

## 2017-2018 Year-End Committee Report Form

**Committee:** *Faculty Diversity Committee*

**Chair:** *Elizabeth Gross*  
*Emily Chan (9/1/17-10/5/17)*  
*Nidhi Mahendra (10/5/17 - 5/31-18)*

**Chair-Elect for 2018-2019:** *Nidhi Mahendra*  
*408.924.8161; nidhi.mahendra@sjsu.edu*  
*Birsen Sirkeci*  
*408.924.3913; birsen.sirkeci@sjsu.edu*  
(Please include phone/zip/email if available)

**Number of Meeting held:**  
**7**

### Items of Business Completed 2017/2018

1. Organized and held a panel on addressing implicit bias in faculty recruitment. The event, "Positive Change: Addressing Implicit Bias", was attended by approximately 35 faculty members from departments and colleges throughout the campus.
2. Reviewed proposals and made award recommendations for the Weir\Galm award.
3. Served as a resource for the Faculty Recruitment Refresher Workshops on Best Practices held by Faculty Affairs and the Office of Diversity, Equity, and Inclusion.

### Unfinished Business Items from 2017/2018

1. Started planning a "Best Practices Showcases" to be held in the 2018-19 academic year. The showcase will invite faculty members to present their best practices for creating an inclusive learning and working environment for our diverse students.
- 2.
- 3.

### New Business Items for 2018/2019

- 1.
- 2.
- 3.

**Please return to the Office of the Academic Senate (ADM 176/0024) by May 31, 2018.**

**Academic Senate, Faculty Diversity Committee**  
 Agenda  
 September 1, 2017  
 11:00pm – 12:30pm, Room: MLK 255

Name	Phone	Office/College	Term	Minutes
<a href="#">Beth Pugliese</a>	41116	AVP Human Resources or designee	EXO	--
		Designee from AVP Faculty Affairs	EXO	--
		Designee from AVP Faculty Affairs	EXO	--
<a href="#">Emily Chan</a> (Co-chair)	82044	General Unit	2019	--
<a href="#">Elizabeth Gross</a> (Co-chair)	45119	Science	2019	--
<a href="#">Alessandro De Giorgi</a>	42967	Applied Sciences & the Arts	2019	9/1/17
<a href="#">Chunlei Wang</a>	42775	Business	2019	10/6/17
<a href="#">Nidhi Mahendra</a>	48161	Education	2020	11/3/17
<a href="#">Birsen Sirkeci</a>	43913	Engineering	2018	12/1/17
<a href="#">Valerie Mendoza</a>	44693	Humanities & the Arts	2018	2/2/18
<a href="#">Shishir Mathur</a>	45875	Social Science	2019	3/2/18
<a href="#">Armani Donahue</a>	46413	AS Director of Faculty Affairs	2018	4/6/18
<a href="#">Branden Parent</a>	46241	AS Director of Campus Climate Affairs	2018	5/4/18

- I. Introductions
- II. Agendas & minutes
  - a. We will rotate responsibility for meeting minutes. Minutes have been assigned until our March meeting.
  - b. The FDC uses the google drive to save the agendas and minutes.
- III. What is the Faculty Diversity Committee?
  - a. Faculty Diversity Committee (reports to the Professional Standards Committee<sup>1</sup>), <http://www.sjsu.edu/senate/docs/comdescriptions.pdf> – “*The Faculty Diversity Committee promotes diversity through appropriate recruitment and retention strategies. It also conducts*

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<sup>1</sup> Professional Standards Committee -- Responsible for all areas pertaining to faculty affairs and professional standards.

*periodic forums and other activities directed at increased recruitment and retention of diverse faculty. It reviews effectiveness of such activities and may recommend appropriate strategies and policies.”*

- b. Perspectives from returning FDC members.
- IV. Policy for being absent from meetings- *If you are aware that you will be absent from a meeting ahead of time, please notify the Chair. Please either participate via phone or send another College representative.*
- V. Discussion to establish goals for the semester.
  - a. Mission statement.
  - b. Resources for recruitment committees. Maintaining the Diversity Resources for Faculty Recruitment database.
    - i. Need volunteers to reach out to departments to fill holes in the resources database.
  - c. Events for retention and creating a welcoming campus climate(?)
- VI. Future meetings- First Fridays @ 11pm-12:30pm, TBA
- VII. Open

## **FDC MEETING 9/1/2017**

11am-12:30pm MLK 255

### **PRESENT:**

Alessandro De Giorgi  
Birsen Sirkeci  
Branden Parent  
Chunlei Wang  
Elizabeth Gross (co-chair)  
Emily Chan (co-chair)  
Kathleen Wong(Lau)  
Nidhi Mahendra  
Shishir Mathur

