



<b>Purpose:</b>	Equity, Diversity & Inclusion Council
<b>Faculty/Staff:</b>	Jessica Adler, Dr. Glenna Bower, Pamela Hopson, Dr. Sakina Hughes, Janet Johnson, Andrew Lenhardt, Kerseclia Patterson, Tereesha Patterson, Ronda Stone, Dr. D'Angelo Taylor, Leslie Townsend, Aaron Trump, Dr. Emilija Zlatkovska
<b>Date:</b>	March 23, 2021

### Meeting Summary

**Call to Order:** 8:05 AM

**Previous Minutes:** Minutes accepted

#### **Working Group** – Forming a Reporting Council/Committee (Hughes/Bower)

Dr. Hughes presented recommendations on how to start an EDIC council/committee, e.g. reach out to University EDIC, get approval from your Dean, establishing a budget, recruiting representatives from each department, etc. A OneDrive folder has been created with the following information:

1. Initial Email Templates
  - a. Invitation letter
  - b. Recruitment should target those individuals who are interested in being involved and DOING something (not just those who want to pad their resumés)
2. Mission and Vision Statements
  - a. Sample: Pott College – wanted to make sure they had the interests/goals of Pott College in mind when creating
  - b. Sample: COLA
3. Strategic Plans
4. Resources
  - a. Sub-committee recommendations (Johnson and Townsend provided links and resources that can be useful)
5. Activities
  - a. Comprehensive event checklist (how-to)
  - b. Sample event flyers
6. Info for Website
7. Surveys – coordinated with OPRA
  - a. COLA has a survey for students and one for faculty/staff
    - i. For freshman/senior students, a climate survey was done to capture the mood of the College of Liberal Arts
      1. In retrospect, questions would have been slightly tweaked; really think through what information you are seeking and how the responses can inform your strategic plan
      2. Students identified issues on campus; some pointed out topics like religion and ability
    - ii. For faculty/staff, good comments were given when asking about COLA's strengths, weaknesses, and priorities
    - iii. Silos appear to be an issue on campus to where people aren't aware of the suffering of specific groups
  - b. Pott College conducted a survey as well and included a sample
    - i. Mission/vision/core values were important topics
    - ii. Asking for definitions of "diversity", "inclusion", etc. helped provide good qualitative data

- c. Sample letters for colleagues/students provided to invite participants to complete the survey(s)

Document: Starting an EDIC.docx provides a bulleted list of various recommendations for each of the above categories.

The intent is to have a collection of documents that a new council/committee can use to get started.

Book: *From Equity Talk To Equity Walk: Expanding Practitioner Knowledge for Racial Justice in Higher Education* by Tia Brown McNair, Estela Mara Bensimon, Lindsey Malcom-Piqueux is a book that the Pott College council is reading; also looking at best hiring practices.

COLA is focused on education for others and education for themselves as part of their committee's purpose. Meetings are monthly and consist of addressing business and bringing in guest speakers (Spanish Heritage Month, Native Americans, etc.).

#### QUESTIONS/COMMENTS

Challenges getting started:

- COVID was a major setback
- Support of Dean is important
- Recruiting volunteers – do not want the same people always doing the same work
- Still getting a budget set up
- Wording the survey questions correctly (committee worked on these together, did some research on what questions other universities used)
- Some push-back from some traditionally minded individuals (resistant to change)

What level of privacy/confidentiality should be offered when completing the survey? Who will have access to the data/responses? Will it be de-identified and have any personal/medical information removed? Could there be perceived retaliation if a student shares specific information about a professor or department?

- Working with Dr. Draughon from the very beginning
- For Pott College, OPRA / Dean Mitchell / Dr. Bower would be the only ones with access to ALL of the data; it would be redacted before being shared with anyone else
- For COLA, no identifying information was collected; results were shared with their committee and Dean Beeby
- It would be beneficial to establish with Dr. Draughon what kinds of questions could generate sensitive responses and have a plan on how to properly share that data

COLA will have a separate committee for students and a liaison from that group that participates in the faculty/staff committee. Pott College has representatives from each of their seven departments and have not made a decision on how to have the students involved. We should provide recommendations for making sure the students are being given a voice.

As these groups are forming, we should pay attention to names (COLA = EDIC Committee; Pott College = EDIC Council). Should we have consistency in our names? Dr. Bower is primarily concerned with making sure the groups are getting things done. Dr. Hughes feels it is important for the councils/committees to have more of grass-roots development rather than top-down.



- It would minimize confusion for people being introduced to this group to have some consistency in the names of the various groups/levels underneath the main Council
- For continuity, it would be helpful to have consistency amongst the names. For example, USI's Alumni Association also has Chapters and Societies. This structure helps provide clarity as to what each group is within the larger organization.
- This workgroup is being asked to discuss the pros and cons of naming conventions and present recommendations at the next meeting.

**Adjourn:** 9:06 AM