

Diversity Committee Meeting Minutes
Friday, November 4, 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 – none to approve.**
- II. Review and discuss survey questions.**
 - The committee selected the top ten most relevant questions out of the 20 questions selected by the group.
- III. Discussed UC Davis Extension Training Course**
 - Tabled
- III. Defined how we are going to implement a plan to reach students for survey participation:**
 - Students will use Everbridge to link to surveymonkey.
 - Bart stated that since the students are self-selecting to take the survey, there is likely to be a negative bias.
 - The same survey questions will be given to the faculty and staff via e-mail.
 - Faculty and Staff survey date TBD.
 - Calvin stated that the ASB is working on promoting student involvement and participation with regards to campus activities, and cannot speak to the best way to ascertain student participation.
 - If student participation is too low via Everbridge, the committee will discuss administering the survey in paper form in the classroom setting; with Instructor approval.
 - In order to encourage student participation, Bart suggested asking instructor's to inform students at the beginning of class about the survey and request their participation.
 - Calvin suggested that the survey be promoted after Thanksgiving, as students are primarily focused on the holiday and getting work done.
 - The survey will be linked in Everbridge the week after Thanksgiving.
 - Bart will translate the survey into surveymonkey.

- Calvin will make flyers to display at the Family Resource Center tables:
 - Flyers will include a “how to” sign up for Everbridge section.

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IV. 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