**CEAS D&I Committee Meeting Minutes**

May 20, 2016

405 ERC

Attendees: Allen Arthur, Sree Vaishnavai Kolimi, Raena Hoskins, Maureen Leigh, Jussara Melo, Magnolia Modaress, Kenneth Simonson, David Warmack

1. HEED Award Input- please review the documents and submit input to the CEAS D&I email
2. Appoint Secretary- Raena Hoskins volunteered
3. Subcommittee for Mission Statement- Find out what the other College D&I committees mission statements are to use as a template for our own. The committee members were asked to submit their ideas for mission statements to Jussara. (Jussara, David, and Magnolia will be on the sub-committee to cultivate the CEAS D&I mission statement. Magnolia volunteered to gather information of the other college’s mission statement and disburse to the committee members to gather ideas.
4. Subcommittee for book club
5. Vote on next actions based on committee members suggestions- Had nine concerns submitted by the committee members. This is to decide the goals for this year, short term and long term goals. The committee split the goals up into long or short term goals. The committee voted on which goals should be focused on; two short terms and one long term. The CQU support is a goal that needs to be address regardless and was exempted from the voting.
6. Long term goals-
7. (1)Recruiting more high quality underrepresented students- the committee will create and make recommendations to CEAS administration towards a plan for the recruitment of minority students. Arthur will disburse ManPower data to the committee to take inventory of what CEAS is doing in Cincinnati for recruitment efforts. Someone suggested CEAS host a showcase at the city schools as well as invite the schools to CEAS to present what CEAS does. Simonson suggests that the Committee researches the data (10 or more years) and recommend that College create a plan for recruitment of minorities. Simonson will send the Committee more information on what pre-college programs are doing. Simonson mentioned that the President called for an inventory of all programs on campus that work with underrepresented students. This is the first time the University is looking at all the programs and will make a recommendation for University funding for such programs. These gives CEAS an opportunity to enhance our current programs.
8. (3) Increase minority participation in administration decision making
9. (4-2) Identify and address the needs of newly hired faculty to retain them
10. (5) Educating people on D&I and why it is necessary in universities and in the work force so that it will be more receptive to its purpose. The educational forums will be provided for all faculty, staff, and students. The forum will also provide an in depth discussion of what affirmative action is and how it works with in diversity and inclusion
11. (7/8) Treatment of staff, students, and vendors by faculty members and how to deal with a hostile work environment in the office;
12. (9) Support for CQU students coming to campus. Magnolia met with the student organization leaders within the College to discuss how CEAS can support the CQU students. One of the students suggested creating a pen pal system with current CEAS students and CQU. This create a buddy system between the students and promote inclusivity. Arthur checked the University site and seen that students who participate in the penpal program can receive honors credits. Kolimi mentioned a similar program CoB called ICats, specifically for incoming Chinese students in the CoB.

Simonson suggested that CEAS has a specific orientation for the CQU students. Kolimi mentioned a similar structure called Bear Chats, out of the EPS (Ethnic Programs & Services) which is a buddy system for international and US students, campus wide. Kolimi has volunteered to head this initiative. Simonson suggested that CEAS invite that community Chinese resource person for the orientation. Kolimi mentioned reaching out to Rufan Li who is a member of the Greater Cincinnati Chinese Chamber of Commerce and she is also the Assistant Director of Academics in the College of Business. She would be a good resource.

1. Short term goals-
2. (2) Family friendly space for graduate students/staff/ faculty with kids. Or what is the policy regarding that
3. (4-1) Identify recruiting opportunities/ strategies to attract minority faculty members to CEAS. Melo will gather and disburse the data to the committee for current and past recruiting strategies, CEAS demographic hires within CEAS. Kolimi and Simonson volunteered to reach out to the CEAS departments and ask for a list of their pre-college programs
4. (5) Educating people on D&I and why it is necessary in universities and in the work force so that it will be more receptive to its purpose. Melo will distribute a list of trainings that the University offers and the Committee can pick those are relevant and suggest to require faculty to participate. She will also provide a list of online trainings opportunities
5. (6) Promoting “safe areas” and advertising where those people and places are located with the use of posting info on bulletin boards and sending info to be published in E-Currents newsletter. Arthur researched “safe zone” training within the University. There are several levels of training provided dependent on the size of the group. He suggests that committee participates in a training during a meeting hour. The training lasts at least two hours. Arthur says that trainings can be facilitated to a group up to 60 people. The College can offer the training to the staff and faculty. Dependent upon the CoN’s visit, the training will be scheduled for either June or July’s meeting. Modaress will set up the training session for the committee
6. (7) Treatment of staff, students, and vendors by faculty members and how to deal with a hostile work environment in the office. Melo reminded that there was a “Respectful Workplace” training provided to the staff last month. Out of 100 or so staff, 40 did not participate. The Committee can suggest ways to ensure the faculty members participate in the training. Allen suggested that the Dean can put pressure on the faculty to participate.
7. (9) Support for CQU students coming to campus. The Bear Chats and CQU/CEAS orientation will be a short term action item. The continuous of the initiatives and improvements will be long term goals.

The committee voted on taking care of the following concerns immediately: 1, 4, and 7 in adjacent with the on the immediate, ongoing goals. Hoskins suggested doing more community involvement within the Greater Cincinnati area to promote CEAS; promoting a partnership with the city and CEAS. Simonson suggested that the University and CEAS should do an inventory of what is being done and promote/ advertise it. Gaskin does a lot of work with Hughes HS in regards to promoting CEAS. The College should extend that reach out to other schools as well. Arthur mentioned the M Square SE (Minorities in Mathematics and Science) has been VP for 25 years and they recruit k-12 students. It’s funded by industry. UC has just adopted the program, Arthur believes CEAS & UC has a pipeline to build on what that program has been doing (Summer Bridge programs and etc).

1. Next Meeting- Draft mission statement, possibly CoN will visit regarding their D&I committee,