### **ABSENT:**

Beth Pugliese  
Valerie Mendoza  
Armani Donahue

- 1) FDC members in attendance introduce themselves;
- 2) FDC co-chair Emily Chan opens the meeting and explains attendance guidelines:
  - Notetaking responsibilities rotate monthly;
  - Possibility to call-in will be offered in case of need;
  - Two absences can prompt expulsion from committee;
  - FDC members should have received invitation to collaborate on team drive;
- 3) FDC co-chair Elizabeth Gross:
  - Introduces mission of FDC committee;
  - Summarizes past year's conversation about revision of mission statement;
  - Asks Kathleen Wong(Lau) to introduce herself and things happening on campus;
- 4) Kathleen Wong(Lau) (Chief Diversity Officer at SJSU):
  - Clarifies her responsibility on SJSU campus: hiring/recruitment (not RTP);
  - Diversity Office is redefining processes and procedures for hiring decisions;
  - Diversity Office oversees position advertisements to ensure diversity in hiring decisions;
  - Diversity Office has revamped training sessions (from 1 hour to 2 hours) to members of hiring committees in order to ensure diversity;
  - The compulsory training (for hiring committee members) is followed by "follow-up" training opportunities on a voluntary basis;
  - Kathleen Wong(Lau) also offers the opportunity to train FDC committee members so that they can contribute to ensure diversity in hiring decisions (e.g., FDC members could serve as diversity consultants for their respective academic units);

-Kathleen Wong(Lau) informs the FDC members that the Academic Senate “Task Force” on diversity is no longer in existence;  
-The Task Force didn’t produce any specific recommendation, but it looked into the possibility of complementing hiring committees with members from different academic units in order to increase diversity and competency areas (Senate policy allows for this to happen);

5) FDC Members in attendance express themselves favorably on the possibility of contributing to the Diversity Office’s effort to increase diversity by participating in trainings / follow up trainings for hiring committees, and act as diversity consultants for our respective academic units;

6) Kathleen Wong(Lau) suggests that the FDC committee takes the initiative with the “follow up” training sessions, as her office is trying to encourage local culture of diversity. She also suggests that the FDC committee considers hosting a training initiative in early October;

7) FDC members agree to organize the event on October 17<sup>th</sup>, 11:30am to 1:30pm. Subject to availability, the event is going to take place in the BBC conference room (Chunlei Wang will follow up);

Committee members discuss proposed title for the event, debating whether the focus should be only on “implicit bias in faculty recruitment” or broader. The committee agrees that the provisional title of the event should be: *Positive Change: Addressing Implicit Bias*;

8) Committee members discuss possible format of the panel, and agree that it would be good to prepare a list of questions/topics for panelists to cover in their interventions;

9) Elizabeth Gross introduces discussion on logistical responsibilities for the event:  
Catering (possibly Mexican food, as in last FDC event?);  
Advertising / Invitations;  
RSVP suggested to get a sense of numbers;  
Possibility to encourage attendance with little presents to attendees (t-shirts?);  
FDC members should suggest possible people to be included in the panel;  
FDC members should collaborate in drafting questions for panelists;

10) FDC members discuss potential panelists (4 or 5). Names considered at the meeting include:

Nidhi Mahedra  
Michael Kimbarow  
Rebecca Burciaga or Magdalena Barrera?

11) Kathleen Wong(Lau) encourages FDC to let her office know what the expected cost of the initiative would be, since there might be some funds available;

[Kathleen Wong(Lau) leaves meeting at noon]

[Birsen Sirkeci joins meeting at 12:05pm - co-chair Elizabeth Gross informs her on the discussions/decisions made by committee today]

12) Emily Chan resumes conversation about work initiated last year by FDC on building a survey-based database on diversity in different academic units on campus. Links to the survey will be sent to new members, so that they can forward it to their academic units.

## **FDC Meeting 10/6/2017**

11 am - 12:30 Eng 347B

### **Present Committee Members**

- Armani Donahue
- Elisabeth Gross (Co-Chair)
- Nidhi Mahendra
- Shishir Mathur
- Branden Parent
- Birsen Sirkeci
- Chunlei Wang

### **Absent Committee Members**

- Alessandro De Giorgi
- Valerie Mendoza

### **Invited Attendants**

- Kathleen Wong(Lau) - University Chief Diversity Officer
- Amy Strage - AVP for Faculty Development, Director of the Center for Faculty Development.

