

## MINUTES

### Shepherd University Diversity and Equity Committee

October 28, 2020 at 2:00pm (Zoom)

Present: Wendy Baracka, Chrislynn Bard, Dr. Jim Cherry, Cynthia Copney, Tanya Dallas, Kay Dartt, Marie DeWalt, Melanie Ford, Tammy Gill, Karen Green, Dr. Virginia Hicks, Dr. Chiquita Howard-Bostic, Annie Lewin, Cecilia Melton, Adam Paige, Ben Pigott, Joe Rupert, Crystal Smiles-Tharp, Alex Stevens, Dr. Richie Stevens, Dr. Robert Tudor, Dr. Veronique Walker

Dr. Howard-Bostic called the meeting to order at 2:02pm

#### **I. Approval of minutes**

- a. Motion put forward by Dr. Cherry, seconded by T. Gill
- b. Minutes have been approved

#### **II. Motion to change the meeting time once per semester**

- a. Motion to change meeting time at the start of next semester from 2pm to 1pm
- b. Times will be sent via email.

#### **III. Civility and Campus Issues Update (Stevens)**

- a. Student Affairs has discussed new accessibility issues
- b. C. Tharp addressed a student issue of incivility (social media)
- c. Dr. R. Stevens added a quick link on Shepherd.edu pages and an Athletics pulldown menu.
- d. K. Green described the Ombuds role with regard to the civility code and the group discussed outreach strategies to make the campus aware of the role and related responsibilities. There was conversation about expanding the role to full-time in the future but K. Green would be available to keep the position as full-time staff.

#### **IV. Associate VP for Diversity & Equity (Howard-Bostic)**

- a. The position should include an overview of projects, programs, publications, awards, etc. on campus.
- b. President has requested a newsletter and this committee should house a Newsletter subcommittee team to increase access and connections, as well as help gather content about inclusivity and equity on campus. Members interested were asked to contact Dr. Howard-Bostic.

#### **V. Policy and procedure overview (Lewin)**

- a. The committee is updating B.O.G policy on sexual harassment and social justice as one overarching, nondiscrimination policy. Since there are new Title IX processes that adjust what constitutes sexual harassment and the jurisdiction, Shepherd's

nondiscrimination policy will include an appendix covering Title IX processes and non-title Title IX harassment processes. Shepherd still has both formal and informal resolution processes for anything that does not constitute Title IX under the Final Rule. There will be a tentative draft to send out to the subcommittee and have a discussion about it.

## **VI. Diversity and Equity Training**

- a. Feedback on the training for employees was provided by the committee and the training was endorsed by the committee.
- b. Approximate video time: 1hr 43min
- c. Timeline for completion was established. The training will be available at the end of the Fall 2020 semester and then everyone will be given the semester to complete the two modules before the next contracts.
- d. The training will be a mandatory university training to hold employees accountable to our values and civility code. For new employees, we need them to learn the job and set an expectation during their probationary period (90 days/6 months) for completion. Dr. Howard-Bostic will discuss with M. DeWalt and HR a process for making the training mandatory (perhaps during meeting about benefits with HR) for new hires and contracts since for staff we have to rely on supervisors to make sure that they do the trainings. Students will do both online and in person trainings.
- e. There should be 2 in-person options per year for those who cannot complete it online. We need to commit that those who do the training in person have the same level of engagement/time. We also need release time for staff. The training should be updated at least every 3-4 years. There should be administrative oversight for specific departments.
- f. The training should be split into modules. SAKAI's functionality helps with this. Can the assessment be after each module rather than at the end?

## **VII. HR Search Committee Training Updates**

- a. T. Gill, new search committee training module covering information about the search process and the university commitment to diversity, equity and how implicit bias can impact the search. Training is required for all faculty and staff who are on a search committee. Anyone interested in the training can email Tammy Gill or Ali Whitener for the link.
- b. HR is using a RamPulse survey to track completion. The Diversity and Equity Training is being tracked and attendance is pulled via an Excel sheet in Sakai. RamPulse does a date and time stamp as well.
- c. DeWalt is exploring advertising for diversity recruitment. Used diversejobs.net and HigherEdJobs.com in order to try and have a diverse applicant pool.
- d. Developing a Staff Awards and Recognition program. Not many opportunities for staff, building a program this year with four awards and looking to attach a prize to each. A commitment to diversity award would be one of them. C. Copney mentioned to include clinical faculty because they are not eligible for faculty awards.

Meeting adjourned: 3:36pm