

**Diversity Committee Meeting Minutes**  
**Friday, September 23, 2016**  
**10:00 A.M. ~ Board Room**

**Distribution List:**

- |                  |                    |
|------------------|--------------------|
| ✓ Melissa Green  | Pat Kushwara       |
| ✓ Michele Banner | ✓ Theresa Richmond |
| ✓ Wenli Chang    | ✓ Stephanie Wroten |
| ✓ Shannon Eller  |                    |
| Michelle Knudsen |                    |

**I. Approval of Minutes**

This is the first meeting for this committee.

**II. Conduct a Climate Survey**

- Mission and Vision Statement will be defined once survey results are submitted and reviewed.
- An e-mail will go out to students, faculty and staff with a link that initiates the survey (survey company TBD).
  - Theresa will provide sample survey questions from the Napa and Berkley Equity and Inclusion studies.
  - Committee to determine based on the questions, who will participate in the survey: Yreka, On-line students...who will contribute; define the campus experience. First question on the survey might be – Are you a student on campus, staff, online student, etc....
- Kiosks will be set up on campus where students can take the survey by accessing the link from their student email, thus avoiding participant duplication, as well as familiarizing students with utilizing their COS email account – small incentives will be provided to students for taking the survey.
- Make accommodations for people with disabilities.
- Use staff to promote and man the kiosks with students.
- Get the survey out by mid-October, with results in November.

**III. Get the Word Out to Students, Faculty and Staff**

- Select people and designate a plan for promoting the survey to faculty, resident halls, athletic departments, students and staff – posters, text's, emails....
- Complete or introduce the survey by/at the Executive Cabinet Meeting in November.

**IV. Diversity Committee Website**

- <http://www.siskiyous.edu/committees/diversity/>

## **V. Meeting Dates**

- Meet every two weeks until the survey is complete.
- Next meeting for October 21<sup>st</sup>?

### **2016-17 Meetings**

September 23, 2016

October 6, 2016

October 21, 2016

November 4, 2016