

Minutes

Academic Affairs Climate and Diversity Committee

July 11, 2018, 9 – 10:30 a.m. 8th Floor Rudder, Kyle R. Younts Global Conference Center

Members Present: Suzanne Droleskey, Arthur Watson, Tom Owens, Catherine Roueche-Herdman, Elizabeth Piwonka, Mofie Thomas, Cynthia Burdick

Members Absent: Rachelle Dudley, Annette Shenkir, Shilpa Hegde

I. **Approval of Minutes** (Watson)

A. May - Piwonka moved approval and Droleskey seconded. Approved Unanimously.

B. June – Piwonka moved approval and Droleskey seconded. Approved Unanimously.

II. **Announcements** (Droleskey)

No new announcements.

III. **Old Business**

A. **Budget Report** (Watson)

No changes to last budget pending incoming expenses. Still some NCORE and Brown Bag expenses to come in.

B. **Recommendation Follow-Ups**

1. Career Ladder and Promotion Review (Fall 2015)

i. exit survey - Recruitment/Retention Subcommittee is working on this

ii. ALT Liaison submitted Red Flag Report to Provost – Red Flag report sent out 7.10.2018 review and feedback expected

2. Climate Survey 2012

i. Status of Standard Supervisory Training recommendation implementation – Owen reported will be launched by the end of the year. Two years or longer for the roll out for the entire university. Discussion about waiting, coming up with a hybrid plan, or Droleskey asked if we should identify 3 courses that we can require now, or provide a workshop. Owen will check with Brandi on possibilities.

1. Still on hold per ALT liaison

2. Possible collaboration with HR in Fall 2018

ii. Recommended starting in Sept. 2018, with announcement to supervisors at division meeting in summer 2018, but we are on hold and so nothing about this will be shared at the supervisor's meeting in July 2018.

3. Climate Survey 2014

i. Required Diversity Training (Thomas, Shenkir)

2nd requirement: *two additional courses . . . To facilitate accountability, the goal is 50% participation in these two courses by December 31, 2018.* It was recommended to ask at the Supervisor's meeting if there were any questions on the second requirement.

ii. Guide to promotion (Owen) – had been on hold in lieu of Workday workshop – Owen reported that he will be meeting with the team this month, expected completion target date is in the fall.

- C. Workday Workshop Update** (Owen) Reported that the Workday Workshop went well. Thirteen of 25 participants completed the survey. Comments were negative about Workday but positive about the event.

IV. New Business

A. Reports from Subcommittee Liaisons

1. Recruitment and Retention (Owen) – Meeting was held 6.25.2018. They will be meeting monthly. Reviewed their mission charge and are in data collection mode. They are looking at what is already out there.
2. Mini-Grants (Watson) – No update
3. Hiring Process Review Subcommittee (Droleskey) – Report waiting for approval by ALT – it is in committee’s hands now per Provost’s request. It had not been prior to this.
4. Idea Contest (Roueche-Herdman) – Working on final report and will finalize after ceremony this fall. Winners have been announced. One group asked that the award go into an account – Thomas will look into it. Droleskey reported that the Provost liked what we did and was very appreciative of the work done.
5. Climate Survey (Piwonka) - Some of the raw data from the climate survey was reviewed. Piwonka will create a summary for Droleskey, with a full report by the end of the summer.

- B.** Update on ALT meeting (Watson and Droleskey) - Droleskey shared a handout that had been used in the ALT meeting, along with a draft of her notes, and an email from the Associate Provost and VP for Diversity. Droleskey asked for suggestions on action items to follow up on. Watson and Droleskey were assured that the team would receive data from HR to facilitate the review related to performance evaluations. Watson will meet with Associate Provost about HR data. Owen said he would look into the status of the supervisor training being developed by HR. Droleskey will update and send out her notes from the ALT meeting. Owen will also add to the Recruitment and Retention committee charges a new item related to posting positions to encourage diverse applicants, requested by the Provost. Both the Red Flag Report and the Hiring Review reports are being reviewed now.

Changes for the unit accountability report were discussed (a handout was provided). There are new questions. It was discussed that we have not captured student recruitment and retention information and that the Provost has decided that this will not be added to the unit report at this time. We will receive more information on this at a later date. We need a short version of mission statement for the division that Dr. Fierke will provide. Droleskey will send out to everyone the letter that was received by the Provost about the 2017 accountability report.

- C.** Diversity Accountability Report – Following time line was approved.
1. Potential Timeline for 2018 Accountability Reports
 - Individual office reports within a unit due to AACDC representative (if the rep creates the unit report and gets it approved by the unit leadership) – It was agreed that noon Oct. 26 (Friday) was acceptable
 - Unit Reports and subcommittee updates (Equity, Climate, and Benchmarking) due to AACDC compiler(s) for rollup – Noon Nov. 2 (Fri) – to Droleskey
 - Draft sent to AACDC and liaison to read and comment – Nov. 9 (Fri)

- Review/edit in meeting – November 14 (Wed) 9:00 – 10:30 a.m. At this time, we will plan for a November 7th meeting, if not needed we can cancel.
- Edited version sent for final review – November 16 (Friday) (Thanksgiving is Nov. 22)
- Submit report to liaison – November 26 noon (Monday)
- Submit report to Diversity Office – Dec. 17 (Monday)

2. Potential Data (Shenkir and Thomas) – No update but we need to pull data for the 2018 accountability report.

V. Next Meeting – August 1, 2018