Call to Order:

*Tyler Johnson calls the meeting to order at 3:30PM.*

Attendees:


*Tyler Johnson: Welcome everyone. This is our second meeting for the year. As I see, we have several people attending the meeting for the first time. So let’s take some time to introduce ourselves once again to all attending today’s meeting.*

[The Council member in attendance take turns to introduce themselves.]

Approval of Minutes:

*Tyler Johnson: Syed prepared and sent you the minutes of the August meeting for your review. It was a long document and it was the most detail minutes that I have seen here in the council. I hope you got chance to review it. If you have any question, suggestions or modification, please let us know. If not, we will move ahead to approve the minutes.*

[Joel Kramer makes a motion to approve the minutes and Lilia Neville seconds the motion. The council votes to approve the motion.]

Co-chair Nominations

*Tyler Johnson: We invited you to submit nomination online. We received 4 nominations. Two nominees declined to be considered for the Co-Chair position. So at this point, we have two nominees. We will need to vote for electing one of them as the Co-Chair. The candidates are Angela Batey and Tanisha Jenkins. I have asked Syed to make a little ballot- half page or even shorter. But with 30 minute’s notice, He came up with a full-fledged ballot with candidate bios. I will distribute the ballots to you and we will vote on the candidates now. Syed will also arrange for online voting for those who are not present here today. Once you have casted your votes, Please hand the ballots over to Syed. He will then tabulate the paper ballots and the online votes to finalize the results.*

[14 voting members of the council present at the meeting casts their votes for co-chair election]

Update from Unit Diversity Committees

*Tyler Johnson: There are many unit diversity committees throughout the campus who work to forward the diversity and inclusion initiatives in their respective departments. In the council meetings, we invite the representatives from the unit diversity committees to provide us updates on the works they do.*
today’s meeting, we have Crystal Baldwin from the College of Education, Health and Human Sciences. She will share updates on the activities they do to advance diversity in their college.

Crystal Baldwin: I have been working at the College of Education, Health and Human Sciences since 2013. When I first received the e-mail invitation from the council to present at this meeting, I was not aware about the CDI and its functioning. However, diversity is an important issue for us in the college. To enhance diversity in the faculty, we have recently hired a person of color in our faculty. He is a brilliant, charming personality and our students are excited to have him as faculty. We have a diverse and international faculty, however we did not have many person of color. So this recent hiring of a person of color as faculty was an important step to minimize this lacking. For our students, we offer scholarships at their 5th year. We closely monitor and keep in touch with our minority students to address their needs. We check with them periodically to get updates on their academic advancements and once they reach their 5th year, we consider them for the scholarship. To promote diversity and inclusion among our students, we arrange for our students to attend cultural sections and diversity related topics are also included in the curriculum. Our students also have a high involvement in student organizations. One of our newest initiative is ConnectED- CEHHS Living Learning Community. Our aim is to recruit more diverse students. To make sure our departmental climate is welcoming to diverse students, we are developing a survey to see how they view our departmental climate from the diversity and inclusion perspective. The purpose of this survey is to make sure we have a welcoming and inclusive environment in the college. Because we know student are best recruiters, student opinion is one of the best guidelines that we can follow to attract diverse applicant pool. I know that I talked faster to cover the topics. Please let me know if you have any question or need further information.

Angela Batey: Could you please let us know more about survey? More specifically, how it was developed and how you reaching out to the students for the survey.

Crystal Baldwin: We have created the survey with inputs from several units within the college. The survey development and distribution procedure is based on a previous survey benchmarks we received from Melisa Shivers. The survey question were formed over the summer. Once we have the final version, we will be happy to send it over to you.

Rickey Hall: They invited me last year. We discussed diversity issues in the college and we talked about developing process of this survey instrument.

Tyler Johnson: Do you have a website from where we can get more information on the diversity initiatives in your college? If so, we can highlight it on CDI website as well.

Crystal Baldwin: We have all pieces in our website under difference sections. But they are not organized in a central location. However, we can send individual links to our different programs.

