

Equity and Inclusion Committee Meeting Minutes

September 19, 2017

3:00 p.m. – 4:00 p.m., 290/662

Present: Jason, Brian, Jodi, Chad, Mary, Jim Retka, Mike Curfman, Nicki Carlson, Kari Koenig, and Julie Fenning (recorder).

Absent: Carey Castle, Kristi Lane, Curtis Zoller, Jacki Kuznia

1. **Equity and Inclusion Plan** - Jason encouraged everyone to review the current Equity and Inclusion plan and help differentiate between a goal and a best practice. Jason emailed two example plans and asked everyone to review them for ideas for our plan.
2. **Feedback from Minnesota State** - Jason shared that Carey Castle received a letter from the system office regarding establishing a budget for the diversity initiatives. Jason shared that we still need to determine budget/resources to accomplish goals.
3. **Campus Climate Survey** – Jason shared some concerns that students have expressed indicating that campus climate may be contributing to the decreased volume of female students on the TRF campus.
ACTION: Add an action step that would gauge campus climate at all locations. **ACTION:** Jason will discuss idea with Carey to see if funds are available, or if there is a free option available. There could be a cost for the survey, as well as for carrying out any resulting activities.
4. **Equity and Inclusion Budget** – We need to establish a budget for these activities. Currently there are three budget items: EGF Multicultural club - \$1800, TRF Multicultural Club - \$1800, and a college-wide cost center of \$9000. This cost center is responsible for all expenses associated with conferences, travel, and subscriptions. There are grants available for some diversity related activities and positions. We would need access to a grant writer. It was mentioned that Distance Minnesota was working to hiring a grant writer.
5. **In-Service Feedback** – Brian Huschle shared that a presentation at the recent faculty in-service brought up several challenges for faculty with ESL students. Could this committee help develop a solution for this growing problem. Some ESL students do not speak at the level needed for some courses; but there is not an entrance exam or prerequisite. The issues were mostly within technical programs, but also liberal arts courses like psychology. An idea generated was to develop a financial aid-qualified basic certificate, 16 credits, reading and writing, to prepare for college courses.
6. **ACTION ITEMS:**
 - a. **Campus Climate** – Need to determine method of surveying students. The last one was done in 2012. Recommendation do a campus climate survey for students and employees. Should be a two-three year cycle. The system office does recommend one through HR. Carey and Kristi will discuss options. Motion that Carey Castle seek approval if a tool is found. This should also be addressed in the strategic plan. Seconded. Agreed.
 - b. **Review Current Plan** – determine if best practice or a goal
7. **Next Meeting Date** – Committee recommended that the meeting be scheduled in November/December. **ACTION:** Julie will schedule a meeting. Meeting adjourned 3:56 p.m.