

**Academic Affairs Climate and Diversity Committee**  
**February 4, 2015 10 a.m. – 11:00 a.m.**  
**Career Center Conference Room**

**Members present:** Mike Caudle, Suzanne Droleskey, Mario Rojo del Busto, Leigh Turner, Arthur Watson

**Members absent:** Rachelle Dudley, Gib Sawtelle (liaison), Annette Shenkir (liaison)

**I. Approval of minute**

- Reyes moved to accept; Watson seconded; all approved

**II. Announcements**

- **Lunar New Year Celebrations**

Droleskey handed out posters for the Lunar New Year celebration on Feb. 28.

**III. Old Business**

- **Supervisor Meeting Follow-ups**

Droleskey has prepared a draft for HR to review and send. She has not heard from HR about that yet.

- **Status of Nine Theme Recommendations**

Droleskey reported that the revised version was submitted to Dr. Butler-Purry who was positive about it, but it has not yet been approved as final.

- **Feedback from Diversity Council Presentation**

Both Reyes and Droleskey mentioned that the presentation went well and that feedback was positive. Based on listening to presentations of others, Droleskey has developed a list of questions that could be studied and addressed with her own leadership. She offered to share these with interested members.

**IV. New Business**

**A. Future meetings** will be 9:00 – 10:00 a.m. beginning on March 4, 2015, owing to schedule conflicts with the current time. Droleskey will contact missing members to ensure that is workable for them.

**B. Reports from Subcommittee Conveners**

- Benchmarking

While Dudley was not present, Droleskey mentioned that Dudley was reconvening the sub-committee to explore two issues:

- What kind of climate surveys are your peers doing?
- Retention surveys being conducted?

- Climate Survey

- Turner indicated that the cluster and qualitative studies were yet to be completed and that the report is due in June. Qualitative analysis is to be done by end of February or March. Reyes is facilitating these and recommends groups of three to review the data so it is done in a robust manner. There was discussion about how to identify people to participate in these groups. Reyes

agreed to draft email to send to people who would review comments for the qualitative analysis. Turner stated that confidentiality is paramount and discussed issues with cluster groupings, indicating that there is a much larger population than in the past in the Academic Services cluster. Droleskey suggested breaking up Academic Services into smaller sub-clusters large enough to maintain confidentiality but also in a way that would help leadership identify better where issues may need resolution. Rojo del Busto requested that all members receive the raw data so they could be aware of how best to provide advice about the survey process. Turner agreed to send it, with a reminder about confidentiality.

- Mini-Grants

Only one person has applied to date, but Watson is aware of others who are considering this. He is considering extending the nomination deadline; there is interest, but some feedback indicated that the process is daunting for some, and workloads were heavy at the first of the year, so some may need more time. Watson is willing to talk interested parties through the process. Droleskey suggested encouraging supervisors to take advantage of this opportunity through the AABS listserv. Caudle indicated that it may be helpful to indicate in a message that this will be useful to those doing evaluations soon.

- Recruitment/Retention

Rojo del Busto indicated that the subcommittee is still working to determine what the population was over the past five years.

**C. Reminder of Division-Wide Commitments Units should be working on in Spring 2015 for inclusion in next Accountability Report**

- Droleskey pointed out that there are expectations that we should be considering carefully what is being reported in Accountability Reports so we don't simply submit the same type of information each year for each unit. For example, the below were items she pulled from the report just submitted in December as well as from the university Diversity Plan. She encouraged everyone to be thinking about such things in leadership meetings in the units.
  - Review of Benchmarking data obtained in November 2014 and decisions about how to use it/what it means for the unit (December 2014 accountability report)
  - Developing or continuing work on unit equity plans (Diversity plan timeline)
  - Consider constructing diversity-related strategic plan goals, performance indicators and measures of success (Diversity plan timeline)
  - Audits of marketing materials – any changes/results? (Diversity plan timeline)
  - Hiring supervisors attending a program for education on schemas that affect hiring, inclusion, climate, and advancement (Diversity plan timeline)

**D. Certificates**

Droleskey indicated that she and Turner had discussed with Dr. Butler-Purry ideas for recognition of service for those who have served on the AACDC or on sub-committees. Dr. Karen Butler-Purry liked the certificates of recognition idea and also suggested a possible letter signed by her to accompany the certificates. Droleskey presented a draft certificate and draft letter for AACDC review and asked for comments by Monday, Feb. 9. Committee members present were positive about moving forward with this idea.

**E. Review of "OUCH! That Stereotype Hurts" DVD**

Caudle suggested that, due to lack of time, this viewing be postponed until the March 4 AACDC meeting. This was agreed.

The meeting was adjourned at 11:20 a.m.