

COMMISSION ON EQUAL OPPORTUNITY AND DIVERSITY
Full Membership Meeting
10:30AM, Monday, October 9th, 2017
Room B, The Graduate Life Center

AGENDA

PRESENT: Menah Pratt-Clarke, Kelly Oaks, Lisa Wilkes, Jack Finney, Patty Perillo, Xiaotian Li (for David Clubb), Pamela Vickers, Julia Ross, Andi Ogier (for Jennifer Nardine), Erika Meitner, Matthew Gabriele, James Spotila, Ellington Graves, John Gray Williams, Mae Hey, Maria Cana Jimenez, Christa Miller, Christine Tysor, Deyu Hu, Robin Queen, Tamuki Sato, Kimberley Homer, Valencia Turner, Mayank Periwal, Chris Saunders

ABSENT: Tom Brown (with notice), Robin Lawson, James Venable (with notice), Melanie Darden (with notice), Sandra Muse, Khaled Hassouna (with notice), Rosemary Goss, Michele Waters

GUESTS: Tracy Newton, Mercedes Ramírez Fernández, Christine Kaestle, Kayla Smith, Alexa Parsley

WELCOME

Deyu welcomed members and requested CEOD members to separate in pairs and introduce themselves, name the organization they represent, and share how CEOD can be a better organization.

STATUS OF MEMBERSHIP / FY2018 APPOINTMENTS

The new confirmed appointments to CEOD are Prateek Mishra for Commission on Administrative and Professional Faculty Affairs, Matthew Gabriele for Faculty Senate, Valencia Turner for Student Government Association, Mayank Periwal for Student Government Association, and Mae Hey for the American Indian Caucus. The members to be confirmed are The Commission on Staff Policies and Affairs, The Commission on Student Affairs, The Graduate Student Assembly, and The Council of International Student Organizations.

INFORMATION UPDATE

President Sands made a statement on staff participation in governance. CEOD discussed allowing encouraged supervisors and senior managers to support all opinions throughout the governance process, and understanding the difference governance processes can and should be making on Virginia Tech's campus.

The meeting minutes were voted on and approved for May and for September.

CAUCUS PRESENTATIONS

The community representatives to CEOD were asked to report their a) mission and goals, b) this year's top three priorities, and c) how the priorities are related to CEOD.

International Caucus

1. Mission and goals:
 - a. The purpose of the International Caucus for Virginia Tech **Faculty and Staff** is to serve as an advocacy and support group for faculty and staff at Virginia Tech who **identify as international**, do work pertinent to international communities, and/or are **interested in participating** in conversations relevant to those who identify as international and those who do work pertinent to international communities.
 - b. The caucus functions as a liaison to the university community on issues relevant to international faculty and staff, international scholars, international students, international research and education, and is committed to supporting Virginia Tech's "serving the Commonwealth of Virginia, the nation, and the world community."
2. This year's top three priorities:
 - a. Create pre and post-arrival orientation resources for new international faculty and staff
 - b. Create awards committee to honor an international student from each college at future international Student Cultural Achievement Ceremony
 - c. Co-sponsor/collaborate with international/cultural student groups to provide education to faculty/staff about diverse cultures

Black Caucus

1. Mission and goals:
 - a. **Mission:** The purpose of the Black Faculty and Staff caucus is to promote the well-being of Black faculty, staff and students of Virginia Tech; to assertively push for the recruitment of Black faculty, staff and students; to assist in the recruitment and retention of Black undergraduate and graduate students at Virginia Tech; to encourage equitable utilization of Black faculty, staff, and students throughout the university community; to be a liaison between the Black faculty, staff, and students and the university administration; and to organize and maintain a support network for Black faculty, staff, and students at Virginia Tech.
 - b. **Goals:**
 - i. To provide mentorship and community support to Black faculty and staff
 - ii. To assist faculty and staff with professional development
 - iii. To provide mentorship and community support to Black students
 - iv. To advocate for policies beneficial to Black faculty, staff, and student interests in university affairs and governance structures
 - v. To serve as a liaison between the university and the Black community in the greater NRV
2. This year's top three priorities:

