

- Overview
- Charter
- Members
- Meeting Dates
- Minutes**
- Events & Announcements
- Linda Morse-Porteous Award
- Links & Resources
- 2009 Women's Committee Survey
- Procedures

January

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15 January 2014

Attending Members: Helen, Melissa, Liz, Cara, Dawn, Danie

AGENDA

- Housekeeping
 - Roles- Helen gave brief review of last meeting and potential member roles:
 - Web- Loral? Need to confirm
 - Treasurer - Leah
 - Secretary - Danie
 - Budget- We have a surplus of ~\$200 from previous committee activities. ACTION: Helen will find out the WHOI budget
- Ideas Moving Forward
 - Women's Committee for/about
 - Brief discussion about the role and types of activities the Women's Committee could engage in. The group felt this was wide open and that the committee shouldn't worry too much about a specific identity (solely women's issues vs gender vs family, etc.) as long as it's activities didn't encroach on other committees', but rather team up where complementary agendas are present. i.e., Helen said for her, day-to-day issues of being a woman at WHOI were important to her (logistics with kids, etc.). All agreed.
 - Events
 - Dinner and Speakers – This was thought to be the least successful and most costly in the past (difficult to attend, not much turnout, not sure reaching everyone, etc.)
 - Coffee hours/TGIF – This was generally thought to be a good idea, but would need a focus or theme- not too sciency, desire for networking time, etc.
 - Need to brainstorm ideas. Last presentation by a female 'workforce negotiator' was good; so something similar?
 - Keep them as brown bag lunches and provide minimal snack/drinks
 - Lilly Library room is a good option for venue
 - Possibility of a Family oriented TGIF – ran out of time to discuss. This was thought to be a good idea, but needs fleshing out.
 - External speakers – Thought to be good, but do cost a significant amount (last speaker was split with ...MBL?)
 - Web-based networking/community – This was discussed more in depth in the form of a wiki. All agreed it was a good first project for the committee. A wiki of resources available to new (and existing) employees/families. It may have overlap with other communities, but that was deemed okay (just partner with them, e.g., the post-docs' community web page, etc.)
 - Wiki has massive potential!
 - Expense is low
 - Potential Name: "Anything BUT Science"
 - Can get help from CIS
 - Can link to content in Student's wiki
 - Need to find out about Liability issues with recommendations/opinions posted to site (Angie's List – like reviews of doctor's, mechanics, etc.)
 - May need to be moderated at first
 - WordPress Seminar next Monday for grad students may provide some info?
 - ACTION: Helen to talk to CIS re starting a wiki in WHOI domain space- What can CIS provide in way of templates, space, etc.
 - Other ideas –Women's Lounge(s):
 - Still desire to make progress on a breast feeding location on each campus
 - No place in the village at the moment. Could look for locations in Redfield- 2nd floor 'couch room' off of women's bathroom – could this work?
 - ACTION: Danie to look into use of this room as a formal 'women's lounge and lactation room' with Director or Admin...
 - Clark Women's Lounge needs work:
 - Need to call facilities to repair the door handle (locks you in!) and sink leaks.
 - ACTION: Helen to call Facilities and get the repair on the books
 - Needs Better signage!
 - Can we add a usage log/sign-in sheet? This would help with justifying it's use (i.e., confirm the need) and inform of it's relative popularity/awareness. But, we know legally, it needs to be provided.
 - ACTION: Melissa to update signage and obtain a usage/sign-in sheet. This would be optional for people but really just need a date/time it was used, not name.
 - Could we also purchase 1-2 min fridges for use by lactating moms? One could go in the lounge and one could go to a specific office for the time a mom would need it, then go on to the next mom in need, etc.
 - Do we need to send a poll around for interest? General consensus was that there will always be someone in need and the existence of these facilities makes WHOI a more attractive to prospective students/staff.
- Next meeting time- Feb 21st –ish location TBD? This may need to slide since it's so close to AGU crunch time... maybe closer to the beginning of that week?

ACTION ITEMS

- Helen will find out the WHOI budget
- Helen to talk to CIS re starting a wiki in WHOI domain space- What can CIS provide in way of templates, space, etc. Also any liabilities associated with an 'Angie's List' type of service.
- Danie to look into use of this room as a formal 'women's lounge and lactation room' with Director or Admin...
- Helen to call Facilities and get the Clark Women's Lounge repair on the books
- Melissa to update signage and obtain a usage/sign-in sheet for the Clark Women's Lounge.

