

**Diversity Committee Meeting Minutes**  
**Friday, October 14, 2016**  
**10:00 A.M. ~ Board Room**

**Attendees:**

- |                    |                  |
|--------------------|------------------|
| ✓ Melissa Green    | Theresa Richmond |
| ✓ Michele Banner   | ✓ Bart Scott     |
| ✓ Wenli Chang      | ✓ Calvin Wagner  |
| ✓ Shannon Eller    | Stephanie Wroten |
| ✓ Michelle Knudsen |                  |

**I. Approval of Minutes**

- Approved October 6<sup>th</sup>, 2016 meeting minutes.

**II. Modification of survey questions from Berkley's Diversity Survey**

- Tabled revision of survey questions until next meeting so everyone has a chance to review the questions that Theresa provided.
- Bart mentioned that the questions needed revision to avoid the reader being directed
  - Melissa will ask the Chief Student Services Office if there are diversity surveys that we can look through for examples.

**III. Discussed UC Davis Extension Training Course**

- Shannon has not heard back from UC Davis Extension, so she had nothing to report.

**IV. Defined how we are going to implement a plan to reach students for survey participation**

- Bart suggested that the student survey should be less than 10 questions.
- Shannon explained that in previous meetings a kiosk and email distribution was discussed.
- Bart explained that having paper surveys distributed in a class at the same time of day everyday would be beneficial in gathering a large sample. The paper survey could also be given in any class.
- There was discussion of focus groups and Bart has experience being a facilitator.
  - Challenges within a focus group are that there could be problems gathering valid data if the participants of the group is a different race, gender, ethnicity, etc. than the facilitator.
  - Bart suggested sending out a survey by email to all faculty/staff that does not ask for identifiers (gender, ethnicity, etc.). The questions should be very general about diversity. If the data reveals that there is a trend, then distribute another survey with identifiers to narrow down the populations of people that may be having problems.

**V. Items for next meeting**

- Discuss the possibility of sending out the survey through Everbridge.
- Decide on means of distributing survey questions.
- Review examples of survey questions on diversity.
- Make draft of survey.
- Discuss timeline for survey, results of survey, development of mission and vision statements.

**2016-17 Meetings**

September 23, 2016

October 6, 2016

October 21, 2016

October 28, 2016

November 4, 2016