Members present- Ken Curr, E. Maxwell Davis, David Larson, Terry Jones, Linda Nolan, Kyzyl Fenno-Smith, Steve Ugbah, Oscar Wambuguh, Paul Wright

Guests- Nan Chico, Gale Young

The meeting was called to order at 2:15 by the chair.

The first order of business was to discuss and formulate a framework for analyzing the Division plans due on November 1, 2008.

Gale Young walked us through a discussion of how we might establish a framework. Her suggestions were based on the work done in CLASS. It included the following elements:

- View;
- Sustainability;
- Feasibility;
- Worthwhile;
- Specificity;
- Accountability;
- Transparency.

Steve Ugbah suggested that we use the draft diversity plan as the template and use the gap analysis format. Oscar Wambuguh added to this by saying that our approach was very similar to what Damon Williams recommended in his research.

Kyzyl volunteered to develop a matrix to organize the materials by mandate as they came in from the divisions and units. She will complete this by early next week.

Steve Ugbah agreed to call each division and unit and remind them to get their plans in by November 1, 2008.

Committee members divided up into teams of two and each team will be analyzing plans submitted by the divisions and units. Each team will analyze their assigned plans for the elements identified by Gale and adopted by the Committee.

The teams are as follows:

- Linda Nolan-E. Maxwell Davis-Administration and Finance & CLASS
- David Larson, Oliver Ramsey and Nicholas Baham- University Advancement
- Paul Wright-Arthurlene Towner- Academic Affairs, DCIE, APGS, Faculty Support Services and Concord Campus
There was a suggestion that we invite Colin Ormsby, Institutional Studies, to get an understanding of what kind of date he might be collecting on ethnicity of the student population and to suggest to him what kind of data we would like and in what form. He will be invited to the next meeting.

There was a suggestion that Sally Murphy submit a diversity plan for the G.E. program. After more discussion it was suggested that she be invited to a meeting to discuss the type of data she has on the operation, successes and failures of the G.E. program.

For new members the Divisions and Units were identified. Diversity Plans are expected from the following areas which are listed with the FDEC representative and the responsible administrator:

- **Academic Affairs** ---- Arthurlene Towner / Mike Mahoney
- **DCIE** ---- Brian Cook
- **APGS** ---- Carl Bellone
- **Faculty Support Services** ---- Eileen Barrett
- **ORSP** ---- 
- **Concord Campus** ---- Emily Brizendine
- **PEM** ---- Annette Walker / Linda Dalton
- **Student Affairs** ---- Diana Balgas / Sonjia Redmond
- **Advancement** ---- Oliver Ramsey / Bob Burt
- **Administration & Finance** ---- Linda Nolan / Shawn Bibb
- **Information Technology Services** ---- Lee Thompson / John Charles
- **CBE** ---- Steve Ugbah / Terri Schwarts
- **CEAS** ---- Maliika Chambers / Jodi Servatius
- **CLASS** ---- Nicholas Baham & Maxell Davis /
- **COS** ---- Ken Curr / Michael Leung
- **University Libraries** ---- Kyzyl Fenno-Smith / Linda Dobb

It was agreed that at the Next FDEC meeting on Wednesday, November 12, each FDEC team (see list above) will have annalyzed their assigned Division or Unit diversity plan by applying the framework agreed upon (listed above) and come to the meeting prepared to discuss and make adjustments and begin the process of moving forward with the structure and form of the University Diversity Plan. Each team is encouraged to make contact with the Divisions or Units assigned for points of clarification or to gather additional information. **Time is of the essence now, so make sure to be ready for the next meeting.**

Meeting adjourned at 4:00 p.m.