## **Agenda**

### **I. Approved last meeting's minutes**

- Motioned by Gross
- Seconded by Mathur
- Ayes: 5
- Nays: 0
- Abstention: 0

### **II. Strage on reviewing Weir/Galm award proposals.**

**Academic Senate, Faculty Diversity Committee**  
 Agenda  
 October 6, 2017  
 11:00pm – 12:30pm, Room: ENG 347B

Name	Phone	Office/College	Term	Minutes
<a href="#">Beth Pugliese</a>	41116	AVP Human Resources or designee	EXO	--
<a href="#">Michael Kimbarow</a>	43691	AVP Faculty Affairs	EXO	--
--	--	General Unit	--	--
<a href="#">Elizabeth Gross</a> (Co-chair)	45119	Science	2019	--
<a href="#">Alessandro De Giorgi</a>	42967	Applied Sciences & the Arts	2019	9/1/17
<a href="#">Chunlei Wang</a>	42775	Business	2019	10/6/17
<a href="#">Nidhi Mahendra</a>	48161	Education	2020	11/3/17
<a href="#">Birsen Sirkeci</a>	43913	Engineering	2018	12/1/17
<a href="#">Valerie Mendoza</a>	44693	Humanities & the Arts	2018	2/2/18
<a href="#">Shishir Mathur</a>	45875	Social Science	2019	3/2/18
<a href="#">Armani Donahue</a>	46413	AS Director of Faculty Affairs	2018	4/6/18
<a href="#">Branden Parent</a>	46241	AS Director of Campus Climate Affairs	2018	5/4/18

- I. Agendas & minutes
  - a. We will rotate responsibility for meeting minutes. Minutes have been assigned until our May meeting.
  - b. The FDC uses the google drive to save the agendas and minutes.
  - c. Approve minutes from last minute.
  
- II. (11:15) Amy Strage, AVP for Faculty Development, Director of the Center for Faculty Development
  - a. Amy will introduce the Weir/Galm award and the review process. Information about the Weir/Galm award is available on the Team Drive.
  - b. Form subcommittee to review the applications for the Weir/Galm award (members of subcommittee must be tenured faculty). The deadline for announcements is November 1. So there is a short timeline for the review.

- III. Election of new co-chair
- IV. Implicit Bias Workshop
  - a. Panel program and content. Reading materials to send to participants?
  - b. Volunteers to contact Spartan catering.
  - c. Additional panelists?
  - d. Videotaping?
  - e. Volunteers for set-up and clean-up.
- V. Helping out with Hiring Refresher Workshops
  - a. Has everyone attended a Hiring Policies and Procedures workshop?
  - b. The first Hiring Refresher Workshop is Thursday, October 12 from 2:00 - 3:30. Who is available to attend the workshop?
- VI. Open

## 1. About the award

- Strage introduced the award. It is aimed at supporting SJSU missions. Preference will be given to the proposals that address diversity issues.
- There are 21 submitted proposals.
- One award needs to be selected.
- Reviewing the proposals needs to be done by the end of October, 2017.
- The deadline of award notifications to applicants is November 1<sup>st</sup>, 2017.
- The winner of the award needs to expend the fund by March 15, 2018.
- Strage charged this FDC committee to review the proposals and to select a winner.
- FDC committee needs to form a subcommittee to review the proposals.
- Strage will honor the choice of the subcommittee.

## 2. Weir/Galm award subcommittee was formed.

- Subcommittee members:
  - Mathur
  - Sirkeci
  - Wang
  - Alessandro De Giorgi
    - **Gross** will check with De Giorgi about this assignment.

## III. Co-chair selection

- Mahendra as a co-chair
  - Motioned by Gross

- Seconded by Mathur
- Ayes: 5
- Nays: 0
- Abstention: 0

#### IV. Implicit Bias workshop

##### 1. Time and Room

- October 17<sup>th</sup> 11:30 am to 1 pm.
- Room: Engineering Building 327.

##### 2. Panelists

- Magdalena Barrera
- Michael Kimbarow
- Nidhi Mahendra
- Contact Susan Murray and Megumi Hosoda to see their availabilities.
  - Gross and Mahendra to contact them.

##### 3. Food & Logistics

- Kathleen Wong (Lau) - Chief Diversity Officer - will provide food.
- Gross will order food.
- Mathur, Gross, and Parent will set up the room around 11 am.
- Sirkeci will make a flyer about our Faculty Diversity Committee

- **Nidhi** will check with the university media service about video- or audio-recording of the event.