- a. Addressing lack of cultural competence among AP Faculty/Staff supervisors – AP faculty and staff have consistently complained their direct supervisors lack sufficient communication skills and cultural competency to help direct reports be successful in their positions. Also, these faculty and staff feel they are routinely excluded from professional development opportunities and are not selected for advancement opportunities despite having many years’ experience and favorable evaluations. There is no effective avenue to provide feedback and/or evaluation for supervisors.
- b. Providing more diverse leadership and development opportunities for students - Black students want more opportunities to be among and to learn from Black faculty members. They also want mentorship and development opportunities that are specific to their needs. This overlaps with concerns about the low numbers of Black faculty and staff members on campus.
 - i. Increasing numbers of Black faculty and staff on campus
 - ii. Looking at hiring processes, faculty search procedures, etc.
 - iii. Working with Director of Faculty of Diversity Recruitment
 - iv. Conversations with DSA to figure out how to create greater opportunities between faculty and students between these issues
- c. Working with college deans to address inequities in promotion and tenure processes - Black faculty have noted significant challenges in promotion and tenure processes. Expectations are not always clear, faculty face inequitable evaluation criteria and unfair treatment across departments. Many departments lack sufficient mentorship opportunities, and faculty believe their scholarship, often carrying a strong cultural component, is systematically devalued. As well, Black faculty are often not considered for department and college awards.
 - i. Having some conversation and engagement with Commission on Faculty Affairs to understand to what extent there is standardization about expectations of tenure and promotion across the university and to see what data is available on this
 - ii. Are there any issues of disparity to be concerned there? What information is available to support that?

LGBT Caucus

1. Mission and goals:
 - a. Commitment to advancing equality for lesbian, gay, bisexual, and transgender people, both at the University and in the NRV community through educational programming, social activities, and outreach. Membership is open to all faculty, staff, graduate students, and community members.
 - b. We bring concerns about retention, campus climate, and other issues to administration, provide educational programs to the larger community, and partner with other campus groups like HokiePride, PRISM, QGPA, QTPOC, O-STEM, TranSpace, and LGBTQ Support Group to host public events.

- c. Some signature programs are *Gay in Appalachia Celebration, Lavender Graduation Ceremony, Lambda Horizon Scholarship, and JoAnn Underwood Ally of the Year Award*
- 2. This year's top ~~three~~ five* priorities:
 - a. Work with Human Resources and University Registrar to provide Preferred Name and Gender options in Banner
 - b. Work with Facilities and University Planning to ensure inclusive restrooms across campus (including bathroom conversations in existing buildings)
 - c. Work with DSA Health and Wellness to create and implement trans inclusive medical practices
 - d. Kick-off a fundraising campaign to support the LGBTQ+ Resource Center
 - e. Development of Queer Studies academic program through Pathways
- 3. How the priorities are related to CEOD:
 - a. CEOD can leverage the governance process to implement the priorities that are likely to require a large, campus-wide undertaking and/or require substantial campus resources that the Caucus does not have the means to access or address directly.

Hispanic Faculty/Staff Caucus

- 1. Mission and goals:
 - a. The Caucus provides a forum for Virginia Tech faculty, staff, and students with common concerns, among them to serve the University community and to work toward the recruitment, retention, and promotion of Hispanic students, faculty, and staff, as well as campus-wide education and advocacy for issues related to Hispanic and Latino American people, and the celebration of the diverse Hispanic cultures at Virginia Tech.
- 2. This year's top three priorities:
 - a. Continue the work of our 2015-2018 strategic plan in regards to increasing mentoring relationship among faculty, staff and students as well as participation in undergraduate student organizations; specifically, the Caucus will make sure to be a resource for students holding identities that feel threatened in our current political environment
 - i. Started organizing weekly lunches and these have been institutionalized and are now held twice a month. It is a wonderful opportunity for networking and mentorship connections between faculty and students.
 - ii. Continuing to pay close attention to everyday issues and events happening in our country; DACA, for example.
 - b. Continue our work in identifying and recruiting Hispanic/Latino faculty/staff to join our Caucus, growing our voice as a community on issues of diversity, equity, and inclusion.
 - c. Continue to increase the visibility and presence of our Caucus and its members by working in alliance with other Caucuses and actors across the university.
- 3. How the priorities are related to CEOD:

- a. CEOD's place within the institutional structure provides the Caucus with the means, resources and visibility with which to achieve its strategic goals for the year. Additionally, the structure of CEO provides a platform for collaboration between Caucuses, allowing for coalition building and the strategic exchange of knowledge

