

**COMMISSION ON EQUAL OPPORTUNITY AND DIVERSITY**  
**MONDAY, OCTOBER 10<sup>th</sup>, 2016**  
**10:30 am – 12:00 pm**  
**GRADUATE LIFE CENTER ROOM B**

**Meeting Minutes**

**PRESENT:** Mike Bowers, Tom Brown, Rosemary Doss, Raifu Durodoye, Melissa Elliott, Amer Fayad, Ellington Graves, Deyu Hu, María del Carmen Caña Jiménez, Lia Kelinsky (for David Clubb), Nicole Johnson, Sara Leftwich (for Jack Finney), Erika Meitner, Sandra Muse, Jennifer Nardine, Chris Pearson, Menah Pratt-Clarke, Elizabeth Spingola, Don Taylor, Christine Tysor, James Venable, Vinodh Venkatesh, Pam Vickers, Betty Wilkins, Daron Williams, John Gray Williams, Takumi Sato.

**ABSENT:** Bradley Klein (with notice), Logan Glascoe, Robin Lawson, Karisa Moore, Mahek Nigam, Patty Perillo, Lisa Wilkes (with notice), Sean Zhang.

**GUESTS:** Mercedes Ramírez Fernández, Marcy Schnitzer, Rick Sparks.

**WELCOME**

Mary Beth Dunkenberger called the meeting to order.

**APPROVAL OF MINUTES**

Mary Beth called for approval of the minutes from the May 2 CEOD meeting. Jennifer Nardine motioned for approval; Amer Fayad seconded. The minutes were approved. Mary Beth called for approval of the minutes from the September 12 meeting. Raifu Durodoye motioned for approval; James Venable seconded. The minutes were approved.

**REPORTS OF OFFICERS**

Mary Beth attended the President's Inclusion and Diversity Executive Council meeting on September 28<sup>th</sup>. The next meeting is scheduled for November 16<sup>th</sup>.

Marcy Schnitzer attended a discussion on behalf of CEOD about creating an Ombuds person for Virginia Tech. discussion. The office will serve the entire university, but will not supplant the current Graduate School Ombuds position. Discussion included issues such as location of this office for privacy purposes, reporting on types of requests received, and how other university Ombuds offices are structured. Mary Beth reported that CEOD has been asked to review the charter, which has been put on our Canvas site. Comments are due Oct.11. She noted there will be a delicate balance between issue of confidentiality and reporting.

Raifu attended the University Council meeting. There was a resolution to add a representative from CEOD to serve on UCCGE, which was passed.

### **PRESENTATIONS: BANNER UPDATES**

Rick Sparks provided an update on the adoption of the latest version of Banner software that will address issues of gender identification and preferred name. Rick indicated that the vendor (Ellucian) will provide the update in November. At that time, they will have a better idea of a timeline for implementation. Rick explained that Virginia Tech has modified its current version of Banner for our course request process and other academic policies. These modifications make updates more cumbersome.

Jennifer Nardine asked whether the update will address gender and preferred name. Rick responded that it will provide Banner the capability to handle more than male and female genders and preferred name.

John Gray asked how the update will be prioritized. Rick responded it will be highly prioritized, and at this point there's no reason to believe it should be a "heavy lift", but reiterated we will know more in November. Mary Beth noted that faculty and staff need administrative privileges to change a name, and expressed preference that such barriers be removed, particularly for students. Rick concurred that efforts to remove barriers are key. Per FERPA, the student should be able to choose circumstances under which preferred name would be used. Rick is willing to remain in communication with the Gender Identity work group as the new software rolls out.

Lisa Wilkes, who was to give updates on HR and Banner issues, was unable to attend the October 10 meeting.

### **WORKGROUP REPORTS AND OLD BUSINESS**

Mary Beth circulated the work group sign up sheet and noted that the meeting room will be open for an extra hour after each CEOD meeting for work groups. Raifu has compiled questions for work groups to consider.

#### **Pathways Workgroup:**

Ellington Graves presented on behalf of the Pathways work group. The group has been meeting for the past three weeks, and has been focused on content development. Group members are working in teams on issues related to implementation. Ellington circulated a draft addressing the substance of the revision, which will be updated to address structure. Ellington shared a PowerPoint overview of the draft. Mary Beth asked if a resolution will be put forward, and suggested we conduct a first reading electronically. Mary Beth will check on procedural issues for commissions on electronic voting, and will follow up with an email to CEOD calling for members to acknowledge the first reading of the resolution.

#### **Faculty/Staff Equity Workgroup:**

Mary Beth noted that the Faculty/Staff Equity group is still seeking a chair. The Women's Alliance met recently, and composed questions regarding where structures of inequity may exist across faculty, staff and graduate assistant classifications.

Gender Identity and Banner:

The gender identity group has not met yet. Mary Beth noted that the Dear Colleague letter on Transgender Students is to be considered by this workgroup.

Governance and Recognition:

The governance and recognition workgroup has not met yet.

### **NEW BUSINESS**

Mary Beth called for updates from different CEOD constituencies. Chris Pearson reported on behalf of the Commission on Student Affairs, which recently approved the creation of a Muslim Student Union as a University Chartered Student Organization. MSU will serve as an umbrella organization for each of the three Muslim registered student organizations.

Sandra Muse reported on behalf of the Commission on Administrative and Professional faculty. There has been a request from Library faculty to evaluate representation from this group on CAPFA. Administrative and Professional faculty have a website containing short and long form performance reviews for use for AP faculty. Marcy Schnitzer asked whether these forms address diversity. Mary Beth suggested that the Office for Inclusion and Diversity should review. Amer Fayad asked how these forms would be used. Sandra responded that there is no enforcement authority on using the forms; the issue is how to communicate that these are available as samples to be used.

Process for Agenda Development:

Mary Beth reported that at our recent Executive Committee meeting we discussed a process for considering issues for inclusion on the full meeting agenda. Issues can be introduced at Executive Committee meetings as we plan agendas going forward. Groups wishing to bring issues for the agenda are encouraged to contact Mary Beth prior to the next Executive Committee meeting, which will be on October 24.

### **FULL MEETING ADJOURNMENT AND WORKGROUP GATHERINGS**

Mary Beth called for a motion to adjourn. Jennifer Nardine moved and John Gray Williams seconded. The meeting adjourned at 11:58am.

Respectfully Submitted,

Marcy Schnitzer  
Office for Inclusion and Diversity