#### 4. Book gifts for attendants.

- The event will have a raffle for books.
- **Gross** will e-mail Ashley about book orderings.
- **Kathleen Wong (Lau)** will bring books to the event.
- Print out attendant names as raffling tickets.

#### 5. Panel schedule

- **Gross** will make an open remark
- **Kathleen Wong (Lau)** will talk about implicit biases
- **Brandon Parent** will talk about the implications of a diverse faculty for students;
- **Gross** introduce the panelists
- Panel discussions.

#### V. Attend Hiring Refresher Workshops

- **Wang** will attend the first hiring refresher workshop on Thursday, October 12, from 2 pm to 3:30 pm.
- **Wang** will report to this committee about this workshop.

#### VI. Adjourn

**Academic Senate, Faculty Diversity Committee**

Agenda

November 3, 2017

11:00pm – 12:30pm, Room: ENG 347B

Name	Phone	Office/College	Term	Minutes
<a href="#">Beth Pugliese</a>	41116	AVP Human Resources or designee	EXO	--
<a href="#">Michael Kimbarow</a>	43691	AVP Faculty Affairs	EXO	--
<a href="#">Young Park</a>	44150	General Unit	2018	11/3/17
<a href="#">Elizabeth Gross</a> (Co-chair)	45119	Science	2019	--
<a href="#">Alessandro De Giorgi</a>	42967	Applied Sciences & the Arts	2019	9/1/17
<a href="#">Chunlei Wang</a>	42775	Business	2019	10/6/17
<a href="#">Nidhi Mahendra</a> (Co-chair)	48161	Education	2020	--
<a href="#">Birsen Sirkeci</a>	43913	Engineering	2018	12/1/17
<a href="#">Valerie Mendoza</a>	44693	Humanities & the Arts	2018	2/2/18
<a href="#">Shishir Mathur</a>	45875	Social Science	2019	3/2/18
<a href="#">Armani Donahue</a>	46413	AS Director of Faculty Affairs	2018	4/6/18
<a href="#">Branden Parent</a>	46241	AS Director of Campus Climate Affairs	2018	5/4/18

- I. Agendas & minutes
  - a. We will rotate responsibility for meeting minutes. Minutes have been assigned until our May meeting. Note that Dr. Park is scheduled to take minutes this meeting.
  - b. The FDC uses the google drive to save the agendas and minutes.
  - c. Approve minutes from last minute.
- II. Welcome our new committee member, Dr. Young Park.
- III. Implicit Bias Panel
  - a. Event retrospective. What did we like? What do we think we should do differently next time? How did this compare with our past

events? What needs were identified at this event that the committee could help address in the future?

- b. Discussion of any proposed changes to Dr. Mahendra's write-up. Where shall we send the write-up? Senate and Provost's newsletter were both suggestions.
- c. Follow-up on recording and resources. Where should we post this and who should we share this with? Also, can we post the flyer of resources to the Team Drive?

IV. Helping out with Hiring Refresher Workshops

- a. Dr. Wang to share his experience with the first workshop.
- b. Volunteers for upcoming workshops.

V. Referral to include a representative of the Office of Diversity, Equity, and Inclusion on the committee.

VI. Open

**FDC Meeting 11/3/2017 at 11 am - 12:00 p.m. in Eng 347B**

Meeting Minutes from Younghee Park.

**Present Committee Members**

- Armani Donahue
- Elisabeth Gross
- Nidhi Mahendra
- Shishir Mathur
- Birsen Sirkeci
- Younghee Park
- Branden Parent

**Absent Committee Members**

- Alessandro De Giorgi
- Valerie Mendoza
- Chunlei Wang

**Agenda**

**I. Approved last meeting's minutes**

- Motioned by Elisabeth
- Seconded by Birsen
- Ayes: 6
- Nays: 0
- Abstention: 0

**II. Weir/Galm award proposals.**

**1. The proposal review comments**

- Subcommittee members (Mathur, Sirkeci, Wang, Alessandro De Giorgi)
- There were three top candidates. Amy asked us to make comments for successful/unsuccessful proposals for each.
- It is a good idea to provide a generic comment for unsuccessful proposals.
- Our conclusion is that it would be ok to not to make comments for unsuccessful proposals since it wasn't requested beforehand.

