**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](https://valdostaedu.sharepoint.com/%3Aw%3A/r/sites/TM-COEHS/Shared%20Documents/General/Diversity%2C%20Equity%2C%20and%20Inclusion%20Committee/Coalition%20across%20campus/%28NEW%29%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