

MINUTES

Shepherd University Diversity and Equity Committee

February 8, 2017 at 3:10 p.m.

Rumsey Gallery – Student Center

Present: Dr. Richard Stevens, Tammy Gill, Karen Green, Dr. Heidi Hanrahan, Yee Lea Cho, Dr. Chiquita Howard-Bostic, Dr. Marie DeWalt, Larry Dowdy, Dr. C. Lynne Hannah, Dr. James Lewin, Amelia Carte, and Katlyn Simmons

Absent: Dr. Thomas Segar, Dr. Scott Beard, Dr. Taylor Perry, Arthena Roper, Alan Perdue, Shanan Spencer, and Wanda Smith.

Dr. Stevens called the meeting to order at 3:10 p.m.

- I. Introductions
- II. Approval of Minutes from November 9, 2016 Meeting
 - A. Dr. Howard-Bostic move to approve, Dr. Hanrahan second. Minutes approved.
- III. Recorder for Minutes: Amelia Carte
- IV. New Business
 - A. Presentations
 1. Student Success (February) – *Julia Flocco, New Student Programs Coordinator, Acting Program Assistant for Student Success, Coordinator of the Retention Interventions Team (RIT)*
 - a. See Handout 1 at the end of the document
 - b. Is there someone who can pull data and statistics from Banner to track the demographic information of which students are utilizing RIT assistance?
 2. Human Resources (February) – *Dr. Marie DeWalt, Director of Human Resources*
 - a. See Handout 2 at the end of the document
 - b. Shepherd appears to be in the “middle of the pack” with other COPLEC universities for percentage of staff and faculty from underrepresented populations.
 - B. Updates
 1. Community - No Report
 2. Office of Multicultural Student Affairs – Amelia Carte
 - a. See Handout 3 at the end of the document
 3. Civility Response Team – Dr. Richard Stevens
 - a. Multiple incidents of swastikas on campus. No forthcoming message from President Hendrix.

- b. CRT is interested in creating inclusive and welcoming signage to display across campus. Much like the “refugees welcome” signs in Shepherdstown, but with more inclusive language.

4. Storer College Faculty Award – Congratulations to Dr. Heidi Hanrahan!

C. Update on Committee Initiatives

1. Title IX training for faculty and staff
Campus-wide trainings for employees scheduled for mid-March. Tom Segar will ask Annie Lewin, Title IX Coordinator, to attend a future meeting to give a general update on Title IX issue. The time required for training would require all of the time of a future meeting.
2. Investigate adding Preferred Names and Preferred Pronouns to class rosters and Student IDs
Tom Segar meeting with IT Director Joey Dagg, his team, and Registrar Tracy Seffers on Friday, February 10 to explore this.
3. Diversity & Equity Committee Website
Dr. Howard-Bostic expressed interest in this at the September 2016 meeting. Tom Segar will follow up with her.
4. Create a Diversity Training and Development Professional Development Plan
 - Required Training for faculty and staff – Dr. Howard-Bostic suggested a “Leadership Certificate” credit model for on campus trainings and events, as well as conferences. The description of this Leadership Certificate should incorporate the University’s Core Values.
 - More trainings should be planned far in advance and prioritized by chairs and deans of academic departments
 - (Dis)ability trainings specifically. How to best serve students with disabilities in your classes. Try to combat the stigma of getting assistance from the University/DSS
 - 2 or 3 sessions each academic year, one specifically targeting ability issues
 - 'Language Matters' - discussion about pronouns, labels, person first language, use of titles (all or none)
Need committee members willing to work on this with Tom Segar.
5. Recruitment of Latino Students
Bill Sommers will be invited to the April meeting.
6. Have the President speak out on diversity and social justice in speeches writing etc.*
– It is important to “make it clear where Shepherd stands.” A symbol of prioritizing diversity and social justice at the institutional level.
Need committee members willing to work with Tom Segar on this.
7. Promoting courses about diversity
Need committee members willing to work on this.
8. Use professional development funds as incentive to develop courses. Contact/coordinate with Kathy Reid.
Need committee members willing to work on this.
9. Sponsor employee training around Gender Inclusion, Gender Identity, and Gender Expression
Need committee members willing to work on this with Tom Segar
10. Create a one-page document for faculty /staff. Possibly create an easy, interactive element?