Report from Funding Requests Protocols Sub-committee

Tyler Johnson: After much discussion in our last meeting on how to handle the funding requests, we formed a sub-committee to come up with a proposal on this issue. The committee presented us with a detailed document on procedure to submit and reviewing funding requests. I thank Tanisha Jenkins, Joel Kramer and Mark Bryant for their work in the sub-committee. We’ll let the committee talk us through highlights of their proposal.
Tanisha Jenkins: We brought copies of the proposal, if anyone needs it. It is currently in the draft format. The committee agreed on most aspects of the proposal. However, there are several areas in which we need the input from the council to decide on the provisions. I have highlighted the areas that we want to discuss and get opinion from the council.

Tyler Johnson: We will discuss the issues highlighted in the proposal. We have previously distributed the proposal in e-mail. So if you have questions or concerns about other areas, feel free to voice your opinion on those topics as well. I know that Lilia Neville wanted to discuss on a specific area of the proposal. So let’s gradually discuss all the topics starting with the highlighted areas that the sub-committee wanted to get input from the council. First topic is the maximum amount of funding per funding request. What do you think about the maximum funding amount per request? For example, $500 or $250?

Mike Wirth: $250 or $500 per funding request can be too low. It basically depends on how much information we expect the requesters to give in return. To request funding, they have to prepare and submit document. I don’t want to ask people to send us more than $500 worth of information for a request of funding for $500. If they have the information ready on hand for funding requests, then it may be fine. But if they have to furnish the documents to request funding from us, then we have to consider how much information we ask them to provide while deciding on the max amount of funding per requests.

Angela Batey: What has been the historical amount that we granted on funding requests?

Tyler Johnson: After meeting our expenses, we had about $2000 to give per year in the previous years. But we did not get many applications for funding though. So we did not face competing funding requests.

Tim Hiles: But if we disseminate the information, we will surely see many applications. In our experience, we have seen that student groups submits applications for their projects or events.

Robert Nobles: How much do they usually ask for?

Tim Hiles: It varies. It ranges from $250 to $2500.

Angela Batey: I think $500 is a good amount for maximum allowable funding per request.

Tanisha Jenkins: We have listed in the proposal that we may not give out the total amount that is requested.

Joel Kramer: Yes, we do not have to give the whole amount that they request for. If we exhaust the funding on first few applications, we may not have any on hand to allocate to qualified applications that we may receive at a later stage.

Tyler Johnson: It also says in the proposal that CDI will not cover more than 50% of the estimated budget. How do you feel about this provision?

Mike Wirth: I think this should be the way to go. Not more than 50% sounds reasonable. This is a supplemental funding. We are not here to fund the total project.
Angela Batey: Instead of writing it as “will not give”, we can write it as “should not”. Using the word “should” may give us more flexibility. If we see an event that is worth funding more than 50%, a flexible form of language will allow us to accommodate funding for such events.

Mike Wirth: If they are not taking the financial responsibility by putting in any of their own money, why would we give them total funding? So I think “will not” works fine in this case.

Robert Nobbles: I would probably change the language to something like “you are not encouraged to ask for more than 50%”. If someone comes with no alternate means of funding, we should not simply deny them the opportunity to ask for funding from us.

Tanisha Jenkins: We may consider whether the funding is asked for sponsorship or for partnership. For sponsorship, no more than 50% sounds fine. However, if we are heavily involved with the project on a partnership basis, we may consider funding more than 50% of the budget.

Tim Hiles: When we are talking about no more than 50%, is it 50% of entire budget or 50% of the expenses on the activity for what they are asking the funding for?

Pia Wood: I think we need some flexibility. So should not restrict ourselves to a maximum 50% bar.

Tamara Griffin: How many time one can request funding from us per year? Are there any restrictions on this?

Rickey Hall: I think priority should be given to those who had not received prior funding from CDI. We have allocated $5000 for CDI for funding events that aligns with our goals of enhancing diversity and inclusion. $5000 is not a lot a huge amount. The goal of this fund was to help with projects that aligns with the mission of the council. I did not realize so much discussion would take place on this issue. We should not over emphasize on this issue. If projects aligns with mission of the council, you can give out the fund to help out the initiative.

