

COMMITTEE FOR DIVERSITY AND EQUITY (D&E)**Meeting Minutes****Tuesday, December 17, 2019****Materials Available on Box: <https://ucmerced.box.com/s/oqxigaqqbm7emjs62zx7hbx964gm8b2f>****I. Chair's Report – Asmeret Asefaw Berhe - 5 min**

Chair Berhe reported that the FEAs checklist was not well received. As the appointing body, D&E needs to have some form of accountability mechanism. It was suggested that the appointment letters to FEAs be accompanied by a document on responsibilities, expectations and oversight. Further dialogue with FEAs is needed.

ACTIONS:

- Invite FEAs and administrative leads (CDO Matos, VPF Matlock, and AVPF Valdez) to a meeting on Monday, February 3, 1:30-2:30pm, to discuss FEA nomination and appointment procedures, the FEAs checklist, and the [UCAADE recommendations](#).
- In preparation for the Feb 3 meeting with the FEAs, review FEAs appointment letters and FEAs Call for Nominations for possible revisions. Specifically,
 - FEAs appointment letters – to be revised to include the issue of reporting and keeping track of data/records and identifying trends.
 - FEAs Call for nominations - Consider revisiting the structure, including timeline, and role of school executive committees
- Invite the three administrative leads (CDO, VPF, and AVPF) to a separate meeting with D&E, after the meeting with FEAs, for further discussion of FEAs-related items (if necessary), as well as a discussion of the administration's DEI priorities (including questions about SSHA Dean Search).

II. Update from the [December 11 PROC Meeting](#) –Humberto Garcia -10 min

In discussion of developing a charge for a program review, diversity and equity were discussed, and with D&E representative's suggestions, the discussion went beyond gender and race.

III. UCAADE meeting dates – 5 min

UCAADE meets on January 23, March 19, May 28. It is possible that the UCAADE will be rescheduled to March 5. If this is the case, Chair Berhe will not be able to attend and a D&E alternate will be solicited.

IV. Faculty Retention Feasibility Assessment (FRFA) –next steps – 10 min

Members reviewed the document and approved proposed revisions, including a clear statement of the importance of early involvement by Department Chairs, and a requirement that a memo be submitted to the EVC/Provost.

ACTION: The approved version of the document will be sent to DivCo.

V. Consent Calendar -5 min

- A. Today's agenda
- B. [November 26 Meeting Minutes](#)

The consent calendar was approved by email on December 20, 2019.

VI. Diversity, Equity and Inclusion in the PROC Process -25 min

PROC has asked D&E to review the proposed diversity plan form (available in [box](#), which also includes DivCo comments: GC's comments are separately available in [box](#)), and [information](#) on how frequently self-studies address DEI-relevant prompts.

Chair Berhe recommended that CDO Matos and the FEAs attend PROC meetings; each should have their own D&E goals, describe activities, statement about faculty hiring and retention meeting D&E goals, also for students.

ACTION: Send, upon members' approval, a D&E response to PROC recommending the inclusion of Diversity Plan Form in self-studies, with language that specifies that narratives be provided, and that numerical data are optional.

VII. Faculty Equity Advisors (FEAs) – Chair Berhe - 25 min

It was suggested that, as well as reporting from the FEAs at the end of search process, the FEAs confirm their understanding of their roles and responsibilities at the beginning, as outlined in their appointment letters. The reporting is for keeping records, collating data for long term analysis--not an evaluation of individual FEAs. Communicate to FEAs (at the Feb. 3 meeting) that D&E is following UCAADE recommendation on consistent reporting.

ACTION: (see Item I) At the meeting in February, propose a revised, more specific timeline (wherein FEAs for the following school year are appointed before the end of the school year), and the possibility of involving school executive committees.

VIII. System Review Item**A. Proposed Revised APM-120, Emerita/Emeritus Titles – Member Fortier -- 5 min**

As explained in the [cover letter](#), proposed policy revisions include the addition of a gender inclusive title suffix; criteria for the recommendation of non-tenured Senate faculty; disqualification criteria; and a new subsection to address Deans and Faculty Administrators.

ACTION: This item will be reviewed via email and comments will be submitted to the Senate Chair by January 27, 2020.

IX. New Business**A. Endowed Chair**

D&E made suggestion last year to have a Diversity Endowed chair, with a term limit (5 years, for example), who made great contribution to diversity on campus. The suggestion was well-received, and warrants further exploration.

ACTION: Analyst to gently remind, and invite a representative (possibly Vice Chancellor Klotzbier) from the Office of External Relations to a future D&E meeting (March or April).

There being no further business, the meeting adjourned at 11:00am.