

**President's Commission on the Status of Women**  
**Minutes for Meeting Held on October 19, 2005**

**Present:** I. Baca, S. Cardenas, D. Christman, P. Hynes, T. Sterling, J. Weisinger, and E. Titus (Chair)

**1. Approval of the Minutes**

- a. The minutes for the meeting held on September 21, 2005 were approved as submitted.

**2. Informational Items**

- a. Information was sent out to STEM faculty re: free job advertisements in AWIS.
- b. The PCSW 2005-2006 membership list and sub-committee membership lists were reviewed and two additional corrections were noted.

**3. Subcommittee Reports**

- a. Institutional Data Gathering - no report
- b. Review of Institutional Documents (I. Baca reporting)
  - i. The subcommittee has completed reviewing the Business and Finance Policy Manual. E. Titus will find out the next step for getting these recommendations implemented.
  - ii. The subcommittee recommended that there be a total rewrite for the search committee handbook. E. Titus will discuss with the Provost whether this can be done since the revision originated out of the Provost's Office.
  - iii. It was suggested that the Department Head's Manual (DHM) written in 2002 be updated and that it be listed in the NMSU Quickfinder.
  - iv. The committee is in the process of assessing what project it will work on next.
- c. Monitoring trends/policies - no report
- d. Parental Leave Policy - no report
- e. Gender Equity Policy (P. Hynes reporting)
  - i. Discussion on the subcommittee's draft report continued. All members of the Commission are asked to carefully read the document and provide their ideas and feedback to P. Hynes.

**4. Action Item(s)**

E. Titus will:

1. Look into the status of establishing an Ombudsman Office on campus.
2. Act on a recommendation to include the 2002 Department Head's Manual in the NMSU Quickfinder.
3. Discuss with the Provost the recommendation of the commission that the Search Committee Handbook be totally rewritten.