Provide scan codes with links for more information? Utilize videos and website resources.
Need committee members willing to work on this.

11. Additionally, Dr. Stevens urged the committee to sign on for one or more initiative sub-committees. Dr. Stevens will send out emails to help organize sub-committees.

* Denotes a top priority for the Diversity and Equity Committee

The next Diversity and Equity Committee meeting is scheduled for April 12, 2017 at 3:10 p.m. in the Rumsey Gallery.

Meeting adjourned at 4:35p.m.

Respectfully Submitted,

Amelia Carte

Handout 1

Student Success

Student Strengths Inventory (SSI):

Measures students non-cognitive or psychosocial attitudes and behaviors



Beacon:

An online early alert system where faculty and staff can write encouragements, updates and alerts for students

Alerts:

- > Student missed two or more consecutive classes
- > Student is in danger of receiving a D, F, IF
- > Student consecutively does not turn in assignments
- > Student consecutively failing quizzes, tests, etc
- > Students showing other signs of disengagement or distress

How To:

Go to Shepherds homepage
Click Faculty/Staff
Click Beacon Quick Notification Tool
Create Notification

Updates:

Information about attendance, coursework, etc. that is a concern but doesn't require a reach out from the students success network



Retention Interventions Team (RIT):

RIT consists of 17 University faculty and staff members

The team provides our students with timely interventions for academic support, student life issues, and Shepherd processes

Want to Know More?
check out our website!
www.shepherd.edu/rit

Handout 2

COPLAC Comparison: Full-Time Faculty and Staff by Race/Ethnicity and Gender

	2014-15			2013-14			2012-13		
	Total Staff & Faculty	% Women	% Minority	Total Staff & Faculty	% Women	% Minority	Total Staff & Faculty	% Women	% Minority
Eastern Connecticut State University	599	53.26	27.05	602	53.65	26.08	596	53.02	26.34
Fort Lewis College (CO)	462	51.08	15.80	442	50.90	15.38	437	48.74	14.65
Georgia College and State University	871	56.03	25.14	847	55.96	25.97	853	55.69	25.79
Henderson State University (AR)	465	55.27	20.43	465	54.84	22.15	465	54.41	22.58
Keene State College (NH)	547	54.30	7.86	538	54.83	7.81	530	54.91	6.60
Mansfield University of Pennsylvania	359	52.37	8.08	386	51.55	8.29	383	49.61	8.09
Massachusetts College of Liberal Arts	287	52.96	9.76	286	52.45	8.04			
Midwestern State University (TX)	625	56.16	21.92	617	54.62	20.75	576	53.47	21.35
New College of Florida	270	50.37	17.41	251	48.21	18.33	247	47.77	19.03
Ramapo College of New Jersey	680	51.47	29.26	666	50.15	27.48	626	50.80	27.00
Sonoma State University (CA)	912	54.71	23.25	889	54.44	21.37	863	55.04	20.05
Southern Oregon University	483	48.65	10.77	554	50.00	9.39	598	50.50	9.20
Southern Utah University	658	39.67	6.84	626	41.21	7.03	649	41.45	6.63
St Mary's College of Maryland	409	52.08	22.74	411	52.80	21.90			
SUNY College at Geneseo (NY)	743	52.76	10.77	734	51.50	11.44	728	51.51	10.71
The Evergreen State College (WA)	619	55.57	25.53	628	55.57	25.80	625	54.56	24.00
The University of VA's College at Wise				310	57.74	7.10			
Truman State University (MO)	734	51.77	8.17	725	51.45	6.76	727	51.31	6.19
University of Illinois at Springfield	708	53.39	15.68	701	53.21	14.69	686	51.60	13.56
University of Maine at Farmington	300	57.67	2.67	310	57.74	2.58			
University of Mary Washington (VA)	719	53.82	16.41	714	54.76	16.39	699	54.36	16.17
University of Minnesota-Morris	350	52.86	9.43	355	52.68	8.45	348	53.45	8.91
University of Montevallo (AL)	446	57.62	12.11	430	58.14	10.93	424	58.73	10.38
University of North Carolina at Asheville	661	52.95	13.77	675	52.89	13.33	633	52.76	13.11
University of Science and Arts of Oklahoma				142	54.23	13.38			
University of South Carolina-Aiken	331	55.29	18.43	334	55.99	19.46	331	55.89	22.05
University of Wisconsin-Superior	361	53.46	9.14	375	52.80	9.07	362	53.04	8.84
Average without Shepherd	530	52.96	14.56	505	53.07	13.83	553	52.38	14.44
Shepherd University	446	57.40	15.25	461	59.00	16.27	453	57.40	16.56

