The meeting was called to order by Tom Browne at 3:32pm.

**Welcome and introductions**
Brad Bolling was thanked for assuming the role of committee co-chair. Committee members introduced themselves and new members were welcomed.

**Review agenda**
Item 6b should state ‘Department planning’ instead of ‘Department diversity reps.’

**Approval of May 12, 2022 meeting minutes (attachment)**
Dominique Brossard made a motion to approve the May 12, 2022 meeting minutes. Erika Anna seconded the motion. The motion passed unanimously.

**Committee overview**
The committee purpose, ground rules, and expectations were reviewed. The Equity and Diversity Committee (EDC) is advisory to the dean and is a governance committee of the college. Committee members can propose agenda items and call special meetings as needed. An overview of subcommittees was given. Subcommittees are populated by EDC committee members; much work is done at the subcommittee level. There is flexibility to reorganize the subcommittees’ purpose and design.

**College updates**
The pillars of the CALS Office of Diversity, Equity and Inclusion (ODEI) are community, learning, and impact. Objectives are to cultivate collective engagement and will, to enhance awareness and capacity for positive change, and to leverage information to maximize outcomes.

The ODEI staffing, which follows a development track and an impact tract, will support the three pillars. The development track is led by the community development manager, Rosie Gittens, and will focus on engagement, DEI learning and programming, and DEI support and consultation. The impact track will be guided by the community impact manager. This position was recently posted and will close on October 17, 2022. Committee members were encouraged to share this information. The community impact manager will focus on organizing CALS and campus data with regards to key DEI outcomes, effectively
sharing data with CALS faculty and staff to foster scaled awareness and improved outcomes, and managing grant-seeking, compliance and ODEI assessment activities.

Ongoing and upcoming projects were discussed. Within the development track, efforts will go toward a multimodal DEI learning hub that will contain strategic and compelling content and will provide multiple entry points for knowledge. A DEI consultation service is being planned. The community development manager is working on content for the ODEI website, which will launch in fall semester 2022. A future goal will be to establish an engagement infrastructure across CALS stakeholder groups.

Within the impact track, work will be done to create a DEI dashboard, solidify the CALS professional development requirement, and plan the format and content for the CALS DEI annual report.

Other CALS and campus activities include a revamp of the department diversity representatives group and the newly created graduate program coordinators group. A HBCU STEM partnership workgroup will investigate more strategic coordination of access programs across STEM. The Office of Inclusion Education will explore greater alignment between student affairs and schools and colleges regarding DEI programming for students.

**EDC department climate letter**

A department planning subcommittee representative shared the background of the work done regarding the department climate letter. Departments were interested in improving climate but needed guidance for where to start. The department planning subcommittee created a list of recommendations that departments could use. A letter was sent to the former CALS dean, outlining these recommendations as departmental guidance for promoting diversity, equity and inclusion in CALS. The letter received positive initial feedback from the former CALS dean just before her retirement. There is an opportunity for the EDC to reemphasize the letter with the new CALS dean. Committee members were advised to review the letter components for a more detailed discussion at the October meeting. During the October meeting, the committee will come up with priorities to share with the dean during her visit to the November EDC meeting.

Comments and questions:

- Was the feedback from the former dean on the letter verbal or written?
  - Tom Browne will investigate further.
- Has the dean offered any insight as to how the goal 4 documents will be handled?
  - The general concept of climate has been addressed, and goal 4 has been a part of that conversation. The DEI dashboard could align with goal 4 if this is of interest to the committee.

**Review of subcommittees**

An overview of the current subcommittees was given. A more detailed discussion about which should be kept, revised, or eliminated will occur during the October meeting.

**Communications**: met several times throughout 2021-2022. Started as a communications response when events needed to be organized or responded to in the community. Discussed how the committee communicates both within its membership and externally. After the ODEI was created, the subcommittee decided to defer to the ODEI for communications. Going forward, the subcommittee could provide an advisory role to the office; or, it may no longer be needed.
**Department planning:** most subcommittee members have rotated off the EDC. In 2021-2022 the main goal was the department climate letter to the dean. Would like to see the subcommittee recur; many directions it could take.

**Comment:**
- Perhaps the subcommittee could review the diversity component of department 5-year plans. The subcommittee could create a catalog of potential activities in which department could partake.

**Lunch and learn:** before the pandemic, monthly, topical lunch and learn sessions would occur in person. During the pandemic, lunch and learns were virtual and were highly attended. The goal for 2022-2023 is a hybrid offering. Sessions planned thus far are virtual, but there is hope for in-person sessions in the spring. The subcommittee will use UW-Madison’s heritage calendar to guide programming for 2022-2023; this will be an opportunity to align programs and promote other events. Lunch and learn is the longest-running subcommittee.

**Recruitment and retention:** in 2021-2022 the subcommittee focused on topics including salary equity and segregated fees for graduate students. Letters were brought to the committee for discussion but were not voted on.

For October’s meeting, subcommittee members should bring prior topics that need to be carried over to 2022-2023. EDC members should consider which subcommittees they would like to be a part of. Each committee member should join at least one subcommittee.

**Charge and function membership**
A revision to the membership section of the charge and function was proposed. The proposal would change the ex officio member constitution to “Minimum two ex officio members to include: the CALS associate dean for diversity, equity and inclusion, and an additional designee from the CALS office for diversity, equity and inclusion.”

Dominique Brossard made a motion to revise the membership section of the charge and function to the language above. Erika Anna seconded the motion. The motion passed unanimously.

**Adjourn**
The meeting adjourned at approximately 4:33pm.