Of Note:

Outside of this meeting, former WC members offered insight into past activities, and suggestions on this committee moving forward.

RE this committee's identity and activities:

It was suggested we think about the issues affecting women at the institution and why the retention of female researchers (and staff I might add) is so low. Themes should identify women's only issues.

It was indicated that there is a WC 'bible' (AKA the three-ringed binder) and a milk crate of resources (documents, videos, etc.) that could be useful to future WC activities and beneficial for current members to be aware of and possibly review.

It was suggested reviewing the charter as a group.

There used to be an annual report, produced by the committee, is this still required? Can we view previous reports?

A member of the committee used serve on the gender equity committee, does this still occur?

RE events:

The dinner used to also function as the annual meeting (women only) and was looked upon favorably by former members.

Previous committees hosted afternoon teas instead of coffee times or TGs (not everyone could get away for coffee breaks) and they were partnered with and open to USGS, MBL, Fisheries, etc. The rotated between campuses as well, to allow people who didn't have the time to travel an opportunity to participate.

Last updated: August 7, 2018



- Overview
- Charter
- Members
- Meeting Dates
- Minutes**
- Events & Announcements
- Linda Morse-Porteous Award
- Links & Resources
- 2009 Women's Committee Survey
- Procedures

March


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28 March 2014

Attending Members: Melissa via skype, Dawn, Danie, Helen, Loral

AGENDA

Meeting opened at 1000 in Bigelow 217.

During opening discussion regarding having a quorum for the meeting and potentially postponing, it was decided to continue parts of the agenda, which involved missing committee members, at an additional meeting to be held next Friday, April 4, at the same time and location. This would serve as our April meeting and would be split into two agenda topics/groups: a field trip to the Redfield women's lounge, and a small group discussion regarding the wiki details.

The meeting opened with brief discussion on the role and shape of this year's WC:

There was recognition and agreement that the committees from year to year would, by virtue of their member make-up, have different visions and foci, and that it is important to recognize the evolution of women's issues at WHOI over the lifespan of the committee. This year's committee feels drawn toward providing facilitating various networking opportunities for women at the Institute (e.g., outreach with the community and engaging with charities, creating resource tools for new and established families within WHOI, etc.)

Outreach possibilities:

Dawn explained her (and other WHOI staff) involvement with Big Brothers/Sisters program. Also Andrew Daily and the Harvest ball charities(?). Broader Impacts (student organized group, applies for small grants, etc.) may be another group we could tap into (e.g., girls STEM science fair, 2 day workshop for middle school girls). The group agreed that these outreach activities could be a great opportunity for the WC, and asked what that engagement might look like.

This led into budget discussions:

Helen reported out on our current budget (\$3,500) plus some surplus from last year. If we are not going to focus on a dinner and external speakers, we could devote some of the budget to outreach activities.

- Update on Women's Lounge/Lactation Room:

Danie reviewed update on the Redfield lounge adjacent to the first floor women's restroom. Since her last email, she made contact with the BIO dept. AP who was happy to have the room updated. We should let Janice Umschlag know the details when they are available. Helen suggested a field trip to the room to create a shopping list, take measurements, etc. Melissa and Danie offered to do the shopping. Focus will be on Redfield's room at this time, but Helen did talk to Dave Derosier about the repairs needed in the Clark Women's Lounge. Helen (? Need confirming) will price out small fridges and Melissa will check the student lists to see if any are turning over.

General consensus was to supply: artwork, small indirect lighting (bedside or reading lamp), some pillows, a mini fridge for storage of breast milk, curtains to replace the old vertical blinds, possibly a throw rug and new paint.

Discussion of website:

Laurel will update the website to reflect new committee members and to update the minutes, adding this year's meetings.

Wiki:

Discussion focused around deciding on topics such as family resources (including but not limited to the information contained on the MIT students' yawhoi wiki). There was expressed need for resources such as activities for families/children, pet-sitting, primary care physician recommendations, and ISO or classified type listings.

Danie explained a community online resource, which was more of an open forum for any type of ISO request, news blast, event posting, etc. It used an online service site called 'Big tent' which was a membership management site offering tools for website hosting, blogging, calendars, list serves, file sharing, etc. We wouldn't need all those capabilities, but something similar, where individuals could ask a question or post an announcement, etc. would be helpful.