Brian Ambroziak: Students can do much with small amount of money. For example, sometimes they do projects like painting the rock. A funding of $100 is big contribution for such projects. Is it for lectures, conferences etc.? If not, then any smaller amount can make a great impact. If the funding requests involve student groups, because they make any dollar amount work because they save money on other aspects with manpower.

Tim Hiles: No more than 50% will limit us. Someone may not have funding from anywhere when they request funding from us, but they may eventually be able to arrange funding after requesting fund from us.

Mike Wirth: We may get lots of applications. So $5000 may not be too much of a fund to consider large amount of applications.

Pia Wood: We can run the funding program for the first year and then amend the procedure based on our experiences from the first year.

Tyler Johnson: Deciding based on first year is a good idea. But I think many people will come to us for funding once we announce the funding opportunity.

Mike Wirth: Indeed, once words gets out, they will come. So if we do not put a max amount now, committee will have to live with it to handle so many request with a limited budget.
Brian Ambroziak: As I said, many groups can work even with smaller amounts. So if funding request for student groups are considered, then a cap of $500 should work fine.

Tyler Johnson: So we can make motion to set $500 as maximum amount per request.

Mike Wirth: By the rules, someone else needs to make the motion rather than the person who is chairing the meeting.

Tyler Johnson: Thanks Mike for keeping us on track.

[Tim Hiles makes a motion to approve setting $500 as maximum funding amount and Robert Nobles seconds the motion. The council votes to approve the motion.]

Tyler Johnson: On the second page of the proposal, I think Lilia has some comments on this issue.

Lila Neville: My comment is in fact about a provision listed on the 3rd page. It says the CDI will make a decision within 30 days of receiving the application. However, it may not be always feasible. There may be unforeseen situations such as inclement weather and the council may have to delay its meeting. In such cases responding within 30 days of receiving application may be too restrictive on us. I suggest rephrasing that applications will be reviewed during the monthly CDI meeting and a response will happen within 30 days of the upcoming CDI meeting rather than receipt of the application. This will give ensure that the committee gets time to review and responds.

Pia Wood: Or we can say that we will make every effort to responds within 30 days.

Mike Wirth: Alternatively, we can say that we will normally responds within 30 days.

Tyler Johnson: We also need to set a Priority deadline for application.

Mike Wirth: How many times do you want to accept applications? Because committee will have to review every time that we decide to receive applications.

Tanisha Jenkins: We can review applications on a rolling basis and give priority to those who submit within the deadline

Joel Kramer: Our intention was to create a soft target date for application submission.

Lilia Neville: We can set the deadline in October.

Pia Wood: When you mentioned reviewing on a rolling basis, did you mean rolling submission or rolling review for decision?

Tanisha Jenkins: It is actually up to the council to decide.

Tyler Johnson: So can we set it for October?

Mike Wirth: Yes, we can set October 15th as deadline for application submission.

Tim Hiles: When they apply for funding, which academic year should they apply for?
Tyler Johnson: Good point. For example, Lilia and her committee members just completed the Collaborator for Change Summit and they may be thinking about the planning process for the next event already. So people may submit applications for events in future.

Tim Hiles: We usually give funding for events that take place in the following semester.

Mike Wirth: I think it is a good way to do it. We may accept application for events that take place in the following semester. If this is the case, then we can set deadline a little later.

Brian Ambroziak: We can review application in two parts. With a certain amount of the fund, we can allocate funding on a first Come first serve basis. And with major portion of the fund, we can do review for other cases.

David Kent: How about doing deadline prior to fall break for following semester?

Joel Kramer: From a practical standpoint, we can set a deadline for fall and a deadline for spring.

Tyler Johnson: As a soft deadline, we may set October 15th for fall and March 15th for spring. There is also a highlighted section on setting a contact name and number for enquiries about the funding. We now have an organizational e-mail address for the council. So inquiries can come to CDI’s organizational e-mail address. So this is all that we had to discuss on the proposal. Thank you for participating in the discussion and giving your important inputs.

