



## Michigan American Council on Education Women's Network Institutional Representative 2020 Annual Report

**Directions:** *The MI-ACE Women's Network is one of the most active networks in the nation; therefore, the information we submit to the national ACE Women's Network each year should accurately reflect the impact that the MI-ACE Women's Network has on women in our state. In that regard, please complete this report as comprehensively as possible, listing information about the activities you have conducted on your campus as part of your responsibilities as the IR for the MI-ACE Women's Network. Include as much detail (attachments as examples) as possible so we can serve as models for those who are interested in replicating our efforts. The national ACE Women's Network uses the numbers in our reports to justify budget allocations from ACE and to engender support from granting agencies for special projects that benefit the advancement of women into senior leadership positions. Please submit the completed annual report electronically to IR Committee co-chair [LeahMonger@ferris.edu](mailto:LeahMonger@ferris.edu), no later than Friday, May 29, 2020.*

**College/University:**

**Network Member?** (Yes or No)

**Institutional Representative** (name and title):

**Email Address and Telephone Number:**

**Institutional Representative:**

**Email Address and Telephone Number:**

Please describe your respective roles. How do you share the responsibility? Do you work as a team or separately?

Have you attended one IR event during the past year? If so, which event?

Did you attend the 2019 Annual State Conference?

If no, what prevented you from attending?

If you will not continue as IR for 2020-21 (July – June), please indicate the new IR's name, title, and contact information below if available.

1. Describe how you enlisted the support of other women at your institution by assessing needs and facilitating institutional professional development programming that represents the mission of the MI-ACE Women's Network.
  - a. Please describe the programming you have sponsored on your campus during the past academic year (e.g. workshops, luncheons, or special activities)
  - b. Please be sure to estimate the number of people in attendance and their assessment of the activity.
  
2. Describe the process you use to establish and/or collaborate with other campus programs/activities focusing on women. (Do you have a steering committee or a core team of people to assist you?)
  - a. Describe the meetings you have held for your committee.
  - b. Who have you enlisted to help you and what have been the results?
  - c. Please estimate how many people are involved in your planning team.
  - d. What is the "focus" of the team you enlisted (e.g. all women on campus, graduate assistants, only women administrators, women department chairs and above, women administrators and those interested in becoming administrators, etc.)?
  
3. Share how you educate women at your institution about the Network's mission and major initiatives (e.g. Annual Conference, Women of Color Collaborative, public policy agenda).
  
4. Describe the process of how you serve the communication conduit to women at your institution by disseminating appropriate information in the monthly IR News Update and quarterly MI-ACE Women's Network Newsletter as well as professional development, professional advancement, grant/research funding, call for papers/proposals from MI-ACE, its members institutions or national ACE.
  - a. Have you forwarded these messages to individuals/groups on your campus?
  - b. If so, please identify the groups and estimate numbers involved in each group.

- c. Describe the impact of your receiving informational email messages from the MI-ACE Women's Network.
5. Share how you encourage attendance by women at your institution in the Annual Statewide Conference, Women of Color Collaborative, and other programs sponsored by the Michigan ACE Women's Network.
6. Have you met with your campus president/chancellor/CEO on behalf of the MI-ACE Women's Network during the past year?
  - a. If yes, how many times?
  - b. If no, why not?
  - c. How else did you communicate? Email? Phone? Written report?
  - d. Did you meet with another administrator in lieu of president, e.g. provost? If so, explain.
7. In summary, please estimate the total number of women on your campus who were involved in **all** of the activities you "orchestrated" last year.
8. As an IR:
  - a. Has your appointment as an IR led to other opportunities at your institution, such as inclusion in existing committees or events? (Examples: Diversity, Equity & Inclusion, Women's History Month, Equal Pay Day, Women's Center) If so, please describe.
  - b. Has your IR role led to opportunities outside your institution such as appointment or volunteering for a local, regional or state board, commission or task force? (Examples: Athena event, League of Women Voters, Women's Commission) If so, please explain.
9. Please provide the names, titles and contact information for women promoted or hired into senior-level positions (e.g., dean and above) on your campus during the previous year. Attach sheet if necessary.

10. Describe the major challenges you face as an Institutional Representative in building an effective program for women on your campus.
  
11. What can members of the MI-ACE Women's Network Executive Board do to help you serve the women on your campus better?
  
12. Do you have a women's commission, women's resource center director board, or equivalent body at your institution? If so, have you met with this body on behalf of the MI-ACE Women's Network during the past year?

If yes, how many times?

What was the focus of your conversation?

Name of group

If no, why not?

Please email your completed form to [LeahMonger@ferris.edu](mailto:LeahMonger@ferris.edu)  
**no later than Friday, May 29, 2020**