COPLAC Comparison: Full-Time Instructional Faculty by Race/Ethnicity and Gender

Institution	Grand Total			Professor			Associate Professor			Assistant Professor		
	Total	% Women	% Minority	Total	% Women	% Minority	Total	% Women	% Minority	Total	% Women	% Minority
Eastern Connecticut State University	200	45.50	29.50	96	46.88	27.08	50	42.00	26.00	53	47.17	37.74
Fort Lewis College (CO)	166	53.01	9.04	47	38.30	10.64	48	58.33	12.50	24	45.83	8.33
Georgia College and State University	321	55.76	20.25	93	31.18	16.13	82	64.63	20.73	89	62.92	21.35
Henderson State University (AR)	171	45.61	16.37	53	18.87	18.87	34	47.06	26.47	54	61.11	11.11
Keene State College (NH)	217	49.31	9.68	88	40.91	5.68	63	50.79	14.29	51	54.90	13.73
Mansfield University of Pennsylvania	120	50.00	12.50	33	45.45	18.18	42	42.86	11.90	36	58.33	8.33
Massachusetts College of Liberal Arts	88	50.00	10.23	39	46.15	10.26	23	47.83	0.00	23	56.52	21.74
Midwestern State University (TX)	227	51.10	18.94	41	24.39	17.07	65	35.38	21.54	97	65.98	20.62
New College of Florida	76	51.32	17.11	29	37.93	3.45	24	66.67	20.83	20	50.00	30.00
Ramapo College of New Jersey	217	49.77	29.49	66	42.42	22.73	83	51.81	30.12	66	53.03	34.85
Sonoma State University (CA)	236	50.00	18.64	128	48.44	17.97	54	48.15	20.37	26	50.00	30.77
Southern Oregon University	170	42.35	14.12	65	30.77	13.85	40	40.00	15.00	18	38.89	27.78
Southern Utah University	281	32.74	7.47	46	13.04	2.17	81	28.40	8.64	88	50.00	11.36
St Mary's College of Maryland	147	47.62	18.37	48	41.67	12.50	55	47.27	16.36	43	55.81	27.91
SUNY College at Geneseo (NY)	253	44.27	17.00	83	32.53	9.64	81	39.51	16.05	58	63.79	31.03
The Evergreen State College (WA)	160	54.38	25.63									
Truman State University (MO)	320	41.25	13.75	175	33.71	10.86	45	37.78	13.33	68	50.00	22.06
University of Illinois at Springfield	204	45.10	25.00	19	15.79	10.53	88	46.59	25.00	62	50.00	27.42
University of Maine at Farmington	116	55.17	6.03	40	47.50	7.50	36	52.78	2.78	27	59.26	11.11
University of Mary Washington (VA)	250	46.80	16.40	75	49.33	5.33	89	42.70	16.85	59	47.46	33.90
University of Minnesota-Morris	124	41.13	14.52	25	28.00	8.00	42	57.14	4.76	25	32.00	12.00
University of Montevallo (AL)	142	48.59	9.86	43	44.19	6.98	39	38.46	12.82	53	54.72	11.32
University of North Carolina at Asheville	216	44.44	17.13	59	32.20	8.47	64	51.56	25.00	45	46.67	28.89
University of South Carolina-Aiken	134	52.99	20.90	29	24.14	20.69	35	51.43	22.86	32	75.00	18.75
University of Wisconsin-Superior	129	51.16	14.73	37	32.43	13.51	26	57.69	11.54	46	56.52	23.91
Average without Shepherd	187	47.36	15.63	61	36.86	11.59	54	46.86	15.65	48	54.86	22.18
Shepherd University	140	47.14	12.86	25	32.00	12.00	52	46.15	19.23	52	53.85	9.62

