

MINUTES

Shepherd University Diversity and Equity Committee

November 9, 2016 at 3:10 p.m.

Cumberland Room – Student Center

Present: Amelia Carte, Tammy Gill, Karen Green, Dr. Richard Stevens, Dr. Scott Beard, Yee Lea Cho, Shanan Spencer. Guests: Brandyn Paine and Oliver Wickiser (standing in for Katlyn Simmons), Richard Goodman.

Absent: Dr. Thomas Segar, Dr. Heidi Hanrahan, Dr. Chiquita Howard-Bostic, Dr. Taylor Perry, Arthena Roper, Dr. Marie DeWalt, Larry Dowdy, Dr. C. Lynne Hannah, Dr. James Lewin, Alan Perdue, and Wanda Smith.

Dr. Stevens called the meeting to order at 3:20 p.m.

- I. Introductions: Members of the committee introduced themselves and their role at the institution.
- II. Approval of September 14, 2016 minutes: Dr. Beard moved to approve, Karen Green second. The meeting minutes were approved as distributed.
- III. Recorder for Minutes: Amelia Carte
- IV. New Business

A. Updates

1. Community – Dr. Beard reported that diverse faculty recruitment at Shepherd is better than at many of its peer institutions.
2. Office of Multicultural Student Affairs – Amelia Carte shared current and upcoming initiatives for the Multicultural Leadership Team, including a service project for MLK day in January. Ms. Carte also reviewed past and upcoming events sponsored by the Office of Multicultural Student Affairs. Included in this review was the visit of the Guinea Ambassador, H.E. Mamady Conde, for which the committee agreed to co-sponsor with the amount of \$250.
3. Civility Response Team – No report
4. Storer College Faculty Award – Nominations are in. Selection committee will be assembled soon and information will be distributed.
5. Movember Men's Health Panel – Dr. Stevens. Thursday, November 10 at 7:30p.m. in the Cumberland Room.

B. Committee Initiatives Ideas for 2016 and Beyond – Survey Responses

1. Converting all restrooms that one person can use at a time to gender inclusive restrooms
 - Shanana Spencer – Fairly simple to change one room restrooms into gender neutral facilities
2. Title IX training for faculty and staff – Ongoing
 - Dr. Stevens suggested bringing in Annie Lewin, Title IX coordinator, to facilitate a training for the Diversity and Equity committee.
 - Shanana Spencer – Title IX trainings are already taking place for faculty and staff, but making them mandatory is the goal.
3. Investigate adding Preferred Names and Preferred Pronouns to class rosters. *
4. Including preferred pronouns and names on class rosters *
 - Regarding items 3, 4, and 12: It is clear that the incorporation of preferred is a priority, but where does the process start? Rosters and/or Rambler cards? What is the logical first step? Utilizing preferred name option in Banner?
5. Have the President speak out on diversity and social justice in speeches writing etc.*
 - Shanana Spencer – It is important to “make it clear where Shepherd stands.” A symbol of prioritizing diversity and social justice at the institutional level.
6. Promoting courses about diversity
 - Use professional development funds as incentive to develop courses. Contact/coordinate with Kathy Reid.
7. Sponsor employee training around Gender Inclusion, Gender Identity, and Gender Expression
 - Dr. Stevens – Create a 1 page document for faculty /staff. Possibly create an easy, interactive element? Provide scan codes with links for more information? Utilize videos and website resources.
8. Contingent Faculty (Adjuncts)
 - Unsure of the meaning of this survey response
9. Required Training for faculty and staff
 - Tammy Gill – More trainings should be planned far in advance and prioritized by chairs and deans of academic departments
 - (Dis)ability trainings specifically. How to best serve students with disabilities in your classes. Try to combat the stigma of getting assistance from the University/DSS

10. Deaf Students and ASL Sign Language Classes
 11. Develop online resources for our community to use to increase cultural competence
 12. Student IDs that have preferred name on them *
 - Would two IDs be necessary?
 13. Website
 14. Create a Diversity Training and Development Professional Development Plan
 - 2 or 3 sessions each academic year, one specifically targeting ability issues.
 15. Recruitment of Latino Students
 - Dr. Steven suggested a guest from the Admissions office/Enrollment management. Possibly VP Bill Sommers (Existing proposed presentation below)
 16. 'Language Matters' - discussion about pronouns, labels, person first language, use of titles (all or none)
 - Brandyn Paine suggested educational programming in residence halls (especially first year halls) focused on etiquette between students. Rich Goodman – There is an existing policy requiring three diversity programs per semester, but not specifically about civility/etiquette
 - If there are any other suggestions, please email them to Dr. Stevens and cc Dr. Segar.
- * Denotes a top priority for the Diversity and Equity Committee

C. Proposed Schedule of Presentations

1. Human Resources (February)
2. Student Success (February)
3. Enrollment Management (April)
 - Special focus on Latino/a students?
 - If you have any further ideas for April presentations, please email Dr. Segar

The next Diversity and Equity Committee meeting is scheduled for February 8, 2017 at 3:10 p.m. in the Rumsey Gallery.

Ms. Karen Green motioned to end the meeting. Ms. Shanan Spencer seconded the motion.
Meeting adjourned.

Respectfully Submitted,

Amelia Carte