

ESCOP Diversity Catalyst Committee Agenda and Call Notes

Thursday, December 7, 2017, 10am ET

Participants: Karen Plaut, David Leibovitz, Shannon Archibeque-Engle, Ali Fares, Chris Hamilton, Jeff Jacobsen, Rick Rhodes, and Donna Pearce (recorder)

Action Items:

- Jeff/Rick will present the award document to the ESCOP-CAC group later this month for approval
- Jeff will explore the regional and national structure of APS particularly their engagement with 1862s and 1890s
- Karen/Jeff will schedule the DCC's next call for end of January, early February

Call Notes:

1. Welcome and roll call (Karen, Donna) - Completed, see participants list
2. Approval of meeting minutes (10/30/17) and Agenda (Karen, All) – **Attachment 1** - Approved
3. Introduction of Donna Pearce as new recorder/call organizer (Jeff)
4. Updated award notice with suggested deadlines (Jeff, David, Alton)
 - A number of suggestions were made about the award. One of the big things was to see if we could implement the award right away.
 - A refined version was shared with the ESCOP Executive Committee at APLU.
 - Jeff has received numerous comments since the ESCOP meeting and has incorporated them into the current version.
 - Award Presentation
 - Changed from ESCOP to ESS
 - Three piece monetary
 - Plaque
 - Cash award
 - Travel reimbursement
 - Eligibility and Deadline
 - Changed guidelines to allow an individual, a team or organization composed of faculty and Scientist, staff, students, post-docs or other who contribute to ESS projects to be nominated
 - Funding is state funds not Federal, so this will require ESCOP Exec vote
 - Monies will go to the individual, team, or organization and they can decide how to disburse the funds if the award winner is a team or organization.
 - With approval from the ESCOP-CAC committee later this month the Chair can release the award call prior to the first of the year with reminders from regional associations going out after the holidays.
 - Criteria for Nominations
 - Scope section was eliminated, so content and points were redistributed.
 - The Impact section was expanded to include across ESS all the way through other units.
 - 10 points was added to Innovation, now 20 points. 10 points was added to Basis, now 20 points.
 - Selection Process
 - An award may not be given every year.

- Motion to approve award document as written by the group - Approved
- 5. Updated Rules of Operation discussion (Karen, Jeff) **Attachment 2**
 - A lot of work that gets done by this committee is a result of what the regional association folks do that serve on this committee. Hence, the consensus was to keep the regional association members
 - Change ESS/ARD Directors/Administrators from 5 to 3 and ensure that the Chair and Vice-Chair are directors from regions other than the above-mentioned 3 reps
 - Removed APS and ARD representative and may refocus this membership to 1890 APS representative
 - Change APS representative to APS 1862 representative
- 6. Strategic Focus of DCC (Karen, all)
 - Interested in knowing inventory of activities going on at our Land-grant institutions
 - David Leibovitz will attend the 14th Annual National Land-grant Diversity Conference in Hebron, KY – February 15 & 16, 2018
- 7. Thoughts on providing regular regional updates during DCC calls (Karen, Jeff, all)
- 8. Other business, as needed
 - Other – Next call will be scheduled in about a month, end of January, early February and likely proceed to quarterly calls thereafter.
 - Items 6 and 7 to be added to the next call

Call adjourned at 11:10 am ET

Diversity Catalyst Committee (DCC) Rules of Operation

Purpose

The Diversity Catalyst Committee (DCC) champions a long-term agenda for diversity and inclusiveness, in all forms, for the Experiment Station Section (ESS representing AES and ARD) with goals, metrics, timelines, implementation activities, and continuity of practice with a rolling three-year plan. Strategic opportunities will also be pursued as appropriate. The DCC engages in and promotes topics of diversity and inclusiveness in research leadership and more across the Land-grant university system, provides ideas and actions for consideration, and supplements institutional, regional and national diversity and inclusion efforts. The focus is primarily on enhancing the diversity and inclusiveness among the State Agricultural Experiment Station Directors, Research Directors, regional associations and their associates and assistants. Our integrated activities are a blend of national and regional strategies and actions that strive to enhance the individual and organization and to ensure the broadest perspectives in thinking, actions, inclusive excellence and respect for all facets of diversity through the highest levels of leadership. We seek opportunities for collaborations to advance this agenda with all willing partners.

