

**President's Commission on Diversity
Meeting Minutes - February 9, 2015**

Present: Astrid Davis, Andy Feinstein, Stacy Gleixner, Lynda Heiden, Andrew Hsu, Fernanda Karp, Lydia Ortega, Julie Paisant, Itza Sanchez, Renee Barnett Terry, Meg Virick, Hyon Chu Yi-Baker.

Absent: Debra Griffith, Carmen Lara-Kirkpatrick, Veronica Mendoza Hand, Aditya Mairal, Mary Okin, Michael Randle.

Co-Chair Feinstein brought the meeting to order at 10:05 a.m.

Updates on action items:

1. **Campus Climate Survey (Meg & Lydia):** Good news is that Meg reached out to SPRI (Survey and Policy Research Institute) Director Melinda Jackson and clarified that the \$2,000 charge to conduct phase three of the survey will serve to cover the promotional aspects of the student survey, reaching out to students across the campus to ensure the best response rate possible. The bad news is that SPRI is not comfortable using the Qualtrics survey tool and does not have access to online distribution lists (faculty, staff and students). They suggested using the SNAPS survey (Student Needs and Priorities Survey). All surveys are ready for distribution (student, faculty and staff) and will be distributed on Thursday, February 26. Meg and Lynda will reach out to Director Jackson to clarify if the proposal submitted covers the cost of all the surveys, or only the student survey.

Next Steps:

- All surveys are ready and slated for distribution on Thursday, February 26.
 - Cost for conducting surveys will be covered by the President's Office.
 - Meg or Lydia will reach out to SPRI to clarify if proposal submitted covers cost of all surveys, or only the student's survey.
2. **Spring Forum/s (Stacy, Itza, Michael, Fernanda, Mary, Aditya):** The PCD Forums subcommittee met on February 3. April 14, 12:00 to 1:00 p.m. was identified as a good date/time for having the Spring 2015 Open Forum, if no overlap with Western Association of Schools and Colleges visit (WASC). This date was considered problematic as it would overlap with WASC visit. The PCD subcommittee will go back to the drawing board to find a suitable date and report back to the PCD. The subcommittee is suggesting that the Spring forum format be similar to the first one, but with a much more brief update on the PCD's 22 action items; a campus moderator; open to both written or limited time mike questions. Electronic communication will be used to invite both campus and extended community, with Fernanda taking care of the community email invitations; Stacy taking care of the campus, social media, website advertising.

The PCD sub-committee continues to explore the possibility of having a Diversity Celebration event in the spring semester, identifying May 14 (study day) as a good day to have this event. It turned out that study day would not be a good day as university policy does not allow for holding events/meetings on study day. The Diversity Celebration format would include electronic invitations to faculty, staff and students; a poster session showcasing diversity and inclusive excellence work; and a lunch/buffet lending for pertinent folks recognition and panelist on best practices for collaborating across the university. Other suggestions surfaced, such as looking for a campus annual signature event, such as the Diversity Speaker Series event, to tie in with and allow for having diversity recognition/awards (Champions of Diversity Hall of Fame). The Diversity Speaker Series is funded by the University and should have a well-designed concept. The Diversity Speaker Series will be added to the PCD website. The link to the PCD website should also be placed on the SJSU home page for easy access.

Several African American History Month event flyers were handed out. A copy of an email requesting consideration for including a lecture by Dr. D. Soyini Madison as part of the Diversity Speaker Series was handed out. Dr. Madison will speak on human rights in Ghana on February 25, 3:00 p.m., in Hugh Gillis Hall 229. Andy will reach out to Elna Green in Faculty Affairs for advice.

Next Steps:

- Stacy Gleixner will identify a better date to hold the spring Open Forum and report back to the PCD.
- Flyer links to be sent to Lynda Heiden for distribution to faculty.
- Ask University Advancement Marketing and Communications to add PCD website link on main home page.
- Work will continue to try to get all campus event organizers to use the campus online main events calendar to announce/promote events.

3. **Master Plan (Lydia & Stacy):** The Master Plan is ready for posting on PCD website and it will be posted by the end of this week (February 13).

Next Steps:

Diversity Master Plan will be posted on PCD website by February 13.

4. **Proposed Structure for Office of Diversity – CDO Position Description (Stacy).** The PCD discussed the Chief Diversity Officer position description. The comments provided yield several important revisions. Stacy Gleixner will finalize and submit to Senate Chair Heiden to use in sending the call for nominations to serve on the search committee. The position description will ultimately be given to the CDO search committee, who will have responsibility for using as a template to review/ finalize, as a committee.

Next Steps:

- Stacy will make the position description suggested revisions and submit to Senate Chair Heiden, to use in sending the call for nominations for serving on the CDO Search Committee.

- The position description will be made available to the CDO Search Committee, to consider/finalize.
5. **Website Revisions (Astrid):** Work to keep PCD website updated continues and will be completed before the end of this week.

The meeting adjourned at 11:30 a.m. The next meeting is scheduled for Monday, February 23, in Tower Hall 110.