Helen recognized two types of web resources evolving:

- One for newsgroups and dialog, being more dynamic/ephemeral
- The Wiki containing a more static (but moderated and maintained) list of resources

These would be internal to WHOI. Helen will talk with CIS on the status of a wiki site.

This led to discussion of the existing newsgroups at WHOI. Loral has been unsuccessful posting to the group. No one could find online instructions for joining the newsgroups. Danie mentioned the online WHOI classifieds, which others were partially familiar with.

Helen will look into whether the newsgroups is still alive and working properly. Danie will look into where the classifieds website lives. These would be good to review/leverage when thinking about the design of the WC wiki and newsgroup.

Melissa and/or Cara will try to get access to the student wiki for reference (it has more information than the external WHOI resources site and gets updated more frequently. No family resources are provided on it, but it could be used to seed the new WC wiki).

Further discussion revolved around how we might advertise and solicit information to fill the resource categories we establish for the wiki. It was suggested the WC sponsor a 'kick-off' event to gather people together who are willing to provide their contacts, ideas, information on various services, resources, activities, etc. We could combine this event with a cookout or other type of social, TG-like event. Helen will get in touch with Steve (?) from The Buttery to get information on his cookout events. It was also proposed that we roll a fund-raiser into the event by hosting a yard sale to raise money for a scholarship. This could be used to send a school-aged girl to CSS for the summer.

It was agreed that this type of kick-off, fund-raiser event was something the committee wants to pursue. Tentative suggestion of mid-late June, on the Quissett Campus was agreed upon.

Last item was discussing meeting locations and attempting to obtain login privileges for one of the committee members on the WHOI room scheduler. Helen will check with her AP. Danie will schedule the next meeting for Bigelow 217 again, on Friday April 4, at 10AM.

Meeting was adjourned at 11:16.

ACTION ITEMS:

- Dawn will provide information on joining Broader Impacts
 - <http://www.who.edu/website/big/listserv>
- Loral will update the website to reflect new members, and this year's meeting minutes
- Helen will talk to CIS regarding wiki and newsgroup capabilities
- Helen will price mini refrigerators
- Melissa will check the student listing for used fridges
- Helen will look into the WHOI newsgroups- still alive/working?
- Melissa/Cara will get access to the MIT-hosted student wiki, 'yawhoi' for review by the group
 - <http://mit.who.edu/yawhoi/>
- Danie will book Bigelow conference room for next meeting
- Helen will look into getting and account on the WHOI room scheduler
- Helen will talk to Steve(?) at The Buttery regarding summer cookout events on Fenno lawn
- Danie will provide information on WHOI Classifieds website

Last updated: August 7, 2018



Overview

Charter

Members

Meeting Dates

Minutes

Events & Announcements

Linda Morse-Porteous Award

Links & Resources

2009 Women's Committee Survey

Procedures

May

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04 May 2014

Meeting held at 10:00AM in Fye Conference room

Attending Members: Helen, Danie, Liz, Cara

AGENDA:

New Business:

Amy April (scientist in Fye) and her husband were looking into dependent care and initiating a policy for dependent care travel award.

- Question on clarification of the award: will it be to cover dependent care while a whoi employee is on travel, or dependent care if you bring your child (dependent) with you?
- Amy was not available, so this will be tabled for now.

Babysitting Co-op – “WHOI.Kids” provide forum for communicating babysitting opportunities, kid-friendly events, etc.

- ACTION: Helen to ask CIS to create a news group for “whoi.kids”

Old Business:

Redfield Room:

- Futon discussion – Cara couldn't use it to lie down by putting arms down.
 - Decision was made to try to improve the existing futon, rather than buy an entirely new one or new cushion.
 - Suggestion to check with facilities on cutting a piece of foam to 'add more cushion to the cushion'.
 - Should we look into getting a piece of plywood cut to provide more support under the cushion?
 - ACTION: Danie to measure room, plus dimensions of the seat cushion of futon.
- Fridge/Microwave – ACTION: Helen to order fridge and microwave (Danie will to direct receiving to drop off both in the Redfield lounge).
- Curtains and Rug – ACTION: Helen to go to JL to look for rug and curtain together (get matching)
- ACTION: Helen to contact DR about putting up a curtain rod and painting and foam

Wiki:

- Helen, Cara, Danie met with Helen Gordon this week. Helen will develop a Wordpress site that CIS will admin, but WC members will be able to customize and author. Helen said to bug her around 5/12. In the mean time we can begin to gather content/information for the wiki – ACTION: (All) send suggestions for content to the women's committee email.
- We need to begin thinking about categories of information (e.g., Daycare, Medical, Restaurants, Petcare, General Services (contracting, vehicles, repair), Activities (library passes)).
- Suggestion to list all the benefits affiliated with being a whoi employee (currently these are all over the whoi site) together in one place, called “WHOI perks”.
- ACTION: Liz to make a Dropbox folder for the WC where we can put content. Possibly in sub-folders for each category?
- We'll need to come up with a name for the wiki. Suggestions?

