Diversity, Equity & Inclusion Committee
October 12, 2022
2:00 – 3:00pm
Via Zoom
Meeting Minutes

Members Present:
1. 
2. 
3. 
4. 
5. 

Non-Voting Members Present:

Ex-Officio Members Present: N/A

Members Absent:

<table>
<thead>
<tr>
<th>Who</th>
<th>Topic</th>
<th>Associated Documents</th>
<th>Notes</th>
<th>Actions</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Welcome &amp; Check In</td>
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<tr>
<td></td>
<td>Review &amp; Approval of Prior Meeting Minutes*</td>
<td>June Meeting Minutes</td>
<td></td>
<td></td>
<td>Approved</td>
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<tr>
<td></td>
<td>DEIC Chair</td>
<td></td>
<td>• DOL suggested having a rotating Chair - Each member will be assigned a month to Chair. DOL will send a sign-up sheet and email it to committee members.</td>
<td>• DOL create sign-up sheet. Committee members, please reply with your availability to serve as Chair.</td>
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<td></td>
<td>Review of where we left off</td>
<td></td>
<td>• Diversity definitions were completed • Equity was started and needs work</td>
<td></td>
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<tr>
<td>*</td>
<td></td>
<td></td>
<td><strong>Inclusion was not started and needs work</strong></td>
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| **Are we ready to share definitions/roll out some of the strategic plan?** | **Committee will start working on the equity definitions as a group in the upcoming meetings.**  
**Committee would like to be certain of the purpose behind doing this work so that efforts do not become cyclical. DOL will try to add this to the next DT meeting agenda.** | **DOL will email committee the equity definitions**  
**DOL will connect with DT regarding second bullet point in notes section.** |

| All | Emergent issues/concerns/questions/comments | N/A |  
| All | Closing & Thanks | |  

**Agenda items requested to be submitted 2 weeks prior to next meeting**

**Next DEIC Meeting:** Wednesday, November 9, 2022 2:00 – 3:00PM
**Diversity, Equity & Inclusion Committee**

**November 9, 2022**

**2:00 – 3:00PM**

**Via Zoom**

**Confirmed Minutes**

### Members Present

1. 
2. 
3. 
4. 
5. 

### Non-Voting Members Present:

- Taking minutes; - DOL

### Members Absent:

<table>
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<tr>
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</table>
|     | Welcome & Check In |           | - Welcome to our new student representative, !  
- Meetings occur every second Wednesday from 2:00 – 3:00pm |     |        |        |
|     | Rolling out diversity definition |           | - is interested in helping with the roll-out  
- Committee is going to move forward with rolling out the diversity definition into the school’s strategic plan. They will eventually end up on the DEIC plan.  
- This is not performative; it will be formative. The committee can have specific asks to make this more meaningful. |     | will check and get back to if students are welcome to the “All School Meeting”. |        |
**Via email, can the committee work on creating asks for the DT?**
- Will ask if they would like to be involved in the process.
- Will share the definition with the DT soon.
- Next month’s Chair, [Name], will collect the asks from the DT via email.

- Adding Economics to the strategic plan - Can we do or say something to help push OSHU towards recognizing the cost of living? Financial aid is really low compared to how much it actually costs to live in Oregon.
- Supporting the student body that is recruited.
- Having leadership accountability built in through the selection process.
- What would be the best way to rollout the definition. [Name] is concerned that rolling out 3 pages, people won’t read it.
  - All School Meeting invite might be going out next week – Will take place on 12/9/22
  - Are students welcome to this meeting? [Name] will check and get back to [Name]
  - Share the document beforehand and then speak on key points

- Set some goals for the year “Big Picture” plan
  - Check recording – [Name] plans
  - Historically this committee has previously been part of the process of awarding scholarships
  - Once a quarter, schedule a writing meeting.
  - Check recording – [Name] plan
| All | Emergent issues/concerns/questions/comments | N/A |
| All | Future Items | Course scheduling and modality - Would like DEIC perspective  
Starting to work on the Inclusion definition |
| | Closing & Thanks | December Meetings Chair – |

**Agenda items requested to be submitted 2 weeks prior to next meeting**

**Next DEIC Meeting: **Wednesday, December 14, 2022 2:00 – 3:00 PM
Members Present

1. (Chair)

Non-Voting Members Present: - Taking minutes; - DOL

Members Absent:

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<tr>
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<tr>
<td></td>
<td>Welcome &amp; Check In</td>
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<tr>
<td></td>
<td>Review &amp; Approval of Prior Meeting Minutes *October &amp; November</td>
<td>DEIC_Meeting_Minutes_101222.docx DEIC_Meeting_Minutes_11922.docx</td>
<td>Approved</td>
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<td></td>
<td>DEIC Chair for January 2023</td>
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<td></td>
<td>Finalize Diversity definition rollout</td>
<td>Definitions - use asks draft and applications Dec 2022.docx</td>
<td>Committee used this time to add/finalize the diversity definition and list of asks to the Dean: - Email text for /Dean asks</td>
<td>• Send email to the Dean with DEIC Diversity Asks.</td>
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</tbody>
</table>
- Dean shares via email with SPH community and post on SPH website
- Dean’s Team Liaisons diffuse the definition through committees – requesting time for discussion on each committee
- Definition shared/presented to students during orientation annually
- Definition shared/presented to faculty/staff at all school meeting annually
- SPH leadership acknowledges and shares plan to incorporate definition in practice
- The committee needs resources to help support the laborious work that is being done with these definitions and strategic plan.

**Action items for the Dean:**

1. Application of definitions in Dean’s search:
   - Part of position description
   - Selecting candidates with specific competencies, to inform interview questions.
2. An institutional audit of how we have been using “diversity” to identify where change is needed
3. We need data about all the ways in which we’re not creating an inclusive environment for students and faculty - tracking and reporting of:
   - Student recruitment
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<tbody>
<tr>
<td>Retention by historically repressed and marginalized</td>
<td>o Retention by historically repressed and marginalized&lt;br&gt;o Complaints against faculty and response</td>
<td>Equity is mostly ready. It requires a final review by the committee.</td>
</tr>
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</table>

**Ratify the Equity definition**

**Closing & Thanks**

**Agenda items requested to be submitted 2 weeks prior to next meeting**

**Next DEIC Meeting:** *Next Meeting: Wednesday, January 11, 2022 2:00 – 3:00 PM*
**Diversity, Equity, & Inclusion Committee**  
Wednesday, January 11, 2023  
2:00PM – 3:00PM  
Zoom

### Members Present
1.  
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5.  

(Chair)

### Non-Voting Members Present:
- Taking minutes;  
- DOL

### Members Absent:


### Meeting Minutes

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| Welcome & Check In  
(*Facilitator:*) |  |  |  |
| Review & Approval of Prior Meeting Minutes December  
(*Facilitator:*) | December 2022 DEIC Minutes | Approved |  |
| DEIC Chair for February 2023  
(*Facilitator:*) |  |  |  |
| Discuss feedback from on the Diversity and the Equity definitions email draft to the Dean. Get it ready to send.  
(*Facilitator:*) | Diversity Equity Dean email Jan 2023 Clean.docx |  |  |

- • will Chair February’s meeting.  
- will send the final email to the Dean.
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<th>Details</th>
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| Ratify Equity definition                  | Committee voted to ratify the equity definition.  
                                           | [Facilitator: ] added the ratification date to the document and saved it as a new file.                                               |
| Invite to February DEIC                   | [Facilitator: ] is interested in working with the DEIC to "create support around the IHC (Indigenous Health Concentration) so it is more fully integrated in the SPH and within the antiracism work underway."  
                                           | Committee agreed to invite [ ].  
                                           | [Facilitator: ] will send a calendar invite for February.                                                                 |
| Data requests                            | [Facilitator: ]  
                                           | School of Public Health Data Request Form  
                                           | Send requests to [ ] team. SPH sent out info on the process for these requests.                                               |
| Closing & Thanks                         | Next Meeting: February 8, 2023, 2 - 3PM  
                                           | [Facilitator: ]  
                                           | Dedicated 40 minutes to discuss strategic plan and/or inclusion definition as a committee working group.                         |

**Agenda items requested to be submitted 2 weeks prior to next meeting**

Next DEIC Meeting: February 8, 2023 2:00PM – 3:00PM
**Meeting Minutes**

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<tr>
<td>Review &amp; Approval of Prior Meeting Minutes</td>
<td>DEIC_Meeting_Meeting Minutes 011123.pdf</td>
<td>• Approved</td>
<td></td>
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<tr>
<td>January</td>
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<tr>
<td>DEIC Chair for March 2023</td>
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<td>