COPPLAC Comparison: Full-Time Staff by Functional Area - Race/Ethnicity and Gender 2014-15

Institution	Business & Finance Operations		Management		Computer Engineering & Science		Community Service; Legal Arts; Media		Service		Office & Administrative Support	
	% Women	% Minority	% Women	% Minority	% Women	% Minority	% Women	% Minority	% Women	% Minority	% Women	% Minority
Eastern Connecticut State University	62.50	21.88	42.86	28.57	39.53	20.93	49.37	10.13	29.17	31.25	91.30	18.84
Fort Lewis College (CO)	71.43	8.57	53.33	17.78	31.25	15.63	44.12	17.65	39.66	32.76	81.82	9.09
Georgia College and State University	66.67	11.11	48.25	15.79	48.00	20.00	59.38	31.25	31.78	57.94	89.86	28.38
Henderson State University (AR)	91.67	8.33	60.42	25.00	0.00	22.22	48.78	21.95	54.79	43.84	92.13	22.47
Keene State College (NH)	65.52	0.00	63.86	6.02	38.10	7.14	53.85	7.69	40.00	15.00	81.43	5.71
Mansfield University of Pennsylvania	63.64	9.09	42.86	9.52	29.41	0.00	50.00	7.14	33.33	0.00	90.48	9.52
Massachusetts College of Liberal Arts	66.67	6.67	66.67	11.11	33.33	0.00	52.94	17.65	25.58	4.65	86.05	2.33
Midwestern State University (TX)	54.55	27.27	47.83	15.22	33.33	11.11	33.33	26.67	35.71	50.00	88.74	17.22
New College of Florida	20.00	20.00	51.06	14.89	34.78	4.35	14.29	14.29	31.43	45.71	80.77	9.62
Ramapo College of New Jersey			44.44	16.67	35.71	25.00	26.32	36.84	28.38	55.41	69.10	23.03
Sonoma State University(CA)	77.36	16.98	40.00	18.46	41.18	14.71	64.93	30.60	35.56	38.89	85.53	22.37
Southern Oregon University	60.84	9.64	47.37	10.53	23.33	6.67	50.00	0.00	25.64	12.82	83.33	7.58
Southern Utah University	57.41	0.00	17.74	1.61	30.77	3.85	39.24	11.39	13.33	0.00	92.41	3.80
St Mary's College of Maryland	62.50	15.63	52.63	18.42	48.15	11.11	48.57	21.43	42.86	44.44	97.78	20.00
SUNY College at Geneseo (NY)	65.79	13.16	55.71	15.71	20.83	8.33	37.78	4.44	50.40	7.20	89.52	0.00
The Evergreen State College (WA)	70.59	15.69	47.83	26.09	39.39	21.21	63.51	31.08	37.88	40.91	83.67	21.43
Truman State University (MO)	87.50	0.00	48.28	3.45	45.16	3.23	53.10	7.08	69.23	1.92	90.48	3.57
University of Illinois at Springfield	85.94	17.19	62.11	11.58	17.65	14.71	44.78	19.40	20.51	14.10	84.35	6.09
University of Maine at Farmington	100.00	0.00	83.33	0.00	25.00	0.00	54.35	2.17	17.86	0.00	93.48	0.00
University of Mary Washington (VA)	81.16	13.04	56.34	19.72	36.07	9.84	56.60	15.09	37.33	22.67	87.30	23.02
University of Minnesota-Morris	71.79	20.51	46.43	7.14	10.00	0.00	50.00	7.89	59.68	4.84	93.22	5.08
University of Montevallo (AL)	70.59	11.76	57.14	4.76			60.24	10.84	50.98	19.61	94.37	15.49
University of North Carolina at Asheville	65.12	16.28	53.49	2.33	36.67	10.00	53.66	17.07	44.30	17.72	87.30	11.11
University of South Carolina-Aiken	72.73	4.55	35.42	16.67	50.00	12.50	48.08	17.31	46.67	20.00	92.06	15.87
University of Wisconsin-Superior	54.55	0.00	56.76	2.70	42.42	6.06	54.10	11.48	23.33	10.00	92.45	1.89
Average without Shepherd	68.60	11.14	50.92	12.55	32.92	10.36	51.20	15.31	38.26	24.38	86.74	12.57
Shepherd University	68.18	9.09	66.07	16.07	33.33	13.33	37.04	11.11	51.90	27.85	93.22	11.86

