CALIFORNIA STATE UNIVERSITY, EAST BAY
FACULTY DIVERSITY & EQUITY COMMITTEE

Approved Minutes January 13, 2010

Members Present: Terry Jones (Chair), Linda Nolan (Administration & Finance), Lori Townsend (Library), Paul Wright (Social Work), Enrique Salmon (Ethnic Studies), Daminna Standfield (MATS), E. Maxwell Davis (Women’s Studies), Annette Walker (PEMSA), Gale Young (CLASS) and Linda Dobbs (Presidential Appointee to Committee)

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

We discussed the fact that most of us are behind in the timelines set for our work with the various Division and College representatives. Committee members agreed to complete work with Divisions and Colleges over the course of the next two weeks.

As a reminder, our original timeline was:

**Fall Quarter:**
- Terry and Linda will work on developing work groups for this year by matching committee member/liaison pairings.
- Terry and Linda will draft a memo of introduction to division heads and Deans indicating that our representatives will be visiting them this year to begin working toward the goals outlined above

**Winter Quarter:**
- Committee member/liaison pairings will work with units/divisions to develop reports and prepare for Diversity Event

**Spring Quarter:**
- Diversity Event
- Completion of written progress reports

We discussed tentative dates for the Diversity Fair and decided on Friday May 14th and Friday May 21st as two possible dates, which we’ll check out in terms of room availability and President Mo’s availability

We would want to hold the Fair in the multipurpose room of the new University Center, probably from 10 am to 12 noon.

The Fair will involve demonstrations of Colleges’ and Divisions’ efforts to enact the Diversity Plan.

Suggestions for the content of the Diversity Fair included:
- Encouraging Divisions to focus on successes or goals achieved
- Encouraging Divisions to identify a single success or achievement to highlight
- Sponsoring an award for a Division within which efforts have been strong
- Using the event as a way to re-invigorate Division efforts to enact the Diversity Plan
- Requiring a submission date for posters & presentations to be presented, with clear parameters for but also flexibility around context and format
- Sending out an invitation asking everyone to save the date that indicates a table or booth will be available for each College and Division within the University to make a presentation
- Giving the sense that we want to sing the praises of the best of these efforts, that this will be a celebration
- Giving the sense that everyone will be there to share their progress toward diversity goals (focused by identified goals, actions, successes)
- Doing some type of on the spot review at the Fair and selecting either one or three of the best presentations to single out for awards

Suggestions around logistics/mechanics for the Diversity Fair included:
- We’ll need to plan ahead and make space and equipment reservations.
- We will need to get easels and other tools for booths and presentations, as there will likely be some posters, some group presentations and perhaps some video presentations, which will require use of media for which
- We will need to plan for Committee members to arrive at 9 am to help with set up.

We discussed the completion of the final version of the Diversity Plan:

We would like to create polished print and online versions of the Diversity Plan, (Executive Summary, Appendix B, Narrative, updates to the appendices, what’s going on with goals, etc), with the goal of publishing it by March 31st.

Tasks:

Linda Nolan and Terry Jones will develop an invitation to the Diversity Fair, which the Committee will review at the next FDEC meeting.

Annette will check on the availability of the Multipurpose Room for the identified dates.

Linda Dobbs will check on the availability of the President on the identified dates.

Linda Dobbs will look into the possibility of having international food available for the Diversity Fair.

All committee members will meet with their Division/College representatives during the next two weeks. We will meet again as a committee on Wednesday January 27, 2010 to review and discuss these meetings.

The meeting was adjourned at 3:10 p.m.

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