**COEHS DEI Committee Agenda**

**Monday, November 14, 2022, 4 - 5pm**

**Deans Conference Room / Teams Meeting**

**Officers**

**Co-Chairs:** Regina L. Suriel and Hoa Nguyen

**Attendance**

- Committee Members: Xiaoai Ren, Nicole Alemanne, Meagan Arrastia-Chisholm, Jiyoon Jung, Huzeyfe Cakmakci, James Martinez

- Invited Guests: Rosalyn Leech, Jamie Landau

**Welcome and Introductions**

**Old Business / Previous Meeting Minutes** – 8 approved

**DE&I Updates**

**Task force Updates**

* + Multi-Cultural Hub
  + Coalition
  + Peer Connect
* Delegating Tasks

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| --- | --- | --- |
| **Tasks** | **Committee leading the effort** | **Lead Person** |
| Website changes – email Ethan Williams, GA in Deans Office | DE&I |  |
| Design flyer for Multicultural Hub | Multicultural Hub: Members: Regina L. Suriel (Lead), Jiyoon Jung, Hoa Nguyen, Nicole Alemanne, James Martinez |  |
| Draft policies for using the Multicultural Hub | Multicultural Hub: Members: Regina L. Suriel (Lead), Jiyoon Jung, Hoa Nguyen, Nicole Alemanne, James Martinez |  |
| Organize budget and fundraiser | DE&I |  |
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**DE&I Upcoming Events-**

*Preparations for Multicultural Hub Open House, Date TBD*

**Schedule for future meetings**

*Group can decide if we are meeting in December 2022*

**Other business**

**COEHS DEI Committee Minutes**

**Thursday, October 13, 2022 @ 2-3 pm**

**Leads:** Regina L. Suriel and Hoa Nguyen

**Online Attendees:** Jiyoon Jung, Huzeyfe Cakmakci, James Martinez, Meagan Arrastia-Chisholm, Nicole Alemanne, Xiaoai Ren

**Goal of meeting**: Organizational Structure of the DE&I Committee

* + Multi-Cultural Hub Taskforce
    - Chair: Regina L. Suriel
    - Members: Jiyoon Jung, Hoa Nguyen, Nicole Alemanne, James Martinez
    - Tasks:
      * Delegate public relations including a flyer, email announcement, website, slide for electronic message boards, update, etc. to get the word out.
      * Propose a graduate assistant or staff dedicated to the hub and associated duties.
      * Provide a draft of a proposed timeline for when hub will be open.
      * Furniture has not arrived – Dr. Warner will update us on the status of the furniture.
      * Create guidelines for accessing the space (room use, hours, how folks sign up, use of food).
      * Have one person in charge of website updates and social media (Facebook, Instagram).
        + Does COEHS have social media?
      * Accessorize/decorate with attention to DE&I
        + Pillows, multicultural symbols, wall décor
        + Involving student groups (within or outside college) to help decorate; hall decorating contest?
  + Coalition Taskforce
    - Chair: Hoa Nguyen
    - Members: Meagan, Xiaoai
    - Work with all DEI committees and organizations across the colleges: <https://valdostaedu.sharepoint.com/:w:/r/sites/TM-COEHS/Shared%20Documents/General/Diversity,%20Equity,%20and%20Inclusion%20Committee/Coalition%20across%20campus/(NEW)%20VSU%20DEI%20Committees%20%26%20Organizations.docx?d=wef042e7a29c54b43b6e8d0240b88ceb3&csf=1&web=1&e=3TQbmE>
      * Office of Student Diversity & Inclusion
      * College Assistance Migrant Program
      * Academic Support Center
    - Touch base once a semester at least
  + Peer Connect Taskforce
    - Chair: Vacant
    - Members: Meagan, Xiaoai, Regina, Nicole, Huzeyfe
    - Emphasis on junior faculty
    - Partnership with CELT
    - For whom? How inclusive?

Other items/questions/concerns/next steps

* Staff/student – Should we invite staff and/or students representatives to attend? (e.g. COSA, CAMP, SGA, SDI, Pride Connect, etc.). The committee voted yes to include representatives from various organizations. However, they will be nonvoting members.
  + The committee agreed to invite and keep meetings open.
* Syllabus updates – Should this task be addressed this year? If so, how do we organize this effort? No. At this time, we will wait to see what Faculty Senate offers.
* Chair Elect – Should we have a Chair Elect to continue the following year as DE&I Committee Chair? If so, what process should be established to determine nominees? How soon should we begin this process? The committee agreed that a Chair Elect position should exist. This topic will be discussed in future meetings.
* Updating DE&I Website
  + How do we update committee chairs and membership on DE& I website? Dr. Hoa will email webmaster for access.
  + Add photos and bio sketch from committee members.
  + <https://www.valdosta.edu/colleges/education/deans-office/college-of-education-committees/Diversity%20and%20Inclusion%20Committee/>
* For further discussions
  + Expectations for faculty to prioritize DEI in courses – part of P&T? How to document these processes and publish based on this data?
* Wishlist

COEHS DE&I Logo. What do you think? Should we host a DE& I logo contest?

* + Logo is not just for committee, but DEI as it applies to COEHS – use for hub etc.
  + Contact creative services order.
  + Implement a student contest – and offer giftcard award or scholarship. Dr. Regina will contact Dr. Kate Warner for more information.

Action items

* Establish next monthly meeting
* Send doodle poll for week of Nov. 14th
  + Renee has class MW 9-10:15am and TR 9-10:15, 11-12:15, and 2-3:15
* Taskforce touch base before our next meeting.

END