CC&E DEI Committee  
November 4th, 2021, 10:30 - 11:30 am

Attendees:
• Sibel Bargu Ates
• Courtney Nicole Hammond
• Linda Hooper-Bui
• Junhong Liang (virtual)
• Lily Pham (virtual)

The meeting began with reviewing with sign-ups for the for the action plan overview. We discussed timeline for the action plan. It was emphasized that we need to think short- and long-term perspective when approaching our goals.

A list of action items before the next meeting was generated.

• Nicole will coordinate the initial interest for NCBI training for the college
• Sibel will reach out to Jason Hicks and Dereck Rovaris to tease out what resources are available, content of trainings, and when trainings are available for search committee members
• Sibel will initiate communication between Kathe and Christine about having a section on the college webpage about our committee and a location for resources - potentially invite Christine to the next meeting
• Compile graphs and information on the teaching and service loads for faculty; ENVS (Linda), DOCS (Junhong)
• We will invite Margaret Reams to the next meeting to brainstorm and discuss questionnaire for a campus climate survey

Notes for Future Action Items:
• We ask the Dean's office to create a faculty handbook and code of conduct
• Reach out to CES Advocates - target mentoring to support undergraduate students
• On the webpage for our committee, we would like to include
  o Information on the plan
  o Subcommittees and committee member's names/contact
  o Alumni profiles for diverse students
• In early January, we will invite general education instructors to talk about intervention plan and resources available to them to help support historically excluded students

Topics/Questions for Discussion Include:
• How to capture students and retain them - intervention to have checkpoints (Jose Rivera - early intervention plan)
• What is an early benchmark and see what they do to help support students? - retentive initiative (Tiffany may be able to provide insight)
• Challenges that they have seen - how to support underprepared students?
• There is a shortage of staff for advising undergraduates