Discussion on the listing of Religious Holidays and Observances

Tyler Johnson: Next on the agenda is the discussion on religious holidays and observances. This item ties to #5 item on the agenda: VC Rickey Hall’s comments. VC Hall recently sent an e-mail listing religious holidays and observances. We would like to hear your comments and suggestions that you have heard about this issue from your colleagues or cohorts after the e-mail was sent. Before we give the floor to VC hall, please share any comments or suggestions that you have heard on this issue and if there is any religious holidays missing from the list.

Rickey Hall: Since I sent the message out, I have been getting e-mails with suggestion for adding more holidays to the list. For example, we receive a suggestion for adding holidays for a specific tribal nation. We want to be as inclusive as possible with this list. However, I am concerned that if the list is too long, people may find it inconvenient to use and may not go to the site that lists the holidays.

Robert Nobles: To decide on what holidays to include, we may go by population representation on campus. Instead of making an all-inclusive list, we can only include the holidays for the groups that have representation on campus.

Rickey Hall: I am not sure whether we can proceed based on population representation. Because we do not collect religious affiliation data. I have looked at what other institutions do on this issue. This does not mean that we will have to follow what others are doing. I looked at other institutions to make sure we are inclusive of all faiths. This is the reason I want to hear if you have any comments or suggestions that you came across on this issue.

Angela Batey: I see that we have 8 different religious groups. So I think it is a comprehensive list for our campus population.
David Kent: Instead of going by groups, can we do it by months? This was we will know what holidays are coming up for the month.

Rickey Hall: Yes, we can do it by month. But some group may have 10 or more holidays and may have multiple holidays on the same month. We will talk to Marge Nichols to find out to ways to make this site an easy to use site for people so that they feel comfortable using this religious holidays and observances calendar.

David Kent: Listing holidays by month sounds like a good idea to me.

Rickey Hall: We can actually do both...by groups and by month.

Mike Wirth: If some groups are not represented in the list, they can always make their case to be included.

Angela Batey: Since we have people here who are comfortable with technology, I would like to know whether it is possible to make this list downloadable so that once I download the list it directly goes to my outlook calendar. This way, when we are looking at the departmental calendar to plan an event, we will always have the list in front of us on the Outlook calendar.

Rickey Hall: This is a good suggestion.

Lilia Neville: I can help out with this. I know that Syed is in charge of the CDI website. So whenever he needs to make any change at the server level, he contacts the web team. I am a part of the UT web team. So basically, Syed and I end up communicating with each other indirectly for making the server level changes.

Vice Chancellor Rickey Hall Comments

Rickey Hall: I would like to thank you all for your great work with the council. Sorry I missed the last meeting. I want to assure you that your work is very important to us and I always look forward to hear from the council. As a member of the council, you suggest ways to recruit, support, and retain underrepresented and marginalized groups in our campus. So I thank you for the great work that you do for our campus community.

I think telling stories about our initiatives is an important part. There are many initiatives to enhance diversity on campus. Diversity committees at different departments do excellent work on this area. However, we do not get chance to know about these initiatives. So highlighting these effort and telling our stories an important part to showcase our achievement to advance diversity and inclusion on campus. Last year, I spent some time to meet with different groups to know about their initiatives to enhance campus climate with regards to diversity and inclusion. So we highlighted these initiatives on our newsletter and updated our website to reflect these stories.

I have brought printed copies of our impact report. I will pass it to you. The reason I wanted to publish an impact report is to show top leaders of the university that we are working hard and that our work contributes to the University becoming a top 25 institution. And we can never be a top 25 institution unless we focus on enhancing diversity on campus.
The other piece that I will hand out is a document called diversity by design. It is a colorful printed document to graphically reflect the works that is going on in our campus to enhance diversity and inclusion. It only showcase some sample initiatives. It is not an all-inclusive document. This will go up on the web. We will also send it to our top administration. When I go to national level meetings, I like to take things like this show the good works that are going on at our university.

