

Diversity Committee Meeting Minutes
Friday, October 28, 2016
10:00 A.M. ~ Board Room

Attendees:

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

I. Approval of Minutes

- September 23, and October 14, 2016 Minutes approved.

II. Review and discuss survey questions.

- Pat stated that a small sample size will be adequate due to the fact that diversity, as it pertains to minorities or ethnicity, encompasses a small percentage of students on campus.
- Theresa mentioned that the survey would be a baseline on diversity.
- Wenli would like to focus on how the questions are written/presented; ensuring questions are not ambiguous or presume a negative bias. Theresa also suggested questions that are easy to answer, with possibly one open ended question at the end.
- Michelle Knudsen asked what we are going to do with the results of the survey; Mellissa stated we would probably want to have an executive summary before we release survey results.
- Melissa to review the Health and Human Services survey from Theresa as well as the Berkley questions, and questions from Wenli:
 - Questions will be sent out to the Committee where each member will select their 20 questions from the compilation
 - Committee will select the top 10 questions for the survey at the next committee meeting.
- Theresa mentioned retaining the consulting services of Juan Lopez a diversity expert.
- 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 sent a link for the committee to review and discuss after the survey.

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

- Shannon suggested that survey monkey delivered via Everbridge would be an efficient way to execute the survey; recent kitchen survey got about 100 responses using this method
- Melissa would like to use this survey to get a quick temperature check, and devise a more scientifically sound survey system - perhaps by using the professional services of Juan Lopez or another consultant if a second survey is given; possibly on orientation day.
- DSPS is able to accommodate students with special needs.
- Students will access the survey monkey link through Everbridge, unless a paper accommodation is required, and faculty and staff will receive survey links through e-mail notification.
 - Melissa will check with Dawnie and Doug to find out how many staff and students are signed up on Everbridge.

V. Items for next meeting

- Discuss when to send out the survey through Everbridge.
- 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