

Humboldt State University
Task Force on Supporting an Inclusive and Diverse Community
October 23, 2014, 3:00-4:00 pm, Nelson Hall East 120

Co-Chairs Mary Glenn and Kris Patzlaff

All Members were present:

Mary Glenn, Kris Patzlaff, Graciela Chipres, Jayne McGuire, Joyce Lopes, Melissa Meiris, Naomi Waters, Renee Byrd, Stephen St. Onge, Susan Marshall, Admin support Lura Holtkamp

Notes

Co-chairs Mary and Kris thanked the members and administrative support for participating in this very important function of the University.

The Process

This Task Force was charged with submitting a report, which is expected to be between one and five pages in length, to the steering committee. There may be some cross over between task forces and the flow of information between them will be important. The reports should stress high level goals, not the implementation of those goals.

Communication

Mary and Kris stated the importance of an online presence. Matt Hodgson from Marketing & Communication is designing the website at <http://www2.humboldt.edu/strategicplan/>. It will be important to have a website for sharing of information and input from others, and that face-to-face contact will also be necessary. The task force co-chairs will need to meet regularly with the steering committee.

Recommendations will be posted on the website along with other timely content. There will be a blog for discussion/comments. Blog topics can be posted for feedback or general comments made. There will be a button on HSU's home page for the strategic plan website.

Co-chairs will ask Radha Webley to attend one of the Task Force meetings to share the mission of RISS (Retention and Inclusive Student Success) with the group.

We will need an ORG chart so that we can draw on the resources already existing.

The Campus Diversity Plan was distributed and discussed, including the efforts that were deployed in developing the Plan. Co-chairs stressed that the main focus for current planning and work is structured around establishing what we have in place currently and to evaluate what is missing or unnecessary.

Melissa Meiris emphasized that we should look at available data and surveys and not recreate what has already been done. She also emphasized that the current diversity plan, as well as the model for RISS, were based on a lot of work and research that this committee should not ignore.

We will need additional large group meetings. Lura will send out a doodle poll. Lura will set up the Moodle site with each member being assigned as Instructor.

Regarding the Focus Groups on this Task Force, the following requests were made:

Diversity and Inclusion “Snapshot” Team - Susan, Melissa and Jayne

- Inventory and summarize diversity and inclusion efforts on campus (including providing an organizational chart)
- Synthesize and present data on historical trends and historical snapshot of student, faculty, staff diversity, differential student success, etc.
- Provide comparison data/information
- Collect and index relevant documents

Webpage and Blog Team – team members still needed for this; Joyce suggested we get students to help monitor blog

- Monitor webpage and blog input; summarize trends and comments and present to committee

Open Forums Team – Stephen, Joyce, Graciela

- Organize and coordinate forums; provide summary reports to committee

Survey – Renee, Naomi, Steve, and Graciela

- Create list of survey questions and target audiences

Administrative Team – Mary and Kris will co-lead

- Oversight for Task Force initiatives and group communication
- Coordinate efforts among our teams and with other task forces and steering committee

Review the *post meeting to do list* which is on the agenda. There are several action items from each member and task force team.

Melissa will begin to populate the Moodle site with current and historical Diversity Office reports.

Kris discussed a preliminary timeline.

Committee Member Tasks for First Week:

- 1. Provide one question to kick start webpage blog (email to Mary/Kris).**
- 2. Review reports, strategic planning literature, website ww2.humboldt.edu/strategicplan/**
- 3. Call Mary/Kris with update on your team’s immediate plans.**