Women's Alliance

1. Mission and goals:
 - a. The Women's Alliance, in solidarity with caucuses and other university and community allies, provides the Virginia Tech community a forum to achieve shared goals and promote opportunities for underrepresented groups, which includes women of all identities by advancing:
 - i. Dialogue among the Women's Alliance and the university community
 - ii. Campus services and programs that address the needs of women
 - iii. Efforts to remove systemic barriers to advancement
 - iv. Equity in hiring, promotion, and compensation
 - v. Mentoring and networking opportunities
 - vi. Access to quality childcare for university employees and students
 - vii. Positive and inclusive campus climate
 - viii. Identification and resolution of campus equity and safety issues
2. This year's top three priorities:
 - a. Formalize bylaws and vision statement
 - b. Provide opportunities for mentorship
 - i. Frequently repeated request from women at all levels of university wanted and desired mentorship that met them in their particular roles
 - c. Continue to collect, analyze and disseminate findings regarding gender inequality to those who are empowered to act
 - i. CEOD is an avenue to get the message out of all the things folks must tell us
3. How the priorities are related to CEOD:
 - a. Overlap with the Commission's charge to **study, formulate, and recommend policies and procedures** relating to the University's responsibilities.

Disability Caucus

1. Mission and goals:
 - a. The Disability Caucus supports inclusion on campus and in the community; the group consists of people with all sorts of disabilities, their friends and allies. We want to invent a better future for our university and community through acknowledgement, alteration, and awareness of the attitudinal and architectural barriers that exist on campus.
 - b. The Disability Caucus recognizes that attitudinal stigmas and architectural barriers often discourage the full participation of disabled people in society. We, as an organization, seek to advocate for disability pride, to promote awareness of ableism and negative stereotypes of disabled people so that they may be

recognized and avoided, and to promote the participation of disabled people in our community.

2. This year's top three priorities:
 - a. Involvement with the Master Plan
 - i. There has been a lot of resistance on some plans because they will disenfranchise disabled folks on campus
 - b. Joint programming with the other caucuses such as LGBT and Veterans
 - i. Multiple identities can interact with Disability Caucus and there are some new instances that should be jointly addressed
 - c. Disperse information about breaking stigma, how and where to get accommodations, education on disability as an identity
 - i. Want to help employees and students through our affiliated student alliance to learn about where accommodations can be requested and located
3. How the priorities are related to CEOD:
 - a. The CEOD is working to better understand the process of accommodations and barriers disabled individuals on campus encounter. Further, these goals directly relate to CEOD's mission of inclusion for a group of individuals that are underrepresented, under heard, and stigmatized.
 - i. Get caucuses involved in early stages: Master Plan, new VT logo – all things that could have been easily changed or modified if input had been available earlier on in the process.

Veteran's Caucus

1. Mission and goals:
 - a. Our caucus is predicated upon a belief that Veterans have played and will continue to play an important role in Virginia Tech's culture, history and community. As a result, the purpose of the Veterans Caucus is to improve the working, learning, and living environment for employee and student veterans; advocate for the mentoring of and transitional support for veterans returning to work and/or school, and recommend actions to improve the recruitment and retention of employee and student veterans
 - i. Made up largely of faculty and staff
 - ii. There's a VT group and a member of the caucus is an advisor to the student group
2. This year's top three priorities:
 - a. Joint program with another caucus(es): Dr. Harold Brown, one of the remaining Tuskegee airmen and author of the new release, "Keep Your Airspeed Up."
 - i. Working with Black caucus to try to jointly bring him to campus – would be in the spring if executed
 - b. Veteran Volunteer Service – community service, other veteran organizations
 - i. A lot of veterans still have strong desire to help and volunteer in the community so we are looking to see if a group of us wants to great a

veteran volunteer group or trying to find intersections with other veterans groups that could be out in the community

- c. Veteran Mentoring / Battle Buddy Programming
 - i. If a new veteran is hired at Virginia Tech, they will be paired with an established veteran faculty or staff member to help with the transition and other additional needs
3. How the priorities are related to CEOD:

