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**Office of the Provost**

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**Attendees:** Andy Feinstein, Renee Barnett Terry, Debra Griffith, Lydia Ortega, Julie Paisant, Itza Sanchez, Hyon Chu Yi-Baker, Michael Randle, Kenneth Wong, Astrid Davis, Andrew Hsu, Gabriel Rodriguez, Stacy Glexiner

**Updates on the action items:**

1. **Forums** (Itza Sanchez, Michael Randle, Stacy Glexiner): A forum has been set for Wednesday, October 8<sup>th</sup> from 4 to 6pm located in the New Student Union Theatre. President's recommendations: Mo would give introductory comments. Facilitator would pose a set of questions to the audience and solicit input. Questions could include how diversity issues should be administered at SJSU. Audience would be faculty, staff, administrators, and students. Stacy will coordinate event. Mo would like the group to recommend a facilitator and develop a set of questions that the facilitator could pose to the audience.

**Next Steps:** Create a list of suggested facilitators who are available. Solicit and develop a list of questions. Work with Stacy on coordinating the event. Present findings at next meeting.

2. **Campus Climate Survey** (Meg Virick, Lydia Ortega): Meg collected the campus climate surveys that were conducted in 2005 and 2010. She also collected the HERI survey which focuses more on diversity. Would like to utilize survey that will enable us to compare results to peer institutions and to develop longitudinal data. It is fine to utilize previous instrument provided it addresses comparative and longitudinal needs. Need to see what the president's recommendations would be in regards to conducting another survey. There was also two handouts passed out during the meeting (Report of Progress & Scope of Work).

**Next Steps:** Email to Commission Meg's handout from last meeting. Develop recommended survey instrument. Develop a list of recommended incentives for participation. Work with IEA on implementation timeline and logistics.

3. **Review Master Plan** (Lydia Ortega): Rona was unable to attend the meeting for today but would be happy to join the group once the semester begins.

Next steps for group: Review the Diversity Master Plan. Prepare presentation to address any issues, including and changes necessary from Diversity Task Force recommendations. Coordinate a presentation from Rona.

4. **Composition of the Commission** (Hyon Chu Yi-Baker, Michael Randle, Andrew Hsu): Some of the members terms will be up soon. We may also need to fill the spaces for those members that are not showing up to the meetings. A suggestion was made for the A.S. Representative to appoint or help to recommend an undergraduate and graduate student to the commission. Originally students applied to become members.

Next steps for group: Review charge of the commission (See PDF sent to you recently). Review current make-up of the commission. Develop a list of recommended new members to forward to President. Develop a method for addressing term limits. President's recommendation is that term limits be staggered (3,2,1) so that there is overlap. He is fine if member's terms are renewed. We can reset the term limits beginning this fall.

5. **Best Practices** (Julie Paisant, Debra Griffith): Looking at other universities that have the same amount of students as SJSU. Finding the mission statement for these universities that have diversity offices. These universities that do have diversity office consist of full time staff as well as release-time faculty. Once they narrow down list of universities, they will begin to call and speak with the diversity officers to ask more specific questions. Julie stated she will send the spreadsheet to the group once they have all the information that they are collecting.

Next steps for group: Continue to identify institutions to review regarding diversity initiatives and administrative structure. Develop matrix comparing how diversity is implemented at each institution. Develop presentation and report.

The Commission will be meeting once every other week for an hour and a half. A doodle poll will be sent out to get these meetings on everyone's calendars.