

**MINUTES**  
**Shepherd University Diversity and Equity Committee**  
Cumberland Room, Student Center  
October 30, 2019 at 3:10 p.m.

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Present: Dr. John Adams, Madi Welder, Dr. Chiquita Howard-Bostic, Dr. Richard Stevens, Dr. Lynne Hannah, Tobey Spates, Annie Lewin, Virginia Hicks, Da'Shawn Long, Karen Green, Jatalia "JT" Wilson, Marie DeWalt, Dr. Rob Tudor

Dr. Adams called the meeting to order at 3:14 p.m.

**I. Introductions-** All present Members

**II. Approval/Recorder for Minutes:** Madi Welder

A. Dr. Howard-Bostic motion to approve minutes, Richie second

B. Minutes approved for April 10, 2019

**III. Chair Election for 2019-2020**

A. Annie Lewin- Nominated and accepted.

B. Nomination Closed

C. Annie Lewin voted Chair

**IV. Meeting Cycle for 2019-2020**

A. Meeting time change discussion (1:10 p.m.)

1. Not everyone is present to discuss possible time change

2. Annie will send e-mail to choose possible time

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

**V. Review Committee Charge**

A. Add Academic Affairs to #4

B. Add Academic Affairs to #3

1. Many Students of Color feel discriminated against on campus and are not going to their assigned advisor

2. Shepherd website does not accurately reflect the student population.  
(Demographics)

3. Explicit in language used in documents and on website to display diversity and equity (Strategic Plan)

4. Recommendation for promoting/marketing how obvious and what the diversity is on campus
5. Supply demographics (race & ethnicity) of students on the website (Quick Facts page on Shepherd website)
  1. Initiate a Campus Climate Survey based on student identities and their experiences on campus
6. Add student groups (affinity groups) to prospective student tab on website
7. Required training including diversity and inclusion for all employees
8. Moving handicapped parking spots to more convenient locations. -Annie Lewin will look into possibly moving handicap accessible parking to more beneficial locations.
  1. Possibly create temporary spots until spots can be created

C. Add Academic Affairs to #6

D. Possibly adding Diversity and Equity to Shepherd's core values

E. #5 Create document highlighting what has been carried out by the D&E Committee- yearly

1. Present to ELT

## **VI. New Business**

### **A. Updates**

1. Community -No updates
2. Social Equity & Title IX/ Multicultural & Accessibility -On handout (attached)
3. Civility Response Team
  1. Two meetings this semester
    1. Incident of white supremacy on campus
    2. Transphobia from Education student. Education Dept. in talks about training

### **B. Choose Clean Water Coalition**

1. 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".

1. Asking D&E Committee to be an active participant and representative of Shepherd

- Sign off to support initiative, students/faculty receive scholarship to attend conferences, work group calls volunteer

**C. All Gender Restroom Initiative** (Flyer attached)

1. Diversity and Equity Committee fully supports the All Gender Restroom Initiative.

**D. Cycle of Yearly Presentations**

1. Did not discuss due to time constraints

**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

#### To-Do

- Explicit in language used in documents to display diversity and equity
  - Recommendation for promoting/marketing how obvious and what the diversity is on campus
- Supply demographics (race & ethnicity) of students on the website
- Add student groups (affinity groups) to prospective student tab on website
- Required training including diversity
- Moving handicapped parking spots to more convenient locations.
  - Create temporary spots until spots can be created

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

**A. 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?]

**B. 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](http://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**

- ❖ 3:10 p.m. – Wednesday, October 30, 2019
- ❖ Week of December 2, 2019
- ❖ 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**

The next Diversity and Equity Committee is scheduled for week of December 2, 2019.

Meeting Adjourned at 4:43 p.m.

Respectfully Submitted,

Madi Welder

## **Social Equity & Title IX/ Multicultural & Accessibility Fall 2019 Events**

### **3-D Thursday | Thursday, August 29 | 11:00 a.m. – 2:00 p.m. | East Campus**

This event was held to inform students on Shepherd University's bystander intervention program, consent, as well as resources that are available to them on and off campus.

### **Clothesline Project | Tuesday, September 3 | 9:00 a.m. – 2:00 p.m. | Potomac Place**

The Clothesline Project provides evidence that sexual and intimate partner violence exists in our communities. It is a visual reminder of statistics that we often ignore. It gives a voice to those who have been forcibly silenced. Hopefully, it stirs us to action. A public must be informed about violence in order to act to prevent it. Information on how to recognize and prevent violence, reach out to survivors, and make a difference in the community is provided at each display of the project. Most importantly, this project provides survivors with a venue to courageously break the silence and make us aware. This Clothesline Project is a tribute to them.

### **Keep You and Your Relationship Safe This Year | Tuesday, September 3 | 2:00 p.m. – 4:00 p.m. | Cumberland, Student Center**

Eastern Panhandle Empowerment Center will be providing a 101 session on healthy relationships, sexual empowerment, and bystander intervention.