Asian and Asian American Caucus

1. Mission and goals:
 - a. The purpose of the Asian/Asian American Caucus for Virginia Tech **Faculty and Staff** is to serve as **an advocacy and support group** for faculty and staff at Virginia Tech who identify as Asian, do work pertinent to Asian/Asian American communities, and/or are interested in participating in conversations relevant to those who identify as Asian/Asian American. The caucus functions as **a liaison to the university community** on issues relevant to Asians and Asian Americans, and is **committed to supporting Asian/Asian American students** at Virginia Tech.
2. This year's top three priorities:
 - a. Community building:
 - i. Within the caucus – identifying opportunities for interest and involvement in caucus professional and social activities
 - ii. Inter-Caucus – supporting and connecting with other caucus projects
 - iii. With students – pursuing opportunities for connection to students and the Asian American Cultural Center in Squires
 - b. Advocacy and support:
 - i. Faculty searches
 1. Sharing job opportunities via listserv to encourage the community to share with their respective networks and encourage other Asian/Asian American faculty to apply
 2. Participating in faculty searches, either by attending candidate talks/presentations
 - ii. College Diversity Committees – identify if there are Asian / Asian American faculty/staff serving on college diversity committees as an opportunity for networking with caucus
3. How the priorities are related to CEOD:
 - a. By leveraging the power of CEOD: we can see that we can push forward and get things done which can help our organization accomplish its goals.

The Appalachian Caucus will be asked to present at the November meeting.

The American Indian Caucus will be asked to present at the November meeting.

WORKGROUP PRESENTATION

VMOS(P)A Model for Workgroups

1. VMOS(P)A: **V**ision, **M**ission, **O**bjectives, **S**trategies, **P**rioritization, **A**ction Plans.
 - a. A **vision** is an aspirational statement that defines a particular goal and is concise, long-term, and motivational.
 - b. A **mission** is a formal statement that defines the scope of operations, is longer in length, is long-term (the why), and gives internal and intended direction.
 - c. An **objective** is when “it gets real;” how much of what will be done by when, incorporates SMART, goals, and is intentional. Objectives are short, sweet, and attainable.
 - d. A **strategy** is asking a few questions: How will this get done? What is the high-level plan? What are determined actions?
 - e. **Prioritization** must be assessed, accurate, forward-moving, and takes practice.
 - f. **Action Plans** are the specifics, the steps, the part responsible, they set a date of completion, is a collection of resources, and there are collaborators. This is the fun part!
2. “Leadership is the capacity to translate vision into reality” –Warren Bennis

WORKGROUPS FOR FY2018 / ACTIVITIES

Workgroups were given about twenty minutes to meet with one another and have work time during the meeting.

AGENDA FOR NEXT MEETING

For next meeting, send nominations or self-nominations for **Vice Chair** to Deyu at dhu@vt.edu.

Workgroups will be expected to report a) objectives and priorities; b) what success looks like; c) challenges; d) strategies; and e) action plans at the next meeting.

Lastly, Assembly/Association/Commission/Council/Senate Representatives to CEOD will be expected to report their a) mission and goals; b) this year’s top three priorities; and c) how the priorities are related to CEOD. The groups are:

1. Council of College Deans
2. Faculty Senate
3. Staff Senate
4. Commission on Administrative and Professional Faculty Affairs
5. Commission on Staff Policies and Affairs
6. Commission on Student Affairs
7. Commission on Faculty Affairs
8. Student Government Association
9. Graduate Student Assembly
10. Council of International Student Organizations.

Members are always welcome to suggest items to be on the next meeting's agenda.

MEETING ADJOURNMENT

The meeting was adjourned at 12:06 PM. The next meeting will be on November 9th from 10:30 AM - 12:00 PM in the Graduate Life Center (GLC) Room B. The workgroups will have the opportunity to use the meeting room for an additional hour to convene once CEOD has adjourned.

Respectfully Submitted,

Alexa Parsley
Recording Secretary, Commission on Equal Opportunity and Diversity

COMMISSION ON EQUAL OPPORTUNITY AND DIVERSITY
Executive Committee Meeting
10:30 AM – 12:00 PM, Friday, September 15, 2017
North End Center, RM 2420

AGENDA

PRESENT: Menah Pratt-Clarke, N. Arthur (for Kelly Oaks), Pamela Vickers (for Lisa Wilkes), Patty Perillo, David Clubb, Tom Brown, Pamela Vickers, Josh Iorio (for Julie Ross), Jennifer Nardine, Erika Meitner, Matthew Gabriele, James Venable, Melanie Darden, Sandra Muse, James Spotila, Ellington Graves, John Gray Williams, Khaled Hassouna, Mae Hey, Gabby Marquez, Rosemary Goss, Christa Miller, Elizabeth Spingola, Christine Tysor, Deyu Hu, Robin Queen, Kimberley Homer, Valencia Turner, Talha Khan (for Mayank Periwal), Michele Waters, Chris Saunders.

