

Diversity Infusion Committee

MINUTES

OCTOBER 9, 2015

09:30 AM-11:30 AM

COCOA, BUILDING 2 ROOM 205

MEETING CALLED BY	Andrew Forbes
TYPE OF MEETING	Diversity Infusion Committee
FACILITATOR	Andrew Forbes
NOTE TAKER	Roland Chambers
TIMEKEEPER	Roland Chambers
ATTENDEES	Roland Chambers, Sharon Fletcher, Andrew Forbes, Shaunalee Martin, Dorothy McCalla, Kristie Rose, Mary Roslonowski

Agenda topics

MINUTES APPROVAL

DISCUSSION	Approval of the October 14, 2014 minutes	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Members will review the minutes in Canvas and offer corrections and feedback, and or approval within the module.	All	N/A

ASSIGNMENT OF CURRICULUM REVIEW

DISCUSSION	Discussion on new procedures for curriculum review. Documents will be placed in Canvas for discussions, and the curriculums will be assigned to two individual members, with deadlines for the reviews. This follows the CDC model.	
	Kristie suggested this method could also be used to measure the participation of members. It was suggested that the two reviewers not be from the same discipline, as they would share the same perspective; however, one of the reviewers should be from the same discipline (or close) as the course being reviewed.	
	It was noted that with the implementation of the CATS platform that Andrew will receive notification of new course curriculums from CATS, and will forward a copy to Roland, who will upload the curriculum into the Canvas shell. Christi White will send the course curriculums to this committee after the CDC reviews them.	
CONCLUSIONS	The new procedures will be adopted.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
The current Canvas course shell will be revised to be more user friendly.	Roland	N/A

PENDING COURSES FOR APPROVAL

DISCUSSION	Andrew informed the committee that Honors Philosophy has been uploaded to Canvas and is waiting for review.
	Roland uploaded the Honors Philosophy course into Canvas for review. Kristi suggested the in the future a link to the committee's guidelines should be included so that the reviewers understand the criteria.

CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Members will review the courses.	All Members	

APPROVAL FROM AAC ON REVIEW OF COURSES

DISCUSSION	Andrew received approval from the AAC to review existing courses that have a Diversity designation, within the last three years.	
The purpose is to make sure the courses have the appropriate designations and merit. Kristie noted that last year the committee looked at several courses that have a diversity designation, and the criteria for those courses varied. Some courses did not meet the criteria at all.		
Andrew suggested the committee reviews courses regularly to ensure a consistency of the designations.		
CONCLUSIONS	Andrew said he will send an email asking for volunteers to review these courses. Kristi suggested that the courses be assigned to members.	
Roland noted that the new CDC deadline for the submissions of COS to Christi might inhibit some Cluster Chairs from submitting courses to the Diversity Committee. It was determined that courses can receive a diversity designation any time during the process. If the language has to be changed, the course will need to go through the CDC a second time. If the language does not have to be changed, it can be fast-tracked through the CDC.		
Later in the meeting, Shaunalee contacted Sue Campbell (CDC Chair) who replied that Cluster Chairs would let their cluster members know the new diversity designation would be included, and fast-tracked through the CDC to be placed in the CATS platform. Without changes to the language of the COS, the COPS form would be revised so that the Diversity checkbox is checked. It was acknowledged that this may be an issue for the Clusters in that it would create more or even double work. It was also recognized that this new system will have initial issues before it is sound.		
Shaunalee contacted Sue Campbell who deferred to Chisti White on the issue of when the Diversity Committee receives COSs for consideration. It may be possible to receive diversity approval prior to the COS continuing to the CDC. It may also be possible for Christi White to accept an adjusted COPS form, with the Diversity box checked, without the COS being returned to the CDC.		
Kristie will consult with Scott Herber on this matter. It was decided for the sake of streamlining the process that the Diversity Committee, as well as Honors, receives the COSs prior to their submissions to the CDC. It was recognized the new CDC deadline may need to be moved to a later date; however, this needs to be discussed with the CDC, the AAC, and the Curriculum Coordinator.		
Roland suggested an email be sent to the Cluster Chairs notifying them that they can still submit COSs for a diversity designation, and a list of guidelines. Kristie and Dorothy suggested the email include the committee's mission statement and an explanation of expectations. Mary suggested a workshop for faculty.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Andrew will assign the courses to committee members.	Andrew	
Andrew will send an email to Cluster Chairs.	Andrew	
Andrew will contact Scott Herber, Christ White, and Sue Campbell	Andrew	

