

Minutes
Academic Affairs Climate and Diversity Committee
September 6, 2017, 9 – 10:30 a.m. 8th Floor Rudder Conference Room

Attendees: Droleskey, Dudley, Hegde, Piwonka, Roueche-Herdman, Shenkir, Thomas, Watson

- I. **Approval of Minutes** (Watson) – *Droleskey motioned to approve, Piwonka second*

- II. **Announcements** (Droleskey)
 - A. *Provost's Website launching this week – Droleskey will send next batch of website information (meeting minutes, reports and other changes) after launch*
 - B. *New Members – Shilpa Hegde replacing Rojo Del Busto, committee introduced herself. The second new member will join us at the October meeting.*

- III. **Old Business**
 - A. **Budget** (Watson)
 1. *Review draft budget for FY 2017 – Draft is not yet finished, and will be sent to committee via email for comments*
 2. *Should it go to the liaison for review? - Yes*

 - B. **Recommendation Follow-Ups**
 1. *Career Ladder and Promotion Review (Fall 2015) - ON HOLD and waiting for guidance from new Provost*
 - i. *ALT Liaison asked Recruitment/Retention subcommittee to draft exit survey*
 - ii. *ALT Liaison submitted Red Flag Report to Provost*
 2. *Climate Survey 2012 remaining recommendation related to Mandatory Supervisory Training was approved with 4 caveats: 1) AABS should handle the implementation with support from AACDC 2) AA leadership should be made aware of any non-compliance similar to non-compliance in TrainTraQ assignments 3) Should be mandatory for new supervisory staff and memos to "opt out" of certain courses may be submitted when new hires have supervisory experience 4) AACDC should work with AA Marketing and Communications for assistance with communications to AA non-college units.*
 3. *Climate Survey 2014*
 - i. *Thomas and Shenkir -- AABS assignment of Diversity inclusion course and training notice for division revisions made – Suggestion was made to pull a compliance report to see where we are with respect to completion. Thomas and Shenkir will do this at the end of September 2017. Roueche-Herdman will send current version of draft email to committee and members are encouraged to send a reminder email to their units. The e-mail needs to be updated for use as a reminder for the remaining training assignments.*
 - ii. *Dudley -- Guide to promotion – Dudley provided handout. Suggestion was made to plan a lunchtime presentation by Gib Sawtelle for Academic Affairs staff. Dudley will contact Gib Sawtelle for interest and possible date/time. It was also suggested that we invite Gib Sawtelle to present on this topic at the biannual supervisor meeting in 2018.*

 - C. **Supervisor Training** (Watson)

1. July Mediation training update and survey feedback –*Watson provided handout with feedback. 2 day “bridge” program for certificate is ON HOLD, but AACDC still plans to offer at some point in the future.*
2. Justin Brown training update and final survey feedback
3. Biannual Supervisor workshop – *Suggestion was made to invite Jeremy Solomon to present during workshop. Watson will likely send a call out for subcommittee members in January.*
 - i. Select dates
 - ii. Watson will chair
 - iii. Subcommittee to facilitate
 - iv. Consider format – training half day and what other elements?
 - v. Supervisor survey?

D. AACDC structural review

2 new positions approved (VPR and Enrollment and Academic Services) – *Droleskey provided handout with rotation schedules updated. This will go on the website when it is able to be updated.*

IV. New Business

E. Reports from Subcommittee Conveners

1. Recruitment and Retention (no chair) – Need to reconvene the subcommittee to look into exit surveys – *Watson and Droleskey have ideas on a possible chair for the subcommittee and will reach out to them.*
2. Mini-Grants (Watson) – *Watson has a meeting with Kristin Harper to discuss these; otherwise, there is no update.*
3. Hiring Process Review Subcommittee (Droleskey) – Report waiting for approval by ALT
4. Idea Contest (Roueche-Herdman) – *Subcommittee is pleased the report has been approved, and meetings will resume in the near future.*
5. Climate Survey (Piwonka) - *Chair is reviewing the 2014 Climate Survey results in preparation, and Piwonka will send out a call for subcommittee members later this month.*

F. Diversity Accountability Report

1. Final Timeline for 2017 Accountability Reports is as follows:
 - i. 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) – noon Oct. 20 (Friday) *(It is up to you to decide if this date works or it can be later, etc.)*
 - ii. Unit Reports and subcommittee updates (Equity, Climate, and Benchmarking) due to AACDC compiler(s) for rollup – Noon Nov. 2 (Thursday)
 - iii. Draft sent to AACDC and liaison to read and comment – Nov. 8 (Wed)
 - iv. Review/edit in meeting – November 15 (Wed) 9:00 – 10:30 a.m. **Location: 8th Floor Rudder Tower**
 - v. Edited version sent for final review – November 17 (Friday)
 - vi. Submit report to liaison – November 27 noon (Monday)
 - vii. Submit report to Diversity Office – **Dec. 1 (Friday)**

2. All were reminded that AACDC was already working on a number of overall benchmark issues outlined by the 2016 Accountability Report. These will be reported on the 2017 report to show progress on them.

G. NCORE 2017 Speaker Series

1. AACDC Sponsorship
 - a. Advertising – please forward messages about programs coming up – *Previous email may have incorrect link. Droleskey will send newest version of email to committee for distribution to units.*
 - b. *Shenkir, Thomas and Watson have volunteered to host a speaker in the series. More opportunities are available! At the Sept. 5 presentation, Dr. Stanley announced TAMU's intended sponsorship for NCORE 2018 in New Orleans.*

Next Meeting: October 4, 2017, 9 – 10:30 a.m. 8th Floor Rudder Tower