### **Art and Activism Paint Night | Tuesday, September 3 | 6:00 p.m. – 8:00 p.m. | Ram's Den, Student Center**

Bring out your inner activist and join us for a night of creativity. Paint along with the instructor and leave with a painting all your own!

### **The Art of Advocacy, Affirmation, and Being an Ally | Thursday, September 5 | 1:00 p.m. – 3:00 p.m. | Cumberland, Student Center**

Hagerstown Hopes presents an information session providing an overview of the LGBTQ+ community and our advocacy work to build, strengthen, and support the local LGBTQ+ community. Come learn the language, etiquette, and current issues affecting the LGBTQ+ community. A diverse array of topics will be covered, including the difference between sex and gender, the intersectionality of race and social status within the LGBTQ+ community, and what you can do to be an ally and advocate for the LGBTQ+ community. There will be a Q&A session for you to ask questions in a safe, respectful, and open environment. Join us and be part of creating positive changes in our community!

### **Through the Lens of Diversity, Equity, and Inclusion | Thursday, September 5 | 3:00 p.m. – 4:30 p.m. | Blue Gray, Student Center**



The workshop explores, through the theoretical framework of critical consciousness, the impact of one's worldview on diversity and equity. The workshop focuses on individuals reflecting inwardly to facilitate equitable practices that cultivate welcoming and inclusive environment.

**Social Activism Panel | Thursday, September 5 | 5:00 p.m. – 6:30 p.m. | Auditorium, Byrd Center CHE**

The panel focuses on what it means to be an effective ally/activist in today's political climate. We will hear the panelists' real life experiences being or working as an ally/activist.

**Self-Care for Activists | Friday, September 6 | 12:00 p.m. – 1:00 p.m. | Blue Gray, Student Center**

Being an activists can be tough, but don't forget to take care of yourself. Join us for some self-care! TREAT YO'SELF!

**Roll Red Roll Screening | Monday, September 9 | 6:00 p.m. –9:00 p.m. | Byrd Center CHE, Auditorium**

A powerful documentary designed to address sexual violence and the culture that enables it. Join the conversation to learn about bystander intervention and how you can contribute to dismantle rape culture.

**Taste of Latin Culture – Hispanic Heritage Month | Monday, September 16 | 5:00 p.m. – 8:00 p.m. | Storer Ballroom- Student Center**

Join us to kick start and celebrate Hispanic Heritage Month. Taste of Latin Culture will give you the opportunity to learn about the Latin and Hispanic Culture, including food, clothing, and dance. There will be traditional food and drinks served, along with a fashion show displaying different traditional outfits from different countries. Finally, we will close out the evening with learning how to dance Bachata, Salsa, and Merengue.

**MSA Trivia Table – Hispanic Heritage Month | Tuesday, September 17 | 11:00 a.m. – 1:00 p.m. | Ram's Den- Student Center**

The Office of Multicultural Student Affairs will be sponsoring a trivia table where students have the opportunity to win prizes for answering a few quick questions surrounding Hispanic Heritage Month.

**Screening and Discussion of “Under the Same Moon” - Hispanic Heritage Month | Wednesday, September 18 | 6:00 p.m. – 8:30 p.m. | Reynold's Hall**

Join us for a screening of “Under the Same Moon or la Misma Luna” followed by a discussion on immigration. This event is part of a series of events to celebrate the Hispanic Heritage Month.

**Latin Students Voices on Campus - Hispanic Heritage Month | Thursday, September 19 | 5:00 p.m. – 6:30 p.m. | Storer Ballroom**

Voices on Campus is a continuous series on campus that gives a voice to those who may otherwise not have the opportunity. As part of the Hispanic Heritage Month, this session will explore the similarities and differences between Latino individuals raised in the United States compared to Latino individuals raised in Latin America.

**Sexual Health Table | Thursday, September 26 | 11:00 a.m. –2:00 p.m. | Ram’s Den, Student Center**

It’s Sexual Health Month! Join us in the Ram’s Den and get free resources and learn about consent.

**Rams Rally for Respect | Thursday, October 3 | 5:00 p.m. – 7:30 p.m. | Rams Den to Potomac Lawn**

Rams Rally for Respect is an anti-violence march and rally aiming to promote a culture of respect on Shepherd’s campus and the surrounding community. Its goal is to empower students, faculty, staff, and community members to stand up to violence in all forms. On Thursday, October 3rd, we will meet at the student center at 5 o’clock to begin our march over to Potomac Place. The event will feature keynote speakers Dr. Chiquita Howard-Bostic and Da’Shawn Long, as well as student and community leaders and organizers who will share their own take on violence prevention and the role empowerment has in empowering a community. Please consider joining our fight against violence and discrimination! If folks are not able to participate in the march, we encourage them to meet us over at Potomac Place lawn!

