

**MINUTES**  
**Academic Affairs Climate and Diversity Committee**  
**February 4, 2014**  
**9:30 a.m. to 11:00 a.m.**  
**209 Koldus—Career Center Conference Room**

Present: Suzanne Droleskey, Mario Rojo Del Busto, Nancy Sawtelle, Leigh Turner, Arthur Watson  
Not Present: : Rachelle Dudley, Donna Pantel, Jennifer Reyes, Gib Sawtelle

**I. Approval of Minutes—January 21, 2014**

Rojo Del Busto moved approval; Watson seconded. Minutes were approved.

**II. Announcements**

Drafts of the AACDC equity matrix and hiring practices reports were submitted to Butler-Purry. Droleskey and Turner asked her to provide feedback on both reports.

**III. Old Business**

**A. Academic Affairs Equity Dimensions**

Reyes was absent; discussion was postponed.

**B. Best Practices Related to Hiring, Retention, Promotion**

The committee discussed possible revisions to the supervisor survey. Consensus was that the steering committee should work on survey revisions rather than passing that task to a newly formed subcommittee. Droleskey said she would send the survey out for committee members to review.

**C. Populating Standing Subcommittees**

Discussed composition of subcommittees based on interest expressed during the Brown Bag sessions and response to the all hands mailing. Generally, subcommittee membership is coming together. Rojo Del Busto, N. Sawtelle and Watson will remind the people in their units about the opportunity to serve on a subcommittee.

A brief discussion followed on the need to form a subcommittee on equity. Consensus was that it would be premature at this time. Although there ultimately may be a need for an equity subcommittee, the steering committee will continue to work on equity-related issues.

Timelines for convening all subcommittee were considered. The Climate Survey Subcommittee probably needs to convene in the summer of 2014 in order to have the survey ready to launch in January 2015. That would provide sufficient time to conduct the survey, analyze the data and write the report, which is due in September 2015. Turner agreed to convene the committee as soon as the membership is final.

Rojo Del Busto will begin thinking about the key topics that need to be addressed by the Recruitment and Retention Subcommittee and when he needs to convene the subcommittee.

Members are still needed for the Benchmarking Subcommittee. The Benchmarking report is due in September 2015. So, the subcommittee should probably convene in sufficient time to begin conducting the survey of peer institutions in January 2015.

All subcommittee conveners should begin considering standard operational elements that the subcommittees should employ (e.g., minutes, introductory materials, roster on website, listserv for subcommittee members). Rojo Del Busto will consider the need for confidentiality agreements for subcommittee members.

#### **IV. New Business**

##### **A. Future Meeting Dates**

Turner will send a doodle poll to determine the times when most committee members are available.

##### **B. Follow-ups on Climate Survey Recommendations**

During the meeting, members determined that items 2, 3, and 4 of the Climate Survey Report recommendations still need to be addressed. All steering committee members should review the Climate Survey Report recommendations and the recommendations from the Brown Bag sessions and be prepared to discuss at the March meeting. Questions should be addressed to Droleskey.

Additional comments on the Hiring Practices should be sent to Droleskey.

Droleskey and Turner will meet with the facilitator for the focus groups.

N. Sawtelle agreed to identify the access points for diversity training. Watson agreed to identify mechanisms for reporting concerns related to diversity issues.

#### **V. Adjourn**