There is another piece that is not out yet. The document is called women with big ideas. It will showcase the impacts that women are making across campus. For example, achievement of our distinguished women faculty members and great works by staff and women students. I think that it is important to have things that highlight all our initiatives. This document will have an introduction written by the Provost. I will bring it next time I come to the council meeting.

Board of Trustees recently approved diversity statement for the university system. The statement was drafted by President’s diversity council. It is not perfect, but it is contains a strong statement on our philosophy on diversity and it is certainly better than what we had before. The new diversity statement established an expectation that each institution in the system should strive to achieve diversity and inclusion. Did everyone get a chance to see the new diversity statement?

Tyler Johnson: We have sent the Diversity Statement to the council members via e-mail and have highlighted in on our website as well. I will ask Syed to resend it to the council members.

Rickey Hall: At the office of the Vice Chancellor for Diversity, we have two major priorities for the coming academic year. The first major priority is take initiatives for enhance diversity on our academic side. Similar to all other institutions, we too focused on diversity issues related to our students. But the fact is, student come prepared to deal with these issues. We need to focus on academic side where we are lacking at this point.

By recommendation from the SGA, we established a student advisory council to hear diversity related concerns. We expected the issues that will dominate the most is diversity related incidences in the residence halls. However, the concerns that were raised in the advisory council were not about residence hall incidences! Rather, it all about the academic side. This was the case at other institutions where I previously worked. So we need to work on this aspect. I have discussed this issue with the Provost and they will partner us on this issue.

I have requested for some funding and still waiting to hear about the allocation. I would love be able to appoint some faculty who work specifically on academic initiative such as curricular transformation initiatives along with Tennessee Learning Center to enhance diversity. At another institution we created workshops on how to infuse diversity into the curriculum. We offered it to others as well. I also want to appoint another faculty member to specifically focus on junior faculty to ensure that they become successful in getting tenure. I was in Minnesota before coming to UT. They also had initiatives similar to this.

The other thing that we want to do is to a form metrics group to look at diversity metrics for the campus. Race-ethnicity-gender are usual classification for diversity. We know that there are some groups that cannot be measured this way. Some faculty and students can be included in this initiative. We need metrics that are meaningful for UT. Creating an institution specific diversity metrics is an area where we can be a leader. There is a lot of discussion nationally taking place about diversity metrics.
Mike Wirth: Who else are doing leading works in this area?

Rickey Hall: I know that University of Washington and University of Wisconsin are working on to develop metrics. When I was in Minnesota, We hired a Director of Evaluation. She was a Native American Woman and she created a non-western model. She is not with Minnesota now. So there are institutions that are working to develop metrics, however all efforts are still long away from developing an effective metrics.

We are working with Tennessee Learning Center to create teaching series, workshop and book club on diversity. We also support the work STRIDE@UT to inquire implicit bias in hiring process. STRIDE is a faculty led group; led by a physicist. There are implicit bias in our hiring process; it even starts with how to we draft our position descriptions.

My second major focus is improving community engagement. There are local external diverse communities that do not feel as though UT has reached out to them. For example, the Latino/Hispanic population. I had a listening session with the community last year. They suggested organizing a Latino Hispanic welcome reception to connect students with local community. Based on this suggestion, we did the reception last week. It was a successful event and created good impact. The participating students said that they used to feel homesick and always wanted to connect with local Latino Hispanic community. So this event created the opportunity for our students to connect with the local community. We also arranged an art exhibit featuring Latino Hispanic arts at the Black Cultural Center. I was at the Latino Hispanic heritage month event yesterday. Local leaders including the Mayor attended the event. They were all excited about our initiatives at UT. Following this path, we will organize similar events for other diverse external communities that do feel connected to UT.

That is all I wanted to share with you today. Thank you for all taking an active role in our mission to advance diversity and inclusion at UT.

Tyler Johnson: CDI was instrumental creating the position of Vice Chancellor for Diversity at UT. Based on those efforts, VC Hall joined UT to take this newly created position. We would like to thank you for taking the leadership of UT’s diversity initiatives.

Update from Commissions

Tyler Johnson: Time to get updates from the Chancellor’s Commissions.

