# Diversity Committee Meeting

# Friday, February 8th | 9:30 AM – 11:00 AM

Guests – Dr. Ata Karim and Dr. Luca Lewis

1. Introductions
	1. Review and Discussion of Roles/Expectations
		1. DEI is primary driver of the work. Communicating with College, being the face of the assessment, encouraging involvement. Conduit to consultants.
		2. DEI can lean on consultants (directly) in order to effectively complete the above. DEI taking ownership of the work.
			1. Luca expressed that fact that the entire campus needs to feel engaged and be able to identify and take ownership of the process.
			2. The consultants will be taking on all the technical stuff that needs to be done to have a successful conclusion to this project. The consultants can be there to support and coach.
		3. Consultants are facilitators of the process.
			1. Helping to get DEI connected to the right resources to fostering team dynamic that is supportive and clear.
			2. They bring a development aspect of the stages.
			3. They will give recommendation for an organizational perspective.
2. DEI Project Review Highlights
	1. Project Scope | DRAFT DEI Project Matrix

The consultant’s proposed one visit in winter, two visits in spring, and two visits in fall.

* + 1. Timeline – Winter/Spring 2019
			1. The consultants will be doing some preliminary conversations with constituency groups with one or more of the DEI committee members participating in the conversation.
			2. Site visit in March –
				1. Focus groups will be the primary focus of the March visit. It would be beneficial to have members of DEI committee to co-facilitate the focus groups.

The hope is that the consultants would have the survey back to actually inform the spring visit.

The consultants will be sharing with the group a tentative discussion item draft for focus groups and they will share their framework for how the focus groups should work, such as structure, activities, and size.

* + - 1. Finishing up in Fall-
1. Surveys
	1. Review demographic and content inquiries – recommendation that we stay at about 50 questions so that we get a good number of people completing the survey.
		1. There is a particular approach to doing surveys, clustering questions by item buckets such as: climate, belonging, treatment, access and success. There are 38 general questions that all survey participants would receive.
		2. Then there would be additional questions that would be specific to different populations, e.g., faculty, classified, students, etc.
		3. The demographic information should be driven by the feedback and the guidance that the consultants get from the committee. The question was asked if the committee had looked at gaps that may have been missed and that need to be addressed on all three campuses.
	2. Finalize timeline (deployment and priority dates)
		1. The survey will be deployed around the winter site visit in hopes of having results back to inform in the spring.
		2. The survey will be open for approximately two weeks.
		3. The survey questions will be sent to Institutional Research and the college will deploy the survey.
		4. Data will be sent directly to the consultants for analysis.
	3. Questions regarding the survey:
		1. Stephanie brought up the last survey that was done in 2014 and that people didn’t necessarily feel comfortable about being honest and that there may be some of that fear left if members of the college community are running focus groups.
			1. Consultants asked if the Climate and Engagement Survey from 2014 could be sent to them to analyze.
			2. Stephanie volunteered to talk with the consultants regarding that survey and focus groups.
		2. Lisa brought up the timeline in regards to releasing the survey and the concern that shortly after the winter visit is finals week and then spring break.
			1. Consultants agreed that we would need to have a conversation regarding making sure the best time to release the survey that would get the best response rate.
2. Introductory meetings with constituent groups
	1. Identify constituent groups:
		1. ASG, Admin, Presidents council, include the Classified Executive Team.
			1. There was talk about doing some pre-phone calls before the winter visit. Jeff will help to set up the pre phone call schedule before the March visit.
	2. Agenda templates for these meetings:
		1. Brief introductions and background
		2. Partnership with DEI
		3. Quick outline of plan, purpose, and timeline (including March site visit)
		4. Initial questions from meetings
3. March 2019 Visit
	1. Make sure we include Harmony and Wilsonville.
	2. March 7th – 8th
		1. The Faculty Senate and the Classified Executive Board do not meet these days so there would need to be some communication to the groups to see if they would be willing to meet on those days.
			1. Jeff stated that he would talk to Laurette and James regarding a possible a special session.
	3. There was a recommendation from the consultants that during the March visit there be time for students of color, faculty and admin to meet with them.
		1. Questions were raised if there was room for other groups to meet with the consultants as well, such as affinity groups. The consultants would defer to the DEI committee to determine which Affinity groups should be met with.
		2. Other groups that should be looked at for focus group for Veteran population and GSA.
	4. DRAFT Visit Overview
		1. What would the process be to create the draft agenda?
			1. The consultants have proposed a town hall/open house during the March visit that could be a possibility. The idea would be to have a large number of people involved to get a cross-section of thoughts and ideas for a vision statement.

## Notes:

* The committee would like the Consultants to join us on the Feb 22nd for the next meeting