**Coming Out Week Table | Tuesday, October 8 | 11:00 a.m. – 2:00 p.m. | Info Table, Student Center**

Come to the Student Center from 11:00 am- 2:00 pm to learn more about the events of Coming Out Week and to get resources! We will also be taking anonymous questions for the Coming Out Panel. If you or someone you know has a question that they want answered, then come see us!

**Safe Zone Training for Staff and Faculty | Wednesday, October 9 | 2:00 p.m. – 4:00 p.m. | Auditorium, Byrd Center CHE**

Safe Zone introduces basic LGBTQ terms and concepts, helps participants develop an appreciation for the experiences of the LGBTQ people, and brings an overall awareness of LGBTQ issues. Participants will be encouraged to think about how they can create a more inclusive environment and will be prepared to provide resources to LGBTQ people. There will be space for 30 participants. You can RSVP on Rampulse

**Coming Out Panel | Thursday, October 10 | 5:30 p.m. – 8:00 p.m. | Auditorium, Byrd**

**Center CHE**

Come see a panel discussion featuring faculty, staff, and students designed to increase awareness about the diversity of different sexual orientations and gender identities.

**Green Game | Saturday, October 12 | 10:30 a.m. - 5:00 p.m. | Shepherd Stadium**

Shepherd Rams will be hosting a “Green Game” against Shippensburg University in support of ending violence and discrimination on our campus. Shepherd University’s Stand Up Don’t Stand By campaign works to end violence and discrimination on campus by empowering bystanders to intervene. Wear green to show your support. It’s on all of us to stand up and promote a culture of respect on campus.

**Safe Zone Training for Students | Tuesday, October 22 | 3:00 p.m. –5:00 p.m. | Cumberland, Student Center**

Safe Zone introduces basic LGBTQ terms and concepts, helps participants develop an appreciation for the experiences of the LGBTQ people, and brings an overall awareness of LGBTQ issues. Participants will be encouraged to think about how they can create a more inclusive environment and will be prepared to provide resources to LGBTQ people. There will be space for 30 students. You can RSVP on Rampulse.

**Upcoming Events**

**No Shave November Challenge | Friday, November 1 | 11:00 a.m. –1:00 p.m. | Ram’s Den, Student Center**

Get your picture taken each week in the Ram's Den and get great resources on healthy living! Must have clean shaven face for pictures.

**MANifest: Conversations- Men’s Health Event | Wednesday, November 6 | 5:00 p.m. –7:00 p.m. | Blue Gray Room, Student Center**

This event includes discussions on topics about men and their physical and mental health, sexism, and violence. Discussions will also include societal views on these topics and the truth behind them.

**Transgender Awareness Table | Tuesday, November 12 | 11:00 a.m. –2:00 p.m. | Ram’s Den, Student Center**

Transgender Awareness Week is a week when transgender people and their allies take action to bring attention to the community by educating the public about who transgender people are, sharing stories and experiences, and advancing advocacy around the issues of prejudice, discrimination, and violence that affect the transgender community.

**Transgender Day of Remembrance Vigil | Wednesday, November 20 | 5:30 p.m. –7:00 p.m. | McMurrin Lawn**

Transgender Day of Remembrance (TDOR), is an annual observance that honors the memory of the transgender people whose lives were lost in acts of anti-transgender violence that year.

# ALL-GENDER RESTROOM INITIATIVE

## WHAT IS THE ALL-GENDER RESTROOM INITIATIVE?

All-Gender restrooms are multi-stall or single-occupancy restrooms that can be used by any individual regardless of gender identity or gender expression

## WHY DO WE NEED ALL-GENDER RESTROOMS?

We recognize there are individuals who:

- Identify as Trans\*, Non-binary, Genderqueer, etc.
- Parents/caregivers whose children are a different gender from them
- Individuals who may need to be accompanied by an attendant/caregiver whose gender identity differs from them

## FACTS ABOUT ALL-GENDER RESTROOMS:

There is no evidence All-Gender restrooms lead to attacks in public facilities

Gendered restrooms will NOT be completely removed from the campus. Every building will offer gendered and all-gender restrooms.

All-Gender restrooms ensure that all students, employees, and guests have a place where they feel safe using the restroom

## WHERE WOULD THE ALL-GENDER RESTROOMS BE LOCATED?

- |                       |                     |
|-----------------------|---------------------|
| • Dining Hall         | • Snyder Hall       |
| • Erma Ora Byrd       | • Knutti Hall       |
| • Ikenberry Hall      | • White Hall        |
| • Byrd Center CHE     | • Commuter Lounge   |
| • Scarborough Library | (Stutzman-Slonaker) |
| • 24-Hour Room        | • Student Center    |
| • Byrd Science Center | • Reynolds Hall     |
| • Gardiner Hall       | • Frank Arts        |
| • CCA                 | • Butcher Center    |