LMP Award nominations:

- ACTION: Danie to contact Tina Betti to ask if we can we get nominations that were submitted a few years ago? Forward Dicky Allison's nomination on to the Vetlesen Award committee.

ACTION ITEMS:

- Helen to ask CIS to create a news group for “whoi.kids”
- Danie to measure room, plus dimensions of the seat cushion of futon.
- Helen to order fridge and microwave have them sent to Danie's office (MS #36) who will make sure they get to the lounge.
- Helen to go to JobLot to look for rug and curtain together
- Helen to contact DR about putting up a curtain rod and painting and foam
- [All] to send suggestions for content to the WC's Dropbox folder (which will be forwarded by Liz once created).
- Liz to make Dropbox folder for WC where we can put content, possibly in sub-folders for each category
- Danie to contact Tina Betti to ask if we can we get nominations that were submitted a few years ago?

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Overview
Charter
Members
Meeting Dates
Minutes
Events & Announcements
Linda Morse-Porteous Award
Links & Resources
2009 Women's Committee Survey
Procedures

September

[ShareThis](#) [Print](#) [PDF](#) [T](#) [T](#) [T](#)

11 September 2014

AGENDA

Old Business:

Wiki Update:

- review of mock up:
 - All like the front page and second pages
 - ACTION [for Katherine J]: we would like the categories on the side need to be collapsible
 - The quorum agreed to pay Katherine to finish populating (~\$2,000)
 - Concern was expressed about access and way to control unwanted contributions without restricting use. What about providing an admin with a daily digest of wiki updates. Helen Gordon prefers to maintain more control.
 - ACTION [Helen/Cara]: communicate to Helen G./Katherine to start with more access and provide a daily/weekly digest to a small group of admins.
 - ACTION[All]: create small group of admins (wiki subcommittee): Helen, Melissa, Cara and Dawn (communications/updates will still go the entire committee)
 - ACTION [wiki subcommittee]: Meet with Helen/Katherine on with questions to continue. Helen F. to email and set up a meeting.
 - Immediate resolution on URL- remove the whoi from 'whoiki' in URL
 - Have an event for the launch – with incentive to add content e.g., gift card to Pie, etc.
 - Plan launch event later

Women's Lounge in Redfield Update:

- Any news on the work order? No news on work order- ask Janice?
- ACTION[Dawn]: email Janice on progress
- Is it time to buy fridge/microwave? We think yes!
- Scratching the shelf idea for now.

Elsevier Proposal Update:

- Amy is out of town. Discuss WoCo commitment in proposal?
- What's the workload, what's the budget expectation for the WC? We need clarity on what responsibilities fall to the WoCo for the various components (administration of Travel assistance grant selection, local network/wiki admin, coordination of brown-bags and speakers, mentoring)
 - ACTION: Investigate with HR or who manages current mentor program, also investigate if the post-doc mentoring program could partner with this peer program (however, this peer mentoring would remain a distinct program from post-docs)

New Business:

Budget/Treasurer:

- Leah Trafford stepped down from WoCo, we need a new treasurer.
 - Liz is new treasurer until April 2015
 - Current budget \$3,500 on one cost center, and 1,000 on another. Will renew in Jan.
 - Helen passed cost centers to Liz
 - One cost center is shared with another committee, but the 3,500 is ours to use alone
 - Need current listing of proposed expenditures for the rest of the year (Women's lounge fridge/micro/other supplies; Helen's and Katherine's time on wiki, proposed travel support for SWMS speaker, other proposed expenditures?)