### III. Implicit Bias workshop on 10/17 in EB 327 from 11:30 a.m. to 1 p.m.

#### 1. Panelists

- Magdalena Barrera, Michael Kimbarow, Nidhi Mahendra, Kathleen Wong-Lau, Susan Murray

#### 2. Comments for Implicit Bias Workshop

- Successful events including good food, raffle, audience, and speakers, video recording, good attendance.
- Panel discussion was good, but more specific suggestions would have been helpful.
- Lack of time to change different topics.
- It would be interesting to include more student perspectives.
- One comment was that we should also talk about adjunct faculty when discussing implicit bias.
- Share the information on websites or make a link for the information - Shishir will provide the link of the drive.
- Encourage/contact faculty search committee to attend such workshop.
- Recording and resources: Nidhi Mahendra will email resources/videos for all.

### IV. Attend Hiring Refresher Workshops

- Workshops on 11/8 or 12/12 at 10-11:30 a.m.
- Dr. Wang to share his experience with the first workshop.
- Actively attend this workshop.
- Birsen will attend it on 11/8.

V. A Writer for Meeting Minutes

- Shirshir will be on 12/1/17 instead of Birsen Sireci.
- Birsen Sireci will be on 3/2/18.
- We will rotate responsibility for meeting minutes and save them on the google drive. Please check the schedule of the meeting minutes. Please check your turn.

VI. FDC reports

- We need to report our meeting and activities for professional standard committee. (Nidhi Mahendra)

VII. Referral to include a representative of the Office of Diversity, Equity, and Inclusion on the committee.

VII. Adjourn at 12:00 p.m.

**Academic Senate, Faculty Diversity Committee**  
 Agenda  
 February 2, 2018  
 11:00pm – 12:30pm, Room: ENG 347B

Name	Phone	Office/College	Term	Minutes
<a href="#">Beth Pugliese</a>	41116	AVP Human Resources or designee	EXO	--
<a href="#">Michael Kimbarow</a>	43691	AVP Faculty Affairs	EXO	--
<a href="#">Young Park</a>	44150	General Unit	2018	11/3/17
<a href="#">Elizabeth Gross</a> (Co-chair)	45119	Science	2019	--
<a href="#">Alessandro De Giorgi</a>	42967	Applied Sciences & the Arts	2019	9/1/17
<a href="#">Chunlei Wang</a>	42775	Business	2019	10/6/17
<a href="#">Nidhi Mahendra</a> (Co-chair)	48161	Education	2020	--
<a href="#">Birsen Sirkeci</a>	43913	Engineering	2018	12/1/17
<a href="#">Valerie Mendoza</a>	44693	Humanities & the Arts	2018	2/2/18
<a href="#">Shishir Mathur</a>	45875	Social Science	2019	3/2/18
<a href="#">Armani Donahue</a>	46413	AS Director of Faculty Affairs	2018	4/6/18
<a href="#">Branden Parent</a>	46241	AS Director of Intercultural Affairs	2018	5/4/18

- I. Agendas & minutes
  - a. We will rotate responsibility for meeting minutes. Minutes have been assigned until our May meeting.
  - b. The FDC uses the google drive to save the agendas and minutes.
  - c. Approve minutes from November meeting.
  
- II. Follow-up to Implicit Bias Panel.
  - a. We still have some remaining tasks. For example, we were going to look into possible ideas for posting resources and decide where to send Dr. Mahendra's write-up. We can also brainstorm ideas for a possible web presence and developing a catalog of resources.
  
- III. Activities for Spring

- a. Let's review our charge as a committee and brainstorm activities for this spring semester. One idea would be to arrange small awards that recognize informal service activities that help our diverse student body but don't get recognized in other forms, i.e. "invisible labor." Other ideas?

IV. Open

Faculty Diversity Committee (FDC)  
February 2, 2018  
11:00 am-12:30 pm, Engr. 347B

Present: Branden Parent, Elizabeth Gross, Nidhi Mahendra, Shishir Mathur, Valerie Mendoza, and Younghee Park, Birsen Sirkeci

1. Committee unanimously approved the minutes of November, 2018 FDC meeting after deleting last section, sixth bullet point, Section III-2 and fixing a few typos.
2. Discussion about the follow-up to the Implicit Bias Panel (IBP):
  - a. Nidhi to follow-up with Media Services (Teri Graziani) about the video;
  - b. Elizabeth to discuss with Kathy Wong(Lau) about her office hosting the IBP-related video and other resources and Nidhi to seek Magdalena Barrera's advice about other places to host/link.
  - c. Nidhi to send a summary write-up of the IBP to Kenneth Peter (Chair, Academic Senate's Professional Standards Policy Committee)
3. Brainstorming potential initiatives for FDC for Spring 2018 and beyond:
  - a. Showcase advocacy champions: identify through a nomination (including self-nomination) process, faculty doing exemplary work promoting diversity through mentoring, advising and such other service. Nidhi to bring a draft description/selection criteria to the next meeting.
  - b. Showcase courses promoting diversity. Identify through a nomination (including self-nomination) process, courses promoting/focusing on diversity. Nidhi to bring a draft description/selection criteria to the next meeting.
  - c. Organize workshop focused on providing ways faculty can remove biases while teaching and interacting with students.
    - i. Branden to seek students' perspectives/examples of such biases and send them to Elizabeth.
    - ii. Elizabeth and Nidhi to meet with Amy Strage (CFD) to explore collaboration opportunities around organizing such a workshop.
  - d. Committee will further discuss these three initiatives at the next meeting.
  - e. At the next meeting, further discuss whether FDC would like to work toward a faculty hiring workshop that could be held in Fall 2018.
    - i. Elizabeth suggested that we might want to bring Kathy Wong(Lau) into this discussion.

