

# 2017-2018 Year-End Committee Report Form

**Committee:** *Faculty Diversity Committee*

Academic Senate, Faculty Diversity Committee  
 Agenda  
 September 1, 2017  
 11:00pm Ð 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
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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.Ó

b.



-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] Đ 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 Ð 12:30 Eng 347B

Present Committee Members

! Armani Donahue

!





- 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 made 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



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 news letter 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



- ¥ 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.



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- II. Categories could be formed before or after the nomination process.
- III. Criteria for nominations should include: teaching, service and mentoring.
- IV.



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