SWMS workshop:

- Bethanie Edwards (Grad student in Helen's lab) gave brief overview of SWMS workshop.
 - Conceived by Alexis Yelton- broader impacts of her NSF award (inspired by MPOWR)
 - Requesting funding for travel for speakers. Expected budget? Helen White is traveling from PA, she would be the main draw (in addition to any other local speakers' expenses)
 - Tentatively offered \$1000 in travel support, but would like to know how much they'll need...
 - SWMS has no connections to WoCo, but we'd like to promote the activities of the Committee during the workshop.
 - Design WoCo informational fliers for distribution during the workshop

Other Topics:

- Amy Aprill is asking for WoCo to co-host a brown-bag, advertising, cookies,
- Stace Beaulieu is asking for WoCo support for a GEPAC speaker – just advertising
- Brown bag lunches/speakers? Need to revisit
- CSS Connection? (Danie added post-meeting) If we'd like to discuss a children's scholarship with CSS (as mentioned in a previous meeting), we'll need to get this in place soon/this fall for next summer. We'll need to reach out to the CSS board. This should be an easy partnership, since CSS is looking to have a bigger connection to WHOI.

ACTION ITEMS

- All: Create small group of admins (wiki subcommittee): Helen, Melissa, Cara and Dawn
- Wiki Subcommittee: Meet with Helen/Katherine on questions needed to continue work
 - Helen F. to email and set up a meeting.
 - Communicate to:
 - [Helen G] To start wiki contributions with more open access and provide a daily/weekly digest to a small group of admins to review content
 - [Katherine]On wiki, we would like the categories on the side need to be collapsible
 - Dawn: Email Janice on progress in Redfield Women's lounge
 - ACTION ? : Investigate with HR who manages current mentor program, also investigate post-doc mentoring program. (Danie can start this)

Last updated: August 7, 2018



- Overview
- Charter
- Members
- Meeting Dates
- Minutes**
- Events & Announcements
- Linda Morse-Porteous Award
- Links & Resources
- 2009 Women's Committee Survey
- Procedures

October (Joint GEPAC-Womens Committee Meeting)

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9 October 2014, 2PM, Bigelow 217

Joint Women's Committee- GEPAC Meeting Minutes

Topic: Sexual Harassment in WHOI Policy

ATTENDEES

GEPAC Attendees:

- Janet Fields, Academic Programs
- Dan Lizzaralde
- James Kinsy
- Adam Shepherd
- Hani Rievera

Women's Committee Attendees:

- Helen Fredricks
- Danie Kinkade
- Dawn Moran
- Melissa Moulton
- Loral O'Hara

AGENDA

Members of GEPAC are meeting with us for #1 & #2

1. Sexual Harassment

- Plos One paper, Clancy et al.
- "Review WHOI policies" from Susan Avery
 - Harassment policy guide at Sea
 - WHOI Policy – respectful workplace and violence prevention
 - WHOI Policy – Harassment (policy against)
 - Policies are fine, but how about some practical skills for scientists in the field?
 - Ginny Edgcomb agreed to run her self-defense class again (WomCom 2010)
 - How about 'official' training for dealing with non-scientific problems in the field, i.e. self-defense, assertiveness, negotiation... life-saving skills??

2. GEPAC event

- Stace Beaulieu, GEPAC says:
- Nov. 20th: Dr. Mary Anne Holmes - 10-11AM, Clark 2-01 Fuglister - small group discussion for NSF ADVANCE, 12-1PM, Redfield Aud. - dual career talk, 1-2:30PM, Smith Conf. Room - informal lunch with students/postdocs

3. Women's Committee Items:

- Wiki
 - Set up training / meeting with Helen G.
 - 'everyone editing'
 - 'read-only' guest password for outside people. Ideal for new hires, but will that work if it's on the internal website?
 - Launch & advertising... ideas?
 - Ensure a presence on WHOI internal website
 - electronic Headlines, all-hands emails
 - advertising Posters, flyers, business cards / fridge magnets...
 - events
 - WHOI-kids email list – low but consistent use, maybe advertise in headlines again. Add to WIKI page.
 - Danie's thoughts on J
 - Ship to Shore / Girl scouts on the Knorr
 - CSS scholarship
 - Collaboration guidelines
 - Redfield lounge, any news? we need curtains hung, fridge etc
 - New members for 2015
 - Headlines request for nominations (4 positions to fill)
 - Next steps; Contact nominees, voting... if necessary!
 - There were a couple of people interested in participating.. but who were they?
- Anything else?