**Academic Senate, Faculty Diversity Committee**  
 Agenda  
 March 2, 2018  
 11:00pm – 12:30pm, Room: ENG 347B

<b>Name</b>	<b>Phone</b>	<b>Office/College</b>	<b>Term</b>	<b>Minutes</b>
<a href="#">Beth Pugliese</a>	41116	AVP Human Resources or designee	EXO	--
<a href="#">Michael Kimbarow</a>	43691	AVP Faculty Affairs	EXO	--
<a href="#">Young Park</a>	44150	General Unit	2018	11/3/17
<a href="#">Elizabeth Gross</a> (Co-chair)	45119	Science	2019	--
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<a href="#">Chunlei Wang</a>	42775	Business	2019	10/6/17
<a href="#">Nidhi Mahendra</a> (Co-chair)	48161	Education	2020	--
<a href="#">Birsan Sirkeci</a>	43913	Engineering	2018	12/1/17
<a href="#">Valerie Mendoza</a>	44693	Humanities & the Arts	2018	5/4/18
<a href="#">Shishir Mathur</a>	45875	Social Science	2019	2/2/18
<a href="#">Armani Donahue</a>	46413	AS Director of Faculty Affairs	2018	4/6/18
<a href="#">Branden Parent</a>	46241	AS Director of Intercultural Affairs	2018	3/2/18

I. Agendas & minutes

- a. We will rotate responsibility for meeting minutes. Minutes have been assigned until our May meeting.
- b. The FDC uses the google drive to save the agendas and minutes.
- c. Approve minutes from February meeting.

II. Discuss actions for Spring

- a. Open discussion. We mentioned several ideas last meeting on things to do this Spring. These included awards for faculty promoting diversity through mentoring, advising, and other service; a showcase of courses focusing on issues related to diversity, equity, inclusion, and social justice; a workshop focused on implicit biases in the classroom; a faculty hiring workshop in the Fall. Let's discuss how we feel about each of these.

- b. Decide on one or two actions for the Spring semester.
- c. Once we have decided on our actions, make a todo list and assign tasks.

III. Open

## Academic Senate, Faculty Diversity Committee

March 2, 2018

Minutes

11:00pm – 12:30pm, Room: ENG 347B

Name	Phone	Office/College	Term	Minutes
<a href="#">Beth Pugliese</a>	41116	AVP Human Resources or designee	EXO	--
<a href="#">Michael Kimbarow</a>	43691	AVP Faculty Affairs	EXO	--
<a href="#">Young Park</a>	44150	General Unit	2018	11/3/17
Elizabeth Gross (Co-chair)	45119	Science	2019	--
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<a href="#">Chunlei Wang</a>	42775	Business	2019	10/6/17
<a href="#">Nidhi Mahendra</a> (Co-chair)	48161	Education	2020	--
<a href="#">Birsen Sirkeci</a>	43913	Engineering	2018	12/1/17
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<a href="#">Shishir Mathur</a>	45875	Social Science	2019	2/2/18
<a href="#">Armani Donahue</a>	46413	AS Director of Faculty Affairs	2018	4/6/18
<a href="#">Branden Parent</a>	46241	AS Director of Intercultural Affairs	2018	5/4/18

- *Called this meeting to order at 11:13 p.m.*

*A guest speaker, Cammy, from Stanford came to speak that came from a program to help train future professors*

- *Valerie, Shishir, Chunlei Wang, Alessandro, Branden, Nidhi, Elizabeth Gross, and Young introduced themselves to Cammy.*

### I. Agendas & minutes

- a. We will rotate responsibility for meeting minutes. Minutes have been assigned until our May meeting.
- b. The FDC uses the google drive to save the agendas and minutes.
- c. Approve minutes from February meeting.
  - *Small change in in 2B to change Cathy Wang to Cathy Wong.*