Membership

The membership of the DCC is:

- Chair (1)
- Chair-Elect as Vice-Chair (1)
- ESS/ARD Directors/Administrator from remaining regions (3)
- APS 1890 representative (1)
- Allied APLU representative (1)
- CES representative (1)
- Diversity professional from LGU unit (at least 1)
- NIFA representative (1)
- Executive Vice-Chair as ED from a regional association (1)
- Assistant Vice-Chair as AD from a regional association (1)
- DISCUSS regional associations**
- All other regional associations**

Members serve two-year terms and may be reappointed indefinitely. The terms of Chair and Vice-Chair (Incoming Chair) are for two years. The Chair positions will be determined by consensus integrating a regional rotation across the five regions with directors from all levels. **All five regions will be represented across the Chair, Vice-Chair and the three director/administrator positions.** The representative positions (ESS/ARD directors, APS ~~1862~~, APS ~~and ARD~~1890, Allied APLU (BHS, BVM), CES, Executive Vice-Chair, Assistant Vice-Chair) are appointed by their respective groups. Rotations are encouraged. Terms begin in October after the ESS Annual Meeting. The DCC Executive Committee will be comprised of the Chair, Incoming Chair and one designated DCC member, with support by an Executive Vice-Chair and/or Assistant Vice-Chair. All interested individuals are welcome to participate in on-going activities and are encouraged to bring issues and opportunities

forward to DCC. Trained professionals are also strongly encouraged to participate as their input, insight and expertise is invaluable to this community.

Organization and Function

The DCC will typically conduct their business electronically for plan updates, coordination, issue or problem solving, policy decision approval and in response to initiatives via ESS. The activities of the DCC will be guided by the initial report and resource from the inaugural *Diversity in Research Leadership Task Force Report*, the IDI assessment from the 2017 ESS/ARD Annual Meeting and other resources such as <https://inclusionandbelongingtaskforce.harvard.edu/publications/toward-model-inclusive-excellence-and-change-postsecondary-institutions>. Future strategic additions are encouraged to improve a quality, contemporary and sustainable diversity agenda. Programmatic and policy decisions will be made by consensus. If necessary, formal decisions will be determined by a simple majority of a quorum of DCC members. An agenda will be published in advance of meetings and minutes will be taken and approved, with all materials posted to [www.escop.info](http://escop.info) at <http://escop.info/committee/diversity-catalyst-committee/>. The members participating on a call will constitute a quorum, provided the meeting has been announced and all materials have been provided to all members of the committee seven calendar days in advance of the meeting. The Chair (or designee) will communicate updates and progress to relevant units. In addition, DCC members are highly encouraged to regularly communicate with their representative organizational groups. If the DCC deems a need to secure financial resources, it may develop a budget proposal to secure funds from ESS through established procedures. The DCC will function to develop ideas, processes, training opportunities, monitor progress, create and catalogue resources and add-value to both regional associations and the national organization wherever possible.

The National Experiment Station Section Diversity and Inclusion Award Committee (see above website) will be comprised of: Chair-Elect, one DCC director, one diversity and inclusion professional, one allied organization representative, a NIFA representative and a faculty member (initially this will be designated by a director and in subsequent years will be a National ESS Diversity and Inclusion Awardee). Their recommendation will be transmitted to the ESCOP Chair for final approval as per other recognized awards.

Developed December 2017

National Experiment Station Section Diversity and Inclusion Award¹

Beginning in 2015 with the establishment of the ESCOP Diversity in Research Leadership Task Force (now the permanent Diversity Catalyst Committee), the Experiment Station Section (ESS as AES and ARD) forged a new commitment to increase diversity across its constituencies and foster inclusive environments which empower all groups within organizations to work better collectively.