Lilia Neville: This year we will celebrate the 20th Anniversary of the African American Hall of Fame. In addition to this celebration, we will be inducting Dr. Marva Rudolph in the hall of fame. The event will take place on October 11th at the Black Cultural Center. The Reception will start at 9:30AM and then the induction ceremony will be at 10:00AM. Please remember, October 11th is the Homecoming weekend. So please plan accordingly for parking. Commission for Blacks and the Multicultural Student life are the co-sponsors of the event.

On October 27th, we will organize the first speaking event of the Trailblazer Series. The speaker for this first event of the series is Theotis Robinson. The event will be organized in an interview format. Local media personality Mr. Hallerin Hilton Hill will conduct the interview and the Q&A session.

We planned to work collaboratively with Mike Wiseman in the UT Knoxville College of Communication and Information to produce videos of each speaker. Mr. Wiseman teaches a video production class and teams of 4-5 of his students will shoot and produce videos of our speakers. These videos will be
available as a live stream during the event, and we will archive the videos on the forthcoming Trailblazer website.

**Tanisha Jenkins:** Commission for women conducted its first meeting last week. The meeting discussed on the bylaws of the commission and ways to focus on the achievement of the women on campus.

**Joel Kramer:** Commission for LGBT People met last week. We are arranged the kickoff of the 5 for Five Fundraising Campaign. In this fundraising effort, our goal is to collect $5 from 5000 donors, $50 from 500 donors, $500 from 5 donors and $5000 from 5 donors. The fundraising kickoff started with an Ice cream social for the LGBT visibility week. All information are available on the LGBT and Ally Resource center website. We also have t-shirt for sale.

**Tyler Johnson:** We also had the diversity summit last week. It was a great event and I hope this will continue to grow in future.

**Lilia Neville:** The diversity summit was over capacity with participants. The registration quota was totally full. We also had significant number of walk-ins. There was some no-shows from some registered participants; otherwise we would have people standing during the sessions. We will do debriefing on the event in coming week.

**Angela Bathey:** We hope VC Hall will support another summit next year.

**Rickey Hall:** The committee did a wonderful job. I did not have to work much. I received some comments that some people wanted to participate in the summit, but was unable to do so because the focus was solely on the existing diversity council and commissions.

**Lilia Neville:** Mike Wirth was a great help in the morning session to setup the breakfast.

**New Business/Announcements**

**Tyler Johnson:** We will have a presentation from STRIDE at our next meeting. This presentation will be the major focus of the meeting. STRIDE Chair Soren Sorensen told me that he wants feedback/critique on the presentation.

**Pia Wood:** I already talked to Soren Sorensen. The presentation is focused on the faculty. I asked whether he could do similar presentation focusing on the staff. I think it is important because we conduct a lot of Staff hiring.

**Mike Wirth:** Then it will be a totally different presentation.

**Rickey Hall:** We have implicit bias in our hiring process. We need to do better on the staff hiring process. But focusing on the issues of hire and retain a diverse faculty is a critical need for the university at this point.

**Pia Wood:** I do not have stats on the staff diversity. But we need diversity in staff too.

**Tyler Johnson:** Any other announcements?

**Mike Wirth:** The College of Communication and Information is holding its 2014 CCI Diversity and Inclusion Week. Keynote speech will be delivered by Jose Aponte. Jose is a world renowned librarian and
an inspirational advocate for diversity and inclusion. You all are welcome to attend. Detail information is available on the CCI website.

Pia Wood: Center for international education will celebrate International Education Week from September 22nd to September 26th. Dr. Derald Sue will be the speaker at the Chancellor’s Distinguished Lecture for International Education. He will talk about challenges in international education and about issues involved when we send student abroad and when we bring in students from overseas.

Rickey Hall: Dr. Sue is an internationally renowned personality on international education.

Tanisha Jenkins: I have brought the invitation card for the Day of Dialogue event. This will take place on October 3rd.

Adjourn

Tyler Johnson: Thanks for participating in today’s meeting. Our next meeting is on October 15th. Hope to see you all in our next meeting.

[Tyler Johnson Adjourns the meeting at 5:00pm]