*Motion: Elizabeth Second: Nidhi*

**Vote: 8-0-0**

**Motion Carried**

## II. Discuss actions for Spring

- a. Open discussion. We mentioned several ideas last meeting on things to do this Spring. These included awards for faculty promoting diversity through mentoring, advising, and other service; a showcase of courses focusing on issues related to diversity, equity, inclusion, and social justice; a workshop focused on implicit biases in the classroom; a faculty hiring workshop in the Fall. Let's discuss how we feel about each of these.
- *Chair Member Gross wanted to go around the room and discuss future committee ideas. Nidhi reminded the committee that last meeting we discussed rewarding professors that promote FDC mission in the classroom that's innovative and a diversity champion. Our third idea was an idea to continue to provide student feedback of professor biases. However, we cannot do all three ideas but one idea will be great! Elizabeth wants to table the hiring workshop till next time and go around the room and discuss what everyone feels about each idea. Branden put his support for student experience in class and award diversity champions. Nidhi talks about student experience with DACA and transgender issues. Nidhi feels that a discussion should be made on how to handle uncomfortable discussion.*
  - *Alessandro feels we should listen to students since professors are around students. He asked how have students responded in the past few years. In terms of rewards, Alessandro wonders if this will engage more people and have mixed feelings since it's highly individualistic and doesn't challenge the community to improve.*
  - *Chunlei feels we should ask the students to give awards to diversity champions instead of professors giving the award. Since professors don't see each other in classrooms but students do.*
  - *Shishir feels next semester bring the diversity champions onto a panel. Nidhi feels we should open up to students but also keep it faculty, have a mix. Valerie supports the championship idea and also using those who are nominated to sit on a panel while having students and faculty nominate these champions.*
  - *Nidhi says there is not one area where you can see everything about diversity. Young feels we should select the professor now and have them come back next semester. Birsen agrees with what was said in the room. Elizabeth thinks we should boost the moral of the community by giving out more awards to faculty and professors. Elizabeth likes awarding them now*

**Academic Senate, Faculty Diversity Committee**

Agenda

April 6, 2018

11:00pm – 12:30pm, Room: ENG 347B

Name	Phone	Office/College	Term	Minutes
<a href="#">Beth Pugliese</a>	41116	AVP Human Resources or designee	EXO	--
<a href="#">Michael Kimbarow</a>	43691	AVP Faculty Affairs	EXO	--
<a href="#">Young Park</a>	44150	General Unit	2018	11/3/17
<a href="#">Elizabeth Gross</a> (Co-chair)	45119	Science	2019	--
<a href="#">Alessandro De Giorgi</a>	42967	Applied Sciences & the Arts	2019	9/1/17
<a href="#">Chunlei Wang</a>	42775	Business	2019	10/6/17
<a href="#">Nidhi Mahendra</a> (Co-chair)	48161	Education	2020	--
<a href="#">Birsen Sirkeci</a>	43913	Engineering	2018	12/1/17
<a href="#">Valerie Mendoza</a>	44693	Humanities & the Arts	2018	5/4/18
<a href="#">Shishir Mathur</a>	45875	Social Science	2019	2/2/18
<a href="#">Armani Donahue</a>	46413	AS Director of Faculty Affairs	2018	4/6/18
<a href="#">Branden Parent</a>	46241	AS Director of Intercultural Affairs	2018	3/2/18

**I. Agendas & minutes**

- a. We will rotate responsibility for meeting minutes. Minutes have been assigned until our May meeting.
- b. The FDC uses the google drive to save the agendas and minutes.
- c. Approve minutes from March meeting.

**II. Planning for “Best Practices Workshop”**

- a. A draft proposal is available in the Team Drive file. Let’s work out the details of the proposal.
- b. Discuss event structure: time/length, number of presentations, number of presentations.
- c. Discuss participant selection. Come up with 3-4 examples of the type of best practices that we are interested in recognizing.
- d. Discuss what resources that we will need -- money for refreshments/ lunch?
- e. Discuss timeline and assign tasks.