Shepherd University Full Time Staff and Faculty Annual Turnover Rate From 2006 to 2016 - Minority/NonMinority

STAFF	Total FT Staff Minority at Start	FT Staff Minority Left	FT Staff Minority New	FT Staff Minority Turn Over Rate	Total FT Staff Non-Minority at Start	FT Staff Non-Minority Left	FT Staff Non-Minority New	FT Staff Non-Minority Turn Over Rate	Total FT Staff at Start	Total FT Staff Left	Total FT Staff New	Total FT Staff Turn Over Rate
	Fall 2006 - Fall 2007	48	8	6	16.7%	185	20	34	10.8%	233	28	40
Fall 2007 - Fall 2008	46	2	8	4.3%	199	32	36	16.1%	245	34	44	13.9%
Fall 2008 - Fall 2009	52	0	4	0.0%	203	13	31	6.4%	255	13	35	5.1%
Fall 2009 - Fall 2010	56	7	6	12.5%	221	20	20	9.0%	277	27	26	9.7%
Fall 2010 - Fall 2011	55	7	6	12.7%	221	23	29	10.4%	276	30	35	10.9%
Fall 2011 - Fall 2012	54	9	1	16.7%	227	27	35	11.9%	281	36	36	12.8%
Fall 2012 - Fall 2013	46	3	4	6.5%	235	29	31	12.3%	281	32	35	11.4%
Fall 2013 - Fall 2014	47	5	3	10.6%	237	32	25	13.5%	284	37	28	13.0%
Fall 2014 - Fall 2015	45	8	4	17.8%	230	25	23	10.9%	275	33	27	12.0%
Fall 2015 - Fall 2016	41	10	8	24.4%	228	30	39	13.2%	269	40	48	14.9%
Average Annual Turnover Rate				12.2%				11.5%				11.6%

FACULTY	Total FT Faculty Minority at Start	FT Faculty Minority Left	FT Faculty Minority New	FT Faculty Minority Turn Over Rate	Total FT Faculty Non-Minority at Start	FT Faculty Non-Minority Left	FT Faculty Non-Minority New	FT Faculty Non-Minority Turn Over Rate	Total FT Faculty at Start	Total FT Faculty Left	Total FT Faculty New	Total FT Faculty Turn Over Rate
	Fall 2006 - Fall 2007	12	0	3	0.0%	122	8	11	6.6%	134	8	14
Fall 2007 - Fall 2008	15	4	5	26.7%	125	13	15	10.4%	140	17	20	12.1%
Fall 2008 - Fall 2009	16	1	3	6.3%	127	14	17	11.0%	143	15	20	10.5%
Fall 2009 - Fall 2010*	21	2	2	9.5%	127	10	11	7.9%	148	12	13	8.1%
Fall 2010 - Fall 2011	21	2	5	9.5%	128	10	19	7.8%	149	12	24	8.1%
Fall 2011 - Fall 2012	24	1	3	4.2%	137	11	20	8.0%	161	12	23	7.5%
Fall 2012 - Fall 2013	26	4	2	15.4%	146	14	21	9.6%	172	18	23	10.5%
Fall 2013 - Fall 2014	24	2	1	8.3%	153	13	9	8.5%	177	15	10	8.5%
Fall 2014 - Fall 2015	23	1	2	4.3%	149	18	18	12.1%	172	19	20	11.0%
Fall 2015 - Fall 2016	24	2	2	8.3%	149	15	14	10.1%	173	17	16	9.8%
Average Annual Turnover Rate				9.3%				9.2%				9.2%