Joint Meeting Portion of Agenda:

Open Discussion:

Helen Fredericks of the Women's Committee led conversation with her thoughts on the existing documentation, then open it up for group discussion: policies seemed pretty comprehensive, covering everyone (while at the institution, in the field, at sea, ect.). Documentation is fine, but the problem exists because harassers don't read policy! Perhaps what's needed is increased awareness.

The Women's Committee sponsored a self-defense in 2010 (run by Ginny Edgcomb) and is willing to continue

An informational training series was offered, but was not mandatory for everyone? Melissa Moulton says students never heard about it.

What about additional training to raise awareness?

Offered by several others around the table:

- We used to have an ombudsman. It was an outside contractor. But the ombudsman position is no longer, Tina Betty now does this as part of her current duties. Maybe re-instate a dedicated ombudsman position?
- 'Open line' is supposed to satisfy this need online (is this still active?) No, not currently [Janet Fields]
- 'Open line' vs 'LifeScope' vs 'Ethics Hotline'- how are they different and are any still active? This was uncertain.
- Do these services address harassment as it happens in the field? i.e., these services aren't available to people when they are at sea and have need. Could additional training will fill this need?

General consensus that the formal policies are fine, but no formal education for people exists. Tina says HR speaks to JP students upon arrival (as part of orientation?), but comprises all their exposure to the topic.

Suggestion:

There needs to be a communication (to HR, and what they in turn communicate to staff and students) that seagoing work is much different and needs to be addressed differently.

[Dawn Moran] Speaks to all supervised students, not just about harassment at sea, but just preparing students for how different work at sea is from work on land in a lab. Everyone should have this discussion and students especially should be prepared for going to sea.

The marine ops website has information (possibly buried) about sea-going behavior and harassment on it somewhere, and the Atlantis used to show a video (old and outdated, Bob Gagolian delivers it). [Janet says] NOAA ships have a mandatory ship's meeting 'sex, drugs, and rock and roll', where appropriate conduct on a ship is discussed.

[Helen] Should these resources be pulled out of ship ops and put in Health and Safety website? Like safety training, harassment training for staff/supervisors, etc.?

It is crucial to have marine ops involved in this process. Maybe first take stock of what is offered on the ships now, and modify these resources accordingly.

Providing this type of information to students/employees BEFORE they get on **any** ship is also important (not everyone will sail specifically on WHOI ships during their careers).

Prior to 2009, a "harassment at sea" workshop was offered. It sounds like it hasn't been provided since 2009.

It should have a field-work component in addition to just sea-going.

Existing resources should be geared more toward "Life at sea" rather than just "harassment" to be more accessible as a resource to begin dialog about going to sea and all the conditions.

Currently we have ethics training that is more science focused (place-based on the institution/lab setting) and we have resources that are more sea-going focused.

Should HR run a 'Life at Sea' training workshop again?

Re-instate the 2009 workshop for students or augment the 'redlight/greenlight' employee harassment training to include sea-going and field site harassment?

Perhaps making it every 6 months will catch the incoming sea-going students.

Also creating a distinction from subordinate versus supervisory workshops.

ACTIONS/RECOMMENDATIONS

- Reinstate an Ombudsman at WHOI
- Reinstate training on a regular basis in the form of a workshop which now includes seagoing, field-going environments and one is tailored to junior versus senior/supervisory positions. Provided by someone who has experience going to sea (both women and men) to administer some of the workshop. Having an internal whoi person models the behavior versus some contractor that leaves the institution once the workshop is over.
 - Workshop needs to include modeling exercises in assertiveness training.
- Harassment training title is off-putting/alienating; Maybe "Appropriate Conduct Training" or "Field Survival Guide", etc.
- Update existing documents to include additional information about 'life at sea' rather than exclusively 'harassment at sea'.

NEXT STEPS?

Action [Danie]: Draft (group to review) an email to be signed by both committees to Tina Betty and then set up an additional meeting to discuss next steps.

Stace's GEPAC event to discuss with the WoCo- Stace wasn't present, GEPAC will follow up after discussing with Stace and inform WoCo.

BALANCE OF MEETING TIME WAS RESERVED TO ADDRESS THE REMAINING WOMEN'S COMMITTEE AGENDA ITEMS

In subsequent emails discussion on whether online training should be made mandatory for incoming students and post-docs. This was the topic of an email thread that contained both pros and cons of this activity put forth by both committees' members. It was communicated that online training would be more accessible to students and post-docs, but also recognized that in-person training conveys much more context and gravity.

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