

Academic Diversity Committee (Pending)

MINUTES

MARCH 4, 2016

09:30 AM-11:30 AM

MELBOURNE, 2-202

MEETING CALLED BY	Andrew Forbes
TYPE OF MEETING	Academic Diversity Committee (Pending)
FACILITATOR	Andrew Forbes
NOTE TAKER	Roland Chambers
TIMEKEEPER	Roland Chambers
ATTENDEES	Belynda Cain, Roland Chambers, Andrew Forbes, Carol Harvest, Mansoor Khan, Dorothy McCalla, Cordia Simpson, Phil Simpson

Agenda topics

MINUTES APPROVAL

DISCUSSION	Approval of the October 14, 2015/October 23 2015 minutes	
CONCLUSIONS	Belynda approved; seconded by Roland.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A		

COURSE APPROVAL PROCESS

DISCUSSION	Andrew brought to the attention of the committee a concern by a faculty member, who wanted to know why a course she submitted did not receive a diversity designation. HUM 2211H did not receive a diversity designation due to the wording. This issue led to a discussion by the committee, and it was concluded that some clusters/revisionists are not aware of the language that is needed to receive a diversity designation. Roland made a proposal that the committee provide Cluster Chairs with the appropriate terminology to use if they want to receive a diversity designation when revising courses. This will help streamline the process.	
CONCLUSIONS	Mansoor volunteered to head a subcommittee that will provide the appropriate terminology to Cluster Chairs/reviewers, and also suggested downloading copies of approved COSs, and creating a checklist that includes a step-by-step guidelines. During the discussion, it was determined that the Submitting Curriculum Packet pdf on the AAC Curriculum Forms and Instructions page of the website is not current. The inception of the CATS has invalidated the instructions. The committee believes this may be confusing to some clusters/revisionists who want to submit a course for a diversity designation.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Andrew will contact Sue Campbell to inquire about the status of a current flowchart in the Submitting Curriculum Packet.	Andrew	N/A
Mansoor will head the subcommittee to provide appropriate terminology to cluster/revisionist.	Mansoor	N/A

PARTICIPATION WITH THE GLOBAL ENGAGEMENT OFFICE

DISCUSSION	Andrew proposed that the Diversity Infusion Committee might collaborate with the Global Engagement Office. Dorothy, a Co-Director of that office, concurred.
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Phil informed the committee that there will be a review of the college wide committees to look for any overlap. He agreed the DIC and the GEO work together in some way. Dorothy indicated that the DIC looks at curriculum only while the GEO looks at student engagement, civic engagement, faculty, staff, and internationalizing the institution, so there is no overlap with the two committees.

CONCLUSIONS	Members of the committee agreed to form a partnership with the GEO.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
The committees will collaborate at a later date.		

APPROVAL FROM AAC ON REVIEW OF COURSES

DISCUSSION	Discussion about the CATS review process revealed the review process should be addressed.
<p>Currently, COSs are sent to the DIC, where the documents are reviewed and forwarded to the CDC. Since the CDC accepts revisions once per semester, the challenge for the DIC is 1) finding adequate time to review curriculum, 2) return it to the cluster if not approved, and 3) allow time for the cluster to make revisions and resubmit the document to CATS.</p> <p>Andrew explained that a plan to allow the DIC sufficient time to review courses has been approved by the AAC, but it is a "work in progress". Andrew suggested a deadline to the clusters to submit their courses by an earlier deadline if they wish to receive a diversity designation.</p>	

CONCLUSIONS	Belynda suggested posting the DIC meeting dates on the AAC website so clusters will know when they have to submit their paperwork to the DIC.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
	Andrew	N/A

DIVERSITY OUTREACH

DISCUSSION	Andrew proposed the creation of a faculty outreach program.
<p>The workshop will help faculty better understand the process for receiving a diversity designation for their courses. It was agreed that the workshop needs to go through the CTE. Belynda explained that in order for faculty to receive merit for attending, the workshop would need to include learning outcomes. Andrew suggested the committee might design a program for students as well.</p> <p>Andrew expressed his concern that some faculty may be hesitant or resistant to submitting courses for a diversity designation because it would somehow interfere with their academic freedoms. Dorothy commented that while the college used to be at the forefront in internationalizing itself, we have fallen behind. Other institutions have programs that address diversity and global learning. Mansoor suggested that the workshop be divided into two sections: one for curriculum and the other for addressing why diversity matters.</p> <p>There was a discussion about academic freedom and the committee agreed that diversity is not a limitation on academic freedom.</p> <p>Belynda inquired about identifying courses that could meet diversity requirements for graduation. Phil advised the best course of action would be for the committee write a recommendation and submit it to the AAC. That committee would then send the recommendation to the administration, who would then decide to accept or reject the proposal. A determination of the type of courses would have to be considered that would cover 100% of the student body. Phil advised that there would have to be faculty agreement, particularly by the career and technical programs that have limited course requirements.</p> <p>Dorothy explained the GEO has identified courses we could use.</p>	

CONCLUSIONS	It was determined that this could be done, since most of the pieces exist.
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Phil suggested the committee implement this workshop about one year from now, to have time to prepare a quality program. Mansoor suggested that explaining why diversity matters could be a workshop in itself.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A		

COMMITTEE NAME CHANGE

DISCUSSION	Andrew explained that the committee's name does not adequately suggest what the committee does.	
	After a review of the committee mission statement, the committee agreed our mission goes beyond the name. However, some of the mission statement closely mirrors goals of the GEO. Phil reminded the group that after the provosts discuss the overlap of committees college-wide that some committees may be incorporated into others, so the DIC and the GEO should better define their roles. Phil suggested that GEO focuses on academics, which may be sufficient to justify the continuance of the DIC.	
	Carol suggested the DIC become a subcommittee of the GEO. Dorothy responded that the GEO could partner with the DIC because they are not structured for subcommittees.	
CONCLUSIONS	The committee agreed to change the name to Academic Diversity Committee.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A		

NEW BUSINESS

DISCUSSION	Dorothy handed out a brochure to help the DIC and GEO to collaborate. She explained GEO is interested in partnering with different groups in the college with the goal of internationalizing the college.	
	Roland inquired about the Global Learning group, and whether it is feasible to collaborate with them. Dorothy responded that it could not hurt to understand their direction. GEO is the college-wide office, Global Learning (through CTE) is the teaching arm, and the ACD is the academic arm. Although there is no, or little, overlap, Phil noted that having three groups can be confusing to anyone searching for globalization at the college.	
	Phil explained that these groups, and other college groups, need to have to better explanations of how they fit together.	
CONCLUSIONS	GEO and the DIC will meet at a later date.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A		

Next meeting will be held on the Cocoa Campus, October 7th, the room is TBA.