III. Open

Faculty Diversity Committee (FDC)

April 6, 2018

11:00 am-12:30 pm, Engr. 347B

Present: Armani Donahue, Nidhi Mahendra, Shishir Mathur, Valerie Mendoza, Branden Parent, Young Park, Birsen Sirkeci (via phone), Chunlei Wang

1. Committee unanimously approved the minutes of March, 2018 FDC meeting after review.
2. Nidhi made the announcement that Elizabeth Gross is leaving SJSU for a position elsewhere, and initiated discussion on who will serve as Co-Chair of the FDC with Nidhi for the next academic year.
  - A. None of the members in attendance expressed interest in serving as Co-Chair.
  - B. Vote will take place at next (May) meeting.
3. Discussion continued (from last meeting) on "Best Practices Showcase." Following the agenda, it was agreed that decisions regarding the event, including eligibility, structure of nomination process, when and where, and a timeline, must be made at this meeting. After extensive discussion, the following was agreed upon:
  - A. Goal: to highlight best practices on our campus. Nidhi relays Elizabeth's feeling that it is important to consider aspects of faculty service that are not necessarily acknowledged elsewhere.
  - B. When: It was agreed that we should create the criteria and invitation this semester, send the invitation for nominations and hold the event in the fall.
  - C. Who can be nominated: Since committee is charged with issues surrounding "Faculty" diversity, it was agreed that the Showcase should be limited to honoring faculty only, but include all faculty: part-time, tenure-track and tenured.
  - D. Who can nominate: Faculty nominations will be accepted from individuals (self-nomination), peers, staff and students.
  - E. The following timeline was proposed:
    - I. Finish Broad foundation of the nomination process at May meeting.
    - II. Nominations open September 4th.
    - III. Nominations close September 18th.
    - IV. Discussion and decisions on nominees take place at October FDC meeting.
    - V. Event will be held in late October or early November.
  - F. Considering the nomination process, the following was discussed:
    - I. Faculty names could be listed to make nomination easier.
      - a. Concern was voiced about how this could exclude new faculty members, not yet listed.
      - b. A survey monkey was suggested as a way to correct the form to eliminate this possibility.

- II. Categories could be formed before or after the nomination process.
  - III. Criteria for nominations should include: teaching, service and mentoring.
  - IV. Several questions could/should be asked on the initial invitation.
  - V. Definition of what "diversity" includes could be provided.
  - VI. Examples of distinctive qualities could be included.
  - VII. Nominator will be asked to write one or two paragraphs only.
  - VIII. The merits and problems with drop-down menus were discussed.
  - IX. All nominees will be invited to the Showcase, though a smaller number will be asked to present as Showcase panelists.
- G. Discussion around the location of the event included MLK and the Student Union meeting/conference rooms.
  - H. Creating a second event with more of the nominees was suggested for spring.
  - I. The decision as to whether this will be a one-time event or an annual event will be decided at a later date.
  - J. The potential to create an official, Senate approved "award" could be pursued in the future.
4. Next steps were identified as follows:
- A. Elizabeth and Nidhi have done due diligence to make sure that this event is sanctioned by the Senate. Will check further on this.
  - B. Nidhi will create a paragraph to be disseminated as a Google doc on criteria for evaluating nominations. Chunlei will help with this process.
    - I. Nidhi will create a paragraph that launches google form - draft language: who, what, when, how to nominate, etc.
    - II. Chunlei will help with drafting a document on recognition criteria.
  - C. Valerie will check with colleague about how to reserve Student Union conference room.
  - D. As event approaches, locate who can be asked to send announcements to students and faculty.
  - E. Identify funding source/es for hosting event - refreshments, any potential cost associated with securing meeting rooms, etc.
5. Relevant announcements were made:
- A. Chunlei: Next Friday, 4/13 from 8:30 to 1PM - Inclusive Innovation Summit hosted by College of Business.
  - B. Shirshir: Spring 2018 College of Social Sciences Dean's Student Colloquium April 25th, 11:30-1:30.
  - C. Nidhi - Recommended the book: Whistling Vivaldi by Claude Steele - on Stereotype threat.
6. Meeting was adjourned at 12:30 p.m.

**Academic Senate, Faculty Diversity Committee**  
 Agenda  
 April 6, 2018  
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- I. Agendas & minutes
  - a. We will rotate responsibility for meeting minutes. Minutes have been assigned until our May meeting.
  - b. The FDC uses the google drive to save the agendas and minutes.
  - c. Approve minutes from March meeting.
- II. Discuss whether anyone would like to be co-chair next year with Nidhi. Vote if we have nominations.
- III. Planning for “Best Practices Workshop”
  - a. Discuss any new developments from last meeting. For example, who have we touched base with so far on this event?
  - b. Decide on a couple of possible dates so we can work on reserving rooms.

- c. Determine the details of the nomination process (Chunlei started this, the document is named "Inclusivity and Diversity Best Practices.docx" and is available on the Team Drive.
- IV. End of the year reflection -- what were our successes and what should our main goals be for next year.
- V. Open