**Shepherd University Diversity and Equity Committee Meeting Agenda**

Rumsey Gallery, Student Center

Wednesday, September 13, 2017

**3:10 – 4:15 p.m.**

1. Introductions
2. Approval of Minutes from April 19, 2017 Meeting
3. Recorder for Minutes
4. Chair Election for 2017-2018
5. New Business
	1. Mr. Bill Sommers, Vice President for Enrollment Management - Recruiting Multicultural Students
	2. Updates
	3. Community
	4. Office of Multicultural Student Affairs
	5. Civility Response Team
	6. Homecoming Multicultural Reception
	7. Review Committee Initiatives

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| 1. Title IX training for faculty and staff – Chiquita Howard-Bostic and Heidi Hanrahan*Campus-wide trainings for employees scheduled for mid-March and September 2017. Annie Lewin, Title IX Coordinator will be asked to attend the November 2017 meeting to give a general update on Title IX issues.*
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| 1. Investigate adding Preferred Names and Preferred Pronouns to class rosters and Student IDs – Tom Segar*Tom Segar met with IT Director Joey Dagg, his team, and Registrar Tracy Seffers in February and June 2017. Technical issues are being resolved and a business process being created.*
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| 1. Diversity & Equity Committee Website – Chiquita Howard-Bostic*Dr. Howard-Bostic expressed interest in this at the September 2016 meeting and has made significant progress on this initiative.*
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| 1. Create a Diversity Training and Development Professional Development Plan – Karen Green, Heidi Hanrahan, and Tom Segar
* Required Training for faculty and staff
* 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)*.*
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| 1. 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 explore this.* |
| 1. Promoting courses about diversity – Yee Lea Cho and Richie Stevens*Need committee members willing to work on this.*
2. Use professional development funds as incentive to develop courses. Contact/coordinate with Kathy Reid.*Need committee members willing to work on this.*
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| 1. Sponsor employee training around Gender Inclusion, Gender Identity, and Gender Expression*Need committee members willing to work on this with Tom Segar*
2. 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.*
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| \* Denotes a top priority for the Diversity and Equity Committee |

Diversity & Equity Committee Meetings for 2017 – 2018

* + 3:10 p.m. – Wednesday, September 13, 2017
	+ 3:10 p.m. – Wednesday, November 8, 2017
	+ 3:10 p.m. – Wednesday, February 14, 2018
	+ 3:10 p.m. – Wednesday, April 11, 2018

**XIV. DIVERSITY AND EQUITY COMMITTEE**

**(taken from the Shepherd University Equal Opportunity Policy and Affirmative Action Plan, Revised September 27, 2016)**

**STRUCTURE**

The Diversity and Equity Committee is appointed by the President and consists of members drawn from the administrative staff, faculty, classified employees, community, and undergraduate and graduate student body. The chair is elected by the committee.

**CHARGE**

The Diversity and Equity Committee will report to Administrative Council on the following tasks:

* + 1. To review the current hiring practices of the University and recruitment and retention of minority populations and underrepresented faculty, staff, and students;
		2. To recommend policies and strategies to increase and retain the number of minority populations and underrepresented administrators, faculty, staff, and students;
		3. To recommend measures to facilitate a supportive university environment for all community members and internal and external stakeholders;
		4. To identify off-campus outreach efforts that will significantly impact the lives and opportunities of minority populations and underrepresented students, faculty, staff, and community members in the University's service area; and
		5. The Committee will also serve as a body which will periodically review progress in reaching the above stated objectives and make recommendations for prompt, remedial action.
		6. Educate the University community on issues of diversity and social justice.
		7. Actively support (and/or sponsor as able) other University organizations’ efforts to educate the University community on issues of diversity and social justice.