

**Shepherd University Diversity and Equity Committee Meeting Agenda**  
**Wednesday, February 3, 2021**  
1:10 – 2:30 p.m.

**I. Approval/Recorder for Minutes**

**II. Meeting Cycle for Spring 2021**

- a. Wednesday, February 3, 2021 at 1:10pm
- b. Wednesday, March 24, 2021 at 1:10pm

**III. Civility and Response/Emergency Updates**

**IV. DEI Success Strategies for 2021**

**V. Old Business**

**A. Policy and Procedure Review (Annie)**

Sub-Committee Membership: Cynthia Copney, Melanie Ford, Karen Green, Quita Howard-Bostic, Annie Lewin, Richie Stevens, Rob Tudor

**B. Shepherd Employee Respect (Mandatory Campus Wide Equity and Inclusion Online Training) (Quita)**

1. Tokens of Appreciation (conversation about gift card for 107 Adjunct Faculty)
2. Timeline and Feedback (Every 3 years)
3. Modeling Excellence (committee training completion date)

**C. All Gender Restroom Initiative (Quita)**

1. AG versus Uni-sex Signage

**VI. New Business**

**A. Civility/Syllabi Statement (sample)**

**V. Academic Integrity and Civility:**

Each student in this course is expected to abide by the Shepherd University Academic Integrity Procedures found in the Shepherd University Student Handbook: [Shepherd Student Handbook](#)

*In this class, we will cultivate a climate of respect and inclusiveness afforded to all individuals regardless of age, disability, educational background, family status, gender, gender identity and expression, nationality, race/ethnicity, religion, position, sex, sexual orientation, socioeconomic level, or veteran status. We will deliberately seek multiple perspectives and civil discourse that are free from physical or emotional harm, distractions and disturbances that may interfere with instruction or learning.*

- B. Storer College Award (Committee) (Richie) and HR Awards (3/1)  
<https://www.shepherd.edu/hr/staff-awards-and-recognition-program>
  - C. Accessibility in Services and Academics
  - D. HLC Report (Brainstorm on key elements to include)
    - 1. Classroom initiatives in courses in Core Curriculum “MD” expressions
    - 2. Feedback on Diversity Draft of HLC Report (~4 pages)
- VII. Current Events/Updates (also Email Howard-Bostic to send one email update)**
- VIII. Diversity and Equity Committee Charge**

**(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;
2. To **recommend policies and strategies** to increase and retain the number of minority populations and underrepresented administrators, faculty, staff, and students;
3. To **recommend measures to facilitate a supportive university** environment for all community members and internal and external stakeholders;
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
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.

6. **Educate the University** community on issues of diversity and social justice.
7. **Actively support** (and/or sponsor as able) other University organizations' efforts to educate the University community on issues of diversity and social justice.