ESS Diversity Committee Meeting
March 28, 2008


Regrets: Robin Sandberg, Amanda Mesirow.

AGENDA:

1. **Group Discussion Report:** DeWitz provided the ESSDC with a possible group discussion outline. The committee discussed identifying a “starter” at each table to facilitate the conversation.

Martin plans to complete reading the book on male/female communication issues this weekend and then meet with DeWitz early next week to discuss content of presentation, which will help to develop group discussion questions.

2. **Skits:** Daters will talk to Jake Smith and Sara Galm (students) about using the current handouts (*6 Tips for Bridging the Communication Gap* and *Five Errors Martians Make in Motivating Venusians in the Workplace and What to Do About It*) in order to develop skits. Daters will also invite Smith and Galm to the April 4 meeting.

3. **Registrants:** Daters reported that only 20 people were registered for each session.

4. **Format:** The following format was determined for the event:
   - Power Point rolling clips of “The Office” and other comics related male/female communication in the workplace as attendees enter.
   - Welcome (Martin)
   - Skits
   - Power Point Presentation: Layout the individual issues...these are some difficulties regarding male/female communication in the workplace that may occur.
   - Discussion: Attendees will discuss (with those at their tables) some solutions to the potential problems presented. Each table will be assigned a different issue/problem to discuss.
   - Power Point Presentation: Follow up with solutions from experts.

5. **Seating:** Mulder reported that maintenance in MAU could set up 12-13 tables with, at the most, 8 people at each.

6. **Take Away Card:** Smith will develop Take Away cards for the event, including resources for attendees about communication in the workplace, such as websites, articles, and/or books.

7. **FOR APRIL 4 MEETING:**
   - Determine format of the questions posed to discussion groups.
   - Daters will bring proportions of male/female registrants and total number of registrants to figure seating.
   - Mulder will contact Mau regarding setting up the stage, lavalier mics (2), and a podium with mic (1).

The next meeting is scheduled for April 4, 2008 at 10:00am in the SIAC-MU.