* 3 existing faculty members self-identified as minorities for the first time.

Shepherd University Full-Time Staff and Faculty Turnover - Race

STAFF	Staff Minority at Start	Staff Minority Left	Staff Minority Turnover Rate	Staff Non-Minority at Start	Staff Non-Minority Left	Staff Non-Minority Turnover Rate	Total Staff at Start	Total Staff Left	Staff Turnover Rate
One Year: Fall 2015 - Fall 2016	41	10	24.4%	228	30	13.2%	269	40	14.9%
5 Years: Fall 2011 - Fall 2016	54	29	53.7%	227	98	43.2%	281	127	45.2%

FACULTY	Faculty Minority at Start	Faculty Minority Left	Faculty Minority Turnover Rate	Faculty Non-Minority at Start	Faculty Non-Minority Left	Faculty Non-Minority Turnover Rate	Total Faculty at Start	Total Faculty Left	Faculty Turnover Rate
One Year: Fall 2015 - Fall 2016	24	2	8.3%	149	15	10.1%	173	17	9.8%
5 Years: Fall 2011 - Fall 2016	24	6	25.0%	137	47	34.3%	161	53	32.9%

Shepherd University Full-Time Staff and Faculty Turnover - Gender

STAFF	Female Staff at Start	Female Staff Left	Female Staff Turnover Rate	Male Staff at Start	Male Staff Left	Male Staff Turnover Rate	Total Staff at Start	Total Staff Left	Staff Turnover Rate
One Year: Fall 2015 - Fall 2016	164	27	16.5%	105	13	12.4%	269	40	14.9%
5 Years: Fall 2011 - Fall 2016	183	91	49.7%	98	36	36.7%	281	127	45.2%

FACULTY	Female Faculty at Start	Female Faculty Left	Female Faculty Turnover Rate	Male Faculty at Start	Male Faculty Left	Male Faculty Turnover Rate	Total Faculty at Start	Total Faculty Left	Faculty Turnover Rate
One Year: Fall 2015 - Fall 2016	88	10	11.4%	85	7	8.2%	173	17	9.8%
5 Years: Fall 2011 - Fall 2016	70	23	32.9%	91	30	33.0%	161	53	32.9%

Handout 3

Shepherd University Multicultural Student Affairs Diversity and Equity Committee Report February 8, 2017

- Multicultural Leadership Team
 - Upcoming Safe Zone Training for the team
 - November 10
 - MLK Day Service Project
- Past Events
 - Activism 101
 - September 28
 - “LGBTQ Voices on Campus: Coming Out Stories” Listening Session
 - October 11, National Coming Out Day
 - Partnership between MSA, Student Activities and Leadership, and Allies
 - Out of Darkness Walk
 - October 15
 - Raise nearly \$10,000 for the American Foundation for Suicide Prevention
 - Over 160 participants
 - Ambassador from Guinea
 - October 18
 - Safe Zone Training for Fraternities and Sororities
 - October 27
- Upcoming Events
 - Red Hoop Pow Wow
 - November 12, Noon to 6:00 p.m. in the Storer Ballroom
 - Hands for Humanity
 - November 14, 3:30 p.m. to 5:00 p.m. on the Midway
 - An MLT project

Visit Shepherd University Multicultural Student Affairs at
<http://www.shepherd.edu/multicultural-student-affairs>