DIVERSITY OUTREACH

DISCUSSION	It is speculated that students do not understand what constitutes diversity. Dorothy brought up the fact that it is the instructors who need to know, and not the students because it may have no meaning for them.	
The current culture of the college is not one that promotes diversity in its courses. If diversity were a requirement for graduation then all stakeholders within the institution would be aware of diversity and "culturally competent". Shaunalee suggested a white paper based on research from other colleges and universities in Florida.		
Dorothy noted the precedent set in the state by other four-year institutions. Dorothy identified two goals for the committee; try to make all of the courses diversity designated and to make diversity part of the graduation requirement. Shaunalee recognized this will be a benefit for SACCs approval because it is an action that intends to move the college forward.		
Andrew suggested outreach training for faculty and students. Mary mentioned a grant based of the University of Arizona's program that places students who are culturally aware (have learned another language), and this may be a motivation for students. Kristi reiterated the benefit of researching other institutions for new ideas in order to create a beneficial proposal. Members of the committee acknowledged there are institutions that have diversity requirements and the inclusion of diversity at the college will aide in greater transferability for the students.		

Kristie suggested a survey. Dorothy brought up a 2014 survey conducted by the Global Learning committee, where approximately 83% of faculty. However, since the only faculty was surveyed, it was suggested a similar survey be conducted with students, the administration and staff. Three areas of concern for the white paper are the value of diversity to 1) the institution, 2) the faculty, and 3) the students.

Mary suggested a diversity honors designation that can be placed on the student's transcripts, as a second plan if the college is not willing to include diversity as a graduation requirement. Dorothy mentioned there is a movement in the state to make a Global Learning certificate.

Mary mentioned all of the campuses will hold a "Diversity Day" in November, and the committee agreed this would be an opportune time to distribute a survey to students via laptops at the events. The SGA could provide door prizes.

Mary believes this goal may be difficult, and suggested a better option may be a special designation as opposed to a requirement for graduation.

CONCLUSIONS Create and implement a survey for students to gather their thoughts about diversity

The committee needs more representation across the campuses and disciplines

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Canvas discussion for information gathering over the next month with other institutions, including the importance of transferability	Roland	
Canvas discussion for the creation of a survey for students via a discussion board. The survey is completed by October 28 th	Roland	October 28
Roland volunteered to conduct research	Roland	
Members will contact their respective Student Activities coordinators to let them know we need tables at the event		
Canvas discussion for workshop ideas	Roland	

COMMITTEE ELECTIONS AND RECRUITMENT

DISCUSSION Election of committee officials.

Kristie suggested membership for new members should be staggered yearly so there is always an overlap of current procedures, and that any chair of the committee stay on for a year to assist in the transition of leadership.

CONCLUSIONS The committee agreed Andrew and Roland will continue as the Chair and Vice Chair.

The recruitment of new members included suggestions that we contact Dr. Miedema and the Provosts for their support of new members.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Andrew will send out an invitation for new members	Andrew	Before the end of the Semester

OBSERVERS	N/A
RESOURCE PERSONS	
SPECIAL NOTES	Meeting adjourned 11:30 a.m.
	The second semester meeting will be held from 9:00 a.m. to 12:00 noon on October 23, 2015 at the Cocoa Campus, Building 12 Room 205.
	The next initial meeting will be held from 9:00 a.m. to 12:00 noon on February 26, 2016 at the Melbourne campus. The room will be announced later.