ABSENT: Jack Finney, Robin Lawson, Tamuki Sato

GUESTS: Marcie Bishop, Alexa Parsley

WELCOME

Deyu welcomed members and set two goals of the meeting: to meet and get know one another, and to ensure new members knew the purpose and functions of CEOD.

STATUS OF MEMBERSHIP / FY2018 APPOINTMENTS

The new confirmed appointments to CEOD are Christine Tysor, Michele Waters, Melanie Darden, Christa Miller, Elizabeth Spingola, Valencia Turner, Kimberley Homer, Ellington Graves, Julie Ross, James Spotila, Matthew Gabriele, and Mayank Periwal. The memberships to be confirmed are The Commission on Administrative and Professional Faculty Affairs, The Commission on Staff Policies and Affairs, The Commission on Student Affairs, The Graduate Student Assembly, and The Council of International Student Organizations.

OFFICE FOR INCLUSION AND DIVERSITY PRESENTATION AND UPDATES

Dr. Pratt-Clarke presented on Virginia Tech diversity-related organizations to help the group conceptualize the structure of diversity and inclusion at our university and provided the definition of InclusiveVT: committed to *Ut Prosim* (*that I may serve*) in the spirit of community, diversity, and excellence.

She also provided explanations of different operational structures aligning with this vision. Committees are engaged in programming and outreach, caucuses are comprised of faculty, and alliances are both faculty and students.

There are four main groups established to advance both faculty and student diversity on campus: AdvanceVT, which is a committee of faculty members charged with helping to diversify the faculty; InclusiveVT, which is comprised of both faculty and student representatives who are partnered with their colleges to raise awareness to issues of campus climate; Student Success Advocate, which is a liaison with student success working groups; and diversity committees, which are focused on local programming and outreach.

Dr. Pratt-Clarke concluded her presentation with an explanation and discussion of an office plan sheet which lists different committees and workgroups that fall under the President and Provost's office, the Office for Inclusion and Diversity, University Governance, key campus initiatives, key campus units, and key InclusiveVT initiatives for the 2016-2017 academic year.

WORKGROUPS FOR FY 2017-2018 YEAR

Each workgroup had the opportunity to explain their purpose and role.

The Diversity in Academic Mission workgroup, chaired by Ellington Graves, is centered around Pathways and involves dealing with diversity and inclusion in general education. A few things he mentioned in particular are Pathways curriculum, dealing with hate and bias, climate surveys, and equity and social disparity and the human condition.

The Human Resources (HR) workgroup, chaired by Lisa Wilkes, seeks to create an inclusion workplace, being part of the overall HR transformation process: using CEOD to review programs and procedures to ensure inclusivity; providing a working group that can provide guidance to overall disability awareness, understanding of accessibility across campus, and reviewing / making suggestions regarding policies and procedures that may need to be advised to ensure campus accessibility is a priority. This workgroup will be involved in HR initiatives, staff participation, and disability & compliance work.

The Governance and Recognition workgroup, chaired by Marcy Schnitzer, is geared to help identify who should be recognized for the Principles of Community Awards; defining caucuses, thinking about their formality in terms of membership structure, voting, bylaws, etc; actually serving in a representative way. CEOD is a very large commission and this is an opportunity to think through commission size and representation.

There was an opportunity for CEOD members to circle around to each workgroup to ask questions, clarify understanding, and add other tasks each group might want to work on.

HOUSEKEEPING

1. Send nominations or self nominations for **Vice Chair** to Deyu at dhu@vt.edu. The meetings are generally on Monday's but this meeting needed to accommodate the September Board of Visitors meeting.
2. The room is booked from 12 PM – 1 PM for workgroups on meeting days.
3. The CEOD Canvas site is a good resource to access materials, collaborate with work groups, etc.
4. Please send any additional feedback to Deyu at dhu@vt.edu.

AGENDA FOR NEXT MEETING

1. Caucus and organizations' report – tell us the following:
 - a. Mission/goals
 - b. The year's top three (3) priorities
 - c. How these priorities are related to CEOD
2. Members are welcome to suggest items to be on next meeting's agenda.

MEETING ADJOURNMENT

The meeting was adjourned at 12:01 PM. The next meeting will be on October 9th from 10:30 AM – 12:00 PM in the Graduate Life Center (GLC) Room B. The workgroups will have the hour afterwards to convene.

Respectfully Submitted,

Alexa Parsley
Recording Secretary, Commission on Equal Opportunity and Diversity