

ESCOP Diversity Catalyst Committee Agenda and Call Notes

Monday, October 30, 2017, 4pm ET

Participants: Karen Plaut, Charles Boyer, Brian Raison, David Leibovitz, Jackie Burns, L. Wes. Burger, Alton Thompson, Shannon Archibeque-Engle, Chris Hamilton (recorder)

Action Items:

- Karen/Jeff will make below changes and clarifications to the DCC Rules of Operation.
- Jeff will find out what approval is needed by ESCOP to quickly release the Diversity and Inclusion Award for 2018.
- David Leibovitz will address the suggested changes to the Award and send to the Committee for final approval during our next call.
- Karen/Jeff will schedule the DCC's next call for late November/early December.

Call Notes:

1. Roll Call and Introduction of New Members (Karen, Chris) - Completed, see participants list
2. Approve Minutes (Karen, All) **Attachment 1** – Approved
3. Approve Agenda (Karen, All) – Approved
4. Review DRAFT Rules of Operation (All) **Attachment 2**
 - a. Purpose
 - i. Members find the Rules generally acceptable, but want a few modifications
 - b. Membership
 - i. NIFA representative is a good idea (It was suggested that either Latoya Hicks or Bobbie Moore would be appropriate).
 - ii. The 20+ members indicated in the draft Rules are too many. It was suggested that regional association members be deleted. Director members from each region would provide sufficient regional representation. This would reduce the committee size by 5. The committee was in agreement on this item.
 - iii. We need to define a DCC Executive Committee.
 - iv. DCC chair position should be for 2 years instead of one, to provide better continuity. Keep only Chair and Chair Elect positions. Remove Past Chair position.
 - c. Organization and Function
 - i. Committee needs to define what our quorum should be. DCC members agreed that a quorum should be defined as the members participating on any given call, when the meeting has been announced at least 7 days in advance and materials provided for votes and discussion. Karen will refine this language and share it with the Committee for approval. Suggested language, "The members participating on the call will constitute a quorum provided the meeting has been announced and all materials have been provided to all members of the committee 7 calendar days in advance of the meeting. "
 - d. The committee strongly agreed that the committee needs to stay small and nimble. Sub-groups should be disbanded and the DCC should work as a single group with more regular calls, addressing only 1-2 issues per year, which we then present annually at the annual fall ESS/AES/ARD meetings.
5. Working Group Updates

- a. Group 1 (Best Practices – Karen)
- b. Group 2 (System Integration - Alton, Dave) Award **Attachment 3**
 - i. The Diversity and Inclusion Award showcases the DCC’s efforts.
 - ii. Award will be presented at the fall ESS meetings, rather than APLU.
 - iii. Committee suggested we are ready to release the award for presentation at September 2018 ESS meeting. **Action needed by Jeff: Find out what we need to get the award announcement approved by ESCOP, considering the \$1000 award. Is this only ESCOP Executive approval? How quickly can this be approved?**
 - iv. Text changes to be made (Dave L. will address these):
 - 1. Award presentation line, typo of extra character and Eligibility AES/ARD programming (Dave L. will fix these).
 - 2. In the definition of Diversity, remove “class” language and add socio-economic status, add “religion” to “spiritual.”, i.e. religion and spiritual
 - v. Selection Process; it was suggested that the review panel is appointed by the ESCOP Diversity Catalyst Executive Committee. The suggested makeup of the review subcommittee: 3-5 members, such as one director, a NIFA rep, a diversity professional, a representative from an allied organization, and a faculty member designated by a director who has demonstrated commitment to diversity and inclusion. In future years, the previous award recipient could serve this capacity as the faculty representative.
- c. Group 3 (Training – Charles with maybe a report/debrief from attendees on the two Sessions from ESS Philadelphia Meeting).
 - i. IDI model laid out during March CARET/AHS meeting. Layered on top of already busy CARET/AHS activities. Having NIFA leadership present was a bonus, though.
 - ii. ESS IDI was successful. Conversations and interactions were great. Regions may report out individually at a later date.
 - iii. We are interested in collecting Diversity and Inclusion trainings, etc., to share and post on the DCC page at <http://escop.info/committee/diversity-catalyst-committee/>
- d. Group 4 (Recruitment and Mentoring – Ali) – Not on call
- 6. Other – Next call will be scheduled in about a month, end of November, early December, to discuss possible action for the Fall ESS 2018 meeting and to finalize the release of the Diversity and Inclusion award call.

Call adjourned at 5:02 pm ET