

**Diversity Sub-Committee**  
**5-4-05**

Present by Poly-Com- Kelsy- Kathy-Brian- Pam  
Michelle...live from her home on the phone

- We reviewed the objective and goals of our group.
  - Michelle had recently attended a Diversity Training (Lakeland College) and will outline and summarize the information and process for professional development and share with us
  - We want to set a timeline for curriculum integration and professional development for the college.
1. Now-August-we will meet at least once to establish a screening tool to use for assessing diversity usage in the Common Course Outlines
  2. **By May 20**-Michelle has worked on a similar project in the past and will send us a potential questionnaire/survey to use when reviewing course outlines- areas will include global, diverse backgrounds, styles, gender etc areas.
  3. **By May 30**-Review questionnaire for changes and additions-Assign 1/6 of course outlines for each of us to review using the criteria for diversity.
  4. Set a date for our group to meet in **June** to make sure we are all “grading” in the same manner.
  5. Have information ready for **August** so we can compile results. We want a baseline for current curriculum diversity by examining learning objectives, measurement, exams, tools etc.
  6. **Fall**-Survey faculty.
  7. Assess diversity needs; add to outlines, coaching to add items for awareness-**action plan** based on survey results and keeping diversity awareness “out there” for everyone.
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- Keep potential diversity speakers/cost in mind for a Spring In Service.
  - Kelsy will check with Cindy C to see how the process is set up.
  - Goal #4- How can we continue to work closer as one college for diversity, activities, and communication?