

Shepherd University Diversity and Equity Committee Meeting Agenda

Rumsey Gallery, Student Center

Wednesday, October 30, 2019

3:10 – 4:30 p.m.

I. Introductions

II. Approval/Recorder for Minutes

III. Chair Election for 2019-2020

IV. Meeting Cycle for 2019-2020

- 3:10pm – Wednesday, October 30, 2019
- 3:10pm – Wednesday, February 12, 2020
- 3:10pm – Wednesday, April 8, 2020

V. Review Committee Charge

VI. New Business

A. Updates

1. Community
2. Social Equity & Title IX/
Multicultural & Accessibility
3. Civility Response Team

B. Choose Clean Water Coalition

Joining the Choose Clean Water Coalition is an opportunity for Shepherd University's Diversity & Equity Committee, including students, to assist local environmental organizations in West Virginia in implementing the coalition's "DEIJ Action Guide".

C. All Gender Restroom Initiative

D. Cycle of Yearly Presentations

VII. Previous Agenda from April 2019

A. Proposed Committee Action Items

1. Initiate a Campus Climate Survey for Spring 2020/2021 (student identity)
 - Use results from the survey to substantiate initiatives
 - Establish benchmarks for future climate assessments
2. Require all Employee Search Committee Members to Complete Online Training
3. Track the Structural Diversity of Applicant Pools and Candidates (HR)
4. Recommend advertising and other strategies to diversify the applicant pool.
5. Establish Dashboards and Set Goals: (where are we getting this information?)
 - a. Student Structural Diversity
By Year and % of Each Race/Ethnicity and Gender
 - b. Faculty Structural Diversity

- By Year and % of Each Category Race/Ethnicity and Gender
 - c. Staff Structural Diversity
By Year and % of Each Category Race/Ethnicity and Gender
 - d. Staff Retention
By Year and % of Each Category Race/Ethnicity and Gender
 - e. Faculty Retention
By Year and % of Each Category Race/Ethnicity and Gender
- B. Establish Employee Diversity Training and Development Program
Committee: Annie Lewin – Chair, Marie DeWalt, Tammy Gill, Shannon Holliday, Richie Stevens, and Tom Segar
 - a. Sponsor One to Two All-Employee Events Per Semester
 - b. Require faculty and staff participation in all-employee events
 - c. All training events should be planned and marketed far in advance and prioritized by department chairs and deans
 - d. Plan two to three specific (dis)ability related trainings a year separate from the all-employee events. Topics can include how to best serve students with disabilities in the classroom and strategies to combat the stigma of getting assistance from the University/DSS.
 - e. 'Language Matters' - discussion about pronouns, labels, person first language, use of titles (all or none)
 - f. Create sessions to help faculty understand the issues and context our students bring with them and create incentives for faculty to learn about our students
 - g. Gender Inclusion, Gender Identity, Gender Expression, and Pronoun Usage

The following items to be discussed at the April 2019 meeting. Some of the items are or will be addressed under III. B.

C. Areas of Concern

1. Hiring More Underrepresented Employees
2. Spousal Job Search Support for Employee Hires
3. Recruiting More Diverse Students – More Students of Color
4. Mentor Program from First Year Students
[A noble idea, I think we can foster student persistence in other ways]
5. Connect Strategic Plan to Diversity & Equity Initiatives
[What might this look like?]

D. Projects In-Process, Completed, or Need a Lead Person

1. Adding Preferred Names and Preferred Pronouns to Class Rosters and Student IDs
*This will be accomplished with the implementation of Banner 9, Fall 2019
The business process related to this change will need to be finalized.*
2. Diversity & Equity Committee Website – Chiquita Howard-Bostic
Fully operational! www.shepherd.edu/diversity
3. Request Executive Leadership Team to speak out on diversity and social justice in speeches writing etc.*
– It is important to “make it clear where Shepherd stands.” A symbol of prioritizing diversity and social justice at the institutional level.
In progress
4. Create a one-page document for faculty /staff. Possibly create an easy, interactive element? Provide scan codes with links for more information? Utilize videos and website resources.
Need committee members willing to work on this.

Diversity & Equity Committee Meetings for 2019 – 2020

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- ❖ 3:10 p.m. – Wednesday, February 12, 2020
- ❖ 3:10 p.m. – Wednesday, April 8, 2020

XIV. DIVERSITY AND EQUITY COMMITTEE

(taken from the Shepherd University Equal Opportunity Policy and Affirmative Action Plan,
Revised September 27, 2016)

STRUCTURE

The Diversity and Equity Committee is appointed by the President and consists of members drawn from the administrative staff, faculty, classified employees, community, and undergraduate and graduate student body. The chair is elected by the committee.

CHARGE

The Diversity and Equity Committee will report to Administrative Council on the following tasks:

1. To review the current hiring practices of the University and recruitment and retention of minority populations and underrepresented faculty, staff, and students;
[Admissions, Graduate Studies, Enrollment Management & Student Success, Human Resources, and Student Affairs]
2. To recommend policies and strategies to increase and retain the number of minority populations and underrepresented administrators, faculty, staff, and students;
[Academic Affairs, Enrollment Management & Student Success, and Human Resources]
3. To recommend measures to facilitate a supportive university environment for all community members and internal and external stakeholders;
[Faculty Affairs, Human Resources, Student Affairs, and Title IX]
4. To identify off-campus outreach efforts that will significantly impact the lives and opportunities of minority populations and underrepresented students, faculty, staff, and community members in the University's service area; and
[Student Affairs and Human Resources]
5. The Committee will also serve as a body which will periodically review progress in reaching the above stated objectives and make recommendations for prompt, remedial action.
[The committee needs to create a document or report to present to the Advisory Council at the end of each year, which includes concrete recommendations for certain functional areas.]
6. Educate the University community on issues of diversity and social justice.
[Collaboration between Human Resources, Faculty Affairs, Student Affairs, Title IX, Center for Teaching & Learning]
7. Actively support (and/or sponsor as able) other University organizations' efforts to educate the University community on issues of diversity and social justice.
To be determined