

## **Diversity for Community Committee/COE Minutes for September 6, 2007 meeting**

Attending: Kimberly Staples, Kay Taylor, Christy Moran, Mechelle Martinez, Marilyn Kaff, Amy Conner (for Kevin Murry), Jeff Zacharakis, Teresa Miller.

The meeting was called to order by Kimberly Staples. The minutes from the previous meeting were approved as presented. Introductions of new members and/or guests were made—Jeff Zacharakis and Amy Conner.

### **Old Business:**

- Kimberly Staples reviewed the purpose of the committee and estimated budget, as well as a review of last year's efforts. Two presentations will be scheduled this fall by recipients of travel funds—Marilyn Kaff and Doris Wright-Carroll. Christy Moran will coordinate dates and publicity for these two speakers.
- The next COE professional development session will be October 8, from 3-5 pm in BH021—with the topic of Sexual Orientation.
- It was moved by Marilyn Kaff and seconded by Christy Moran that we approve funding for 6 COE staff members to attend the Tilford conference in Wichita on October 4-5, up to a maximum of \$1500 (registration, meals, lodging).
- The DCC Proposal Guidelines will need to be reviewed and additions made (narrative and rubric for assessing requests). Kimberly Staples provided a sample to work from. Marilyn Kaff and Kimberly Staples volunteered to draft a new version to share with the committee at the next meeting with these suggestions:
  - Rating scale of 1-5
  - First items just need a yes/no response and if items are not there, the proposal should be returned for completion.
  - Perhaps need at least a one-page narrative for any request?
  - Be sure it is clear who the proposal is from (graduate student, organization, or faculty).

### **New business:**

- Graduate student representative-Leah McKeeman will be meeting with student organization tonight and will identify a representative for us.
- Undergraduate student representative-Mechelle Martinez will identify a representative for us.
- Website review—a few changes were suggested:
  - Add our own professional development series and links
  - List grant opportunities and/or scholarships available
  - CIMA Center listed on its own link or with diversity resources
  - Committee page to explain purpose, contacts, etc.
  - Links—Tilford information, content area websites
  - Diversity links by categories, content areas
  - Grant process for funds
  - Past funded projects information (presenters, possibly content, photos, etc.)

- Rework narrative for better fit (Christy /Kimberly)
  - Worldwide happenings (NAME, etc.)
  - Monthly focus points
  - Campus wide events
  - Faculty list and research agendas-related to diversity
- Draft to be presented at October meeting.

- Display board needs to be updated and Mechelle volunteered to get that done.

The meeting was adjourned.

Respectfully submitted,

*Teresa*

Teresa Northern Miller