

**CALIFORNIA STATE UNIVERSITY, EAST BAY
FACULTY DIVERSITY & EQUITY COMMITTEE**

FDEC Meeting: Thursday, November 14, 2013, 2:00 pm, LI 2250

Members Present: Kim Geron (Chair), Corey Gin (Presidential Appointee), Sharon Radcliff (Library), Zanean McClain (CEAS), Jing-Wen Yang (CBE), Annette Walker (Enrollment Development & Mgmt), Enrique Salmon (Ethnic Studies), E. Maxwell Davis (Women's Studies), Shirley Yap (COS), Charles Batey (Office of Investigations), Daminna Standfield (Accessibility Services), Diana Balgas (Retention Services)

Guests Present: Endre Branstad (Academic Senate Office), Claudia Sandoval (Student Senate), Terry Jones, (Social Work and former DELO), Amber Machamer (Institutional Research)

Members Not Present: Gale Young (CLASS)

APPROVED MINUTES

The meeting was called to order at 2:11 pm

Agenda:

1. Approval of the agenda
2. Approval of the minutes 10/24/13
3. Reports:
 - a. FDEC Chair
 - b. Presidential Appointee
4. Old Business:
 - a. Update on Diversity Rubric and Cover Memo
 - b. Discussion on CAPR Annual Report and whether to add a Diversity section
 - i. Current CAPR annual report rubric
 - c. Diversifying job descriptions and recruitment methods referral
 - d. Update on Campus Climate Survey planning
5. New Business
6. Adjournment

Meeting:

The meeting agenda was approved. The minutes from 10/24/13 were also approved.

Chair's Report:

Kim reported that he met with Linda Dobb about concerns about faculty hiring processes. He addressed four issues with her: First, in relation to position postings, we want to revise the boiler plate language included in calls to incorporate more about diversity in relation to who we are as a campus community. Kim is looking at job descriptions from other campuses for guidance. He

also presented concerns related to the questions posed to tenure-track job applicants, which are quite inconsistent in relation to diversity issues. We would like to standardize a portion of these questions, screening questions, telephone interview questions, and campus interview questions to address diversity issues in all of these processes and assign value to that type of experience. He also presented ideas about conducting diversity-related training for members of departmental search committees, as well as potential roles for FDEC committee members in this process. This might include the FDEC sponsoring and running workshops. Finally, we would like to ensure that at least one person on each search committee is formally trained in diversity issues and formally takes the lead on these issues in relation to each search.

In discussion, Terry suggested that an EOC representative should participate in every search process. Concerns were raised about adding to the burden of search committee members' service, as well as resistance to standardization of hiring processes. The committee discussed ways to address issues that can arise at each stage of the hiring process. We also discussed the possibility of requiring summer pay and/or assigned time for at least one faculty member from each search committee to work over the summer, in order to get training in place and conduct the best searches possible.

Kim asked Charles Batey to introduce himself as the FDEC's new presidential appointee, as the newly appointed Senior Investigator for Risk Management. He explained that although his predecessor was the Director of Equity and Diversity, the position has been restructured and his responsibilities are mainly the investigation of civil rights and equity-related complaints. This builds on his past experience in AAEO and HR positions, which also included investigatory responsibilities. He also hopes that his background will enable him to be involved with other diversity-related endeavors on campus.

Presidential Appointee's report:

Corey indicated that he recently discovered that CSUEB has an affirmative action plan and would like the FDEC to take a look at it if we have not already. He offered to make a presentation on that action plan at our next meeting. We agreed to this, although our next meeting is not until January 9, 2014.

Dianne raised the point that the creation of the Diversity Office and the Diversity Officer position reflect priorities laid out by the FDEC in our 2008-09 report. She also highlighted the FDEC's mandates for regular campus climate surveys, incentivizing pro-diversity work in all departments/division on campus, and other ideas. She reported that she has worked during her first 100 days to begin implementing many activities related to this agenda, in cooperation with Linda Dobb, Kim Geron, ASI and other entities on campus. She let us know that there will be an MLK Breakfast on January 15, and an expanded Week of Diversity and Inclusive Excellence in February 2014. She sees her role as helping the University go further in moving diversity goals forward, looking at where we've been successful and examining what still needs to be done.

Old Business:

Kim reviewed the memo the FDEC sent to CAPR about the purpose and contents of the

Diversity rubric that he and Gale developed after our last meeting, as well as some description about how it will be used. He got CAPR's feedback on the rubric and will now move forward by taking it to ExCom, where it will be voted on by the full senate.

Kim introduced for discussion the idea that we may also want to add a Diversity section to the CAPR Annual Report forms. We reviewed the current CAPR annual report rubric and discussed the need to provide guidance for how the guidelines we've developed for the five-year review process can be incorporated into the one-year review process. He suggested that these questions should be linked to the existing rubric. Enrique agreed to assist with this process.

Kim also raised the issue of the need to diversify job descriptions and referral and recruitment methods for lecturer as well as tenure-track positions. He reported that in September the FDEC was asked by the Academic Senate whether or not these practices could be improved and he believes that the answer is yes. He asked the committee to review a memo to Eileen Barrett, Chair of the Academic Senate, about this process and solicited feedback and input about its contents. We agreed that the FDEC should come up with some proposed policy guidelines specific to the lecturer hiring process.

Kim provided an update on Campus Climate Survey planning, reporting that he, Gale, Maxwell, Dianne and Amber worked together over the last several weeks to finalize plans for the campus climate survey to be distributed to students this quarter. The final survey was based on the EBI survey we selected from among a variety of nationally normed student campus climate surveys and included some substitutions of our own questions/data as well as the addition of ten campus-specific questions. We will next move on to developing the staff/faculty survey for faculty and staff in preparation for launching that in Fall 2014. Shirley and Sharon agreed to join this subcommittee in place of Korey Brunetti.

Kim pointed out that we need to inform ExCom of the existence of this subcommittee. Maxwell made a motion to inform ExCom of this, Corey seconded the motion and the motion passed.

New Business:

Kim introduced to the committee a resolution to present to the Academic Senate regarding the FDEC's support for the creation of the Campus Diversity Officer, the purpose of which is to formally recognize our support for the position. He invited discussion about the actions required but none were suggested. The committee voted to support this resolution.

Kim also introduced to the committee a resolution regarding the location of the EE Officer/Chief Investigator, to be presented for formal recognition by the Academic Senate. After some discussion of this resolution, the committee agreed to vote about presenting it by email before our next meeting.

From the Floor:

No new items were introduced from the floor.

Adjournment

The meeting adjourned at 4:09 pm
Our next meeting will be held on 1/9/13

FDEC website: <http://www.csueastbay.edu/senate/fdec.htm>