## Faculty & Staff Diversity Advisory Council (FSDAC)

AGENDA - 2/5/07

Chaired by: Patricia Stokke, District Coordinator of Staff Training Those in attendance: Tim Karas, Daniel Peck, Rosali Ledesma Maggie Gould, Arenia Jones, Karen Ostrowski, and Mel Pritchard

I. There were no comments about the last meeting's review of EEO plan components.

## II. Present demographic data:

a. Is there additional information needed?

Daniel Peck recommended breaking down the demographics across applicant process and retention. He asked about the ownership of the statistics and who should be doing the statistics, i.e. the colleges or HR? He suggested that James Andrews, Dr. Phil Hartley, Dr. Harriet Robles, and he hold a meeting to discuss of ownership of the statistics.

The difficulty of determining how to analyze and use the data without knowing what data is available, what scope it needs to cover, and what information we want were discussed. This was given as another reason for a meeting to find out who has ownership of what data and how to get that information from the colleges and district.

People wanted to know how to get the applicant pool data from the state and what information is included in the state report.

The suggestion was made to have the information broken down by college and district by the next meeting so the committee can review and discuss the statistics.

There was discussion about the stage at which the Council should review the data. It was decided that a subcommittee should gather and do initial analysis of the data, format it in a meaningful manner, and then bring it to the Council to further discuss.

The Council asked for the materials to be formatted in a clearer, easier to read format. The comment was made that it would be helpful if the important points were highlighted.

## III. Review and discuss survey questions – Patricia and Daniel:

- a. MC accreditation survey results Daniel P. Data gathered in accreditation survey supports EEO plan in broader terms, not in specific areas.
- b. Noel Levitz student satisfaction survey Conducted at MC in conjunction with Title V. The questions asked how comfortable students felt, from a student's perspective; this information won't help in creating the EEO plan.
- c. WVC surveys? No one knew if WVC has done similar surveys. The researcher at WVC will be retiring soon. No one knew who or when someone will take over this WVC position.
- d. What may be useful from these surveys to Diversity Advisory Council? These surveys are all secondary to EEO plan data.
- e. Do we need another survey?

Focus groups were suggested as a supplement. Some incentive may be needed to get people to participate. People agreed it is important to gather information beyond those who are interested.

An alternative suggested was a brief survey of everyone or one that is a representative of everyone. It needs to be short enough to get people to respond, possibly 10 short questions and one open ended question.

It was decided to do a written survey first and then decide if we need supplemental information from focus groups. It was also determined that we have a survey by the end of this semester, do a pilot survey, and then start the actual survey fall '07.

- IV. Review and discuss proposed communication regarding committee work:
  - a. District Council discussed and approved the makeup of the FSDAC
  - b. Proposed communication purpose is to develop broader awareness of FSDAC.

The memo was passed out to the committee for informational purposes. The committee read the memo and expressed their support.

Discussion came up about the membership makeup of FSDAC. The committee referred to the model plan for the makeup recommended by the state. The question was asked whether we need to have a Board member – the EEO model plan did not list a Board member as a required member of FSDAC. However, does the colleges/district have a document that states who the members of the committee are, particularly in regards to a Board member?

It was discussed how difficult it is to conduct the business of the committee with such limited participation.

Arenia J. asked if classified staff on FSDAC should be given release time to attend the meetings. One of the members was unable to attend because the supervisor would not give the person release time to attend.

## V. Revisit meeting schedule:

It was agreed that the first Monday of the month at 2:30 pm was fine for a standing meeting. The suggestion was made to set up videoconferences to make it easier for people to attend.

The Council decided to meet once a month with subcommittees meeting between monthly Council meetings to do the more detailed work, and then they will come back to the Council with reports of their progress. The following are the committees decided upon:

- Survey: Daniel, Rosali, Melvin, and Patricia
- Plan draft: Rosali, Maggie, and Arenia
- Data preparation: Daniel and possibly Karen

Rosalie suggested and the Council agreed to invite Arturo Campo to come to the next Council meeting. She thought it would be valuable for us to ask Mr. Campo questions about the model plan in person. She will contact him to see if he is available.

The next meeting is March 5 at 2:30 pm at WVC. The subcommittees will report their progress to the Council at that meeting.