CFW leadership event.
   1. Rachel Chen mentioned the HERS group have local gatherings that we might partner with.

iv. Rachel Chen discussed partnering with development groups for funding support for our awards.
   1. Commissioners stated support for Rachel Chen to reach out to discuss funding support.

v. Mary Lucal discussed setting up a gift account for the CFW.
   1. Commissioners discussed a potential new award, “Commission for Women Award,” that would be open for donations.

vi. Rachel Chen discussed honoring distinguished alumna for their research and professional activities in their fields. We might invite them to speak for a CFW event.
   1. Mary Lucal suggested we begin event planning for Women’s History month in the Fall. We might have a panel of women leaders. We could invite women who have retired or moved on from leadership positions within the past 5-10 years to discuss their experiences in leadership positions.

IV. Discussion of membership for next year
   a. Application numbers were low, with mostly staff persons applying. We will consider extending the deadline and potentially advertising in Tennessee Today.
      i. Matthew Theriot offered to send the announcement to the department head listserv as well.
   b. Discussion of welcoming event for new members in August.
      i. Commissioners discussed increasing student attendance by offering food at our events and meetings.
      ii. Discussion of promoting membership at the welcoming event.
         1. New faculty/staff can get connected by signing up for our listserv at the welcoming event and orientations.
   c. Discussion of committees
      i. Commissioners noted committee size should reflect the size of the Commission.

V. Other updates
   a. Update on AAUW scholarship
      i. Morgan Hargrove was nominated for the AAUW scholarship; she was awarded, but unable to attend. The scholarship was transferred to Maddie
Stephens, and she will attend the AAUW conference in the coming months.

b. Update on by-law revisions
   i. Hillary Fouts, Lisa Yamagata-Lynch, Rachel Chen, and Nancy Thacker will edit the by-laws this summer. The Commission will formally review and approve by-law revisions in September.

c. Rachel Chen discussed potentially having representatives for certain groups/topics (e.g., women in leadership and equity issues) rather than having formal committees.

VI. Hillary Fouts thanked commissioners for their service this academic year. Commissioners thanked Hillary Fouts and Lisa Yamagata-Lynch for their leadership this year. Thank you to Rachel Chen for offering her leadership for the 2018-19 academic year.

VII. Adjourn