MINUTES

The meeting was called to order by Tom Browne at 3:03pm.

Review agenda
No changes were made to the agenda.

Approval of December 9, 2021 meeting minutes (attachment)
Laura Hernandez made a motion to approve the December 9, 2021 meeting minutes. Natalia de Leon seconded the motion. The motion passed unanimously.

Onboarding the new associate dean for diversity, equity, and inclusion – documenting activities and initiatives
The new associate dean for diversity, equity, and inclusion (DEI) begins on January 18, 2022. It would be beneficial if we could put together documentation on the committee’s current activities and upcoming initiatives as a debriefing. In the long-term, the associate dean will be a permanent fixture within this committee and will be involved with the department diversity representatives.

Comments and questions:
• What will the associate dean’s onboarding look like? What is his specific mission/directive?
  o The dean is leading the onboarding process.
  o Areas of priority include coordinating initiatives across the college, focusing first on departments, then other college and campus entities, and eventually external stakeholders. The associate dean will be a part of the dean’s leadership team.
  o The associate dean will be an ex officio member of the Equity and Diversity Committee.
• Would a physical document be a useful resource?
  o The senior associate dean will share the already-existing document regarding campus DEI initiatives.

Conclusion: Tom Browne, Natalia de Leon, and Erika Anna will meet with the associate dean before February 14.
Plans for the review of goal 4 of departmental five-year plans
CALS has implemented a new procedure of half the departmental plans being updated each year, so the committee will only need to review eight plans this year. Last year, the committee updated the goal 4 review rubric and the entire committee participated in the goal 4 review.

The aim of goal 4 is to help departments identify areas of improvement within DEI and how to move forward. EDC should discuss how to provide feedback to the departments going forward, and assess the value of numeric versus descriptive written feedback.

The primary goal of the last department planning subcommittee meeting was to identify a minimum set of expectations for how to meet DEI goals. A list of seven items was created. The proposal suggests that all CALS departments should have, or plan to develop, the following:

- DEI Committee
- Diversity representative
- Code of conduct
- Guidelines between advisors and advisees
- Faculty mentor training
- Guidelines for hiring committees
- Department-wide DEI-related activity (e.g., a dept retreat, climate survey, special seminar, etc.)

The subcommittee also discussed how to track departments’ progress toward their goals, how to adjust the scoring system to account for progress toward these goals, and a potential incentive system to encourage departments to meet their goals. Next steps will be sharing the list with the dean, and then sharing with departments.

Comments and questions:
- This is a good list and seems to align well with goal 4 strategies, so it should be manageable for departments.
- Could departments see the full list and then pick a smaller number to commit to, e.g., choose any three from the list?
  - The subcommittee doesn’t think the list should be shorter, though the department could commit to three the first year and the rest the following year. Departments are already working toward all of these and should have the framework. EDC has provided templates to departments for all these items, which departments can then tailor to their specific needs.
- There is currently no good way to assess goal 4 progress from year to year. It depends on how the department writes their reports and if they compare their own progress to what they did previously. The use of this list would be easier to track.
- It would be nice to include in goal 4 ‘response to feedback on the plan.’ This will help future viewers to understand the prior year’s feedback. It will also help articulate what the department has been doing in response to the feedback they have received.
- The eight departments currently reviewing goal 4 are using the same form as last year. How will these eight departments get feedback? Are we asking the dean to consider modifying for next year for the other half of the departments? Do we change mid-cycle? Or do we wait for this cycle to fully finish before changing the format?
Complete this year like we did last year since they are already in the middle of it. Then give the dean the new proposal and make the change for next year rather than using the previous format for another year.

Agreement expressed by committee members to use the current format for this year’s review.

The new associate dean for DEI may have input on the changes.

Summary: leave things the way they are for this year, which is the same format as last year, for the 8 departments currently in the review process.

Next steps: what is the best way for the subcommittee to come up with a formal proposal to present to the dean? Should this happen after the current review cycle ends?

• The proposal will likely go to the new dean.
• In the short term, instead of focusing on a new proposal, come up with ideas to present to the associate dean for DEI and the next dean. Seek recommendations from these deans for next steps regarding what departments should be aiming for.
• Could add something about department climate development.

College updates and questions from the committee

• The dean search is ongoing. Applications are due February 28, 2022. Information about finalists will be shared when available.
• TOP faculty hiring initiative: for this academic year, CALS can hire four people through the TOP program. Searches in Biochemistry and Genetics are in process. Searches in Animal and Dairy Sciences and Life Sciences Communication will also occur.

Subcommittee updates

Communications
Not discussed due to time.

Department planning
Not discussed due to time.

Lunch and learn
Not discussed due to time.

Recruitment and retention
Not discussed due to time.

Adjourn
The meeting adjourned at 4:00pm.