Diversity is defined as differences among people with respect to age, socioeconomic status, ethnicity, gender, physical and mental ability, race, sexual orientation, religion and spiritual practices and other human differences. An **inclusive organization** is defined as having a culture which empowers all members to continually innovate, assess and redesign programs, policies and practices to support the success of its membership. ESS through its individual and collective efforts aspires to consistently and holistically model and practice inclusive excellence, as is expected of modern institutions and organizations affiliated with Higher Education.

The National Experiment Station Section Diversity and Inclusion Award support efforts that go beyond simply meeting EEO/AA program requirements. This award recognizes research efforts that support the creation of diverse and inclusive teams at the local, state, regional, or national level. Such efforts could impact one or more of the following areas: administration, advisory and decision-making groups, audiences, coalitions, educational materials and delivery methods, funding, initiatives, policies, programs, staff, and stakeholders.

Award Presentation

The recipient(s) of the National Experiment Station Section Diversity and Inclusion Award will be recognized at the annual AES/SAES/ARD Meeting held in September/October each year with a commemorative plaque and \$1,000 cash award from ESS. Travel reimbursement to attend the awards event will be provided for the primary recipient(s) by ESS. The recipient(s) will be asked to submit photos and a project summary for the ESCOP website, the NIFA Update and for integration into the APLU Award Program. The awardees will also be asked to submit an impact statement for the landgrantimpacts.org database which describes research impacts to the public.

Eligibility and Deadline

The nominee can be an individual, a team or an organization composed of faculty and scientists, staff, students, post-docs or others who contribute to ESS projects and activities in clear and quantifiable ways. The due date for nominations is March 30, 2018. To be considered, nominations must be submitted by email to the DCC Executive Vice-Chair, Jeff Jacobsen (jjacobsn@msu.edu).

Criteria for Nominations

Nominations can be submitted from any area of ESS. Nominations can be made by anyone, including self-nominations. When writing nominations, special attention should be given to efforts that have the potential to be sustained over time or can be replicated in other comparable situations.

The five following elements (total 100 points) will be considered in the review process and should be described clearly in the nomination.

¹ This award nomination was adopted with permission from the Extension Diversity Award.

Purpose: Why was this effort undertaken? Describe the efforts by a person, group or organization to achieve diversity and inclusion in an ESS project/program (e.g., Hatch, Hatch Multistate, Evans-Allen, McIntire-Stennis). How does the project achieve diversity and inclusiveness with its advisory and decision-making groups, audiences, staff, and stakeholders? (Maximum 10 points)

Basis: Why is this effort worthy of recognition? (Maximum 20 points)

Effort: Are actions and activities in support of diversity and inclusiveness appropriate and fundamentally sound? How do the actions and activities demonstrate impact? (Maximum 20 points)

Impact: Describe efforts that have led to positive, sustainable programmatic and/or organizational change across ESS, institution(s), college(s), department(s) and/or other units? (Maximum 30 points)

Innovation: How did (or will) this effort enhance existing models or create new models for positive change? (Maximum 20 points)

Nomination Package Guidelines

Nominations must not exceed word limits below, and must contain the following:

1. Name, title, address, phone number and e-mail of nominee(s).
2. Name, title, address, phone number and e-mail of nominator(s).
3. A brief synopsis of nomination (30 words or less).
4. A narrative explaining the five elements in the criteria given above (400 words or less per element).

Limitations

Incomplete applications or applications in excess of size limitations will not be considered. Please do not forward DVD's, bound publications or other support materials with the nomination. Only electronic submissions will be considered. Nominations may include links to supplemental materials that clearly demonstrate one of more of the nomination elements.

Selection Process

An Award Review Panel² is appointed by the ESCOP Diversity Catalyst Executive Committee to review nominations and recommend the recipient to the ESCOP Chair and NIFA Director. Upon the recommendation of the Award Panel, an award may not be given every year. The process would be completed by May 1, 2018.

² The inaugural Award Review Panel is the Chair-Elect, one Director, a NIFA representative, a diversity and inclusion professional, a representative from an allied organization or a faculty member designated by a director who has demonstrated commitment to diversity and inclusion. In future years, the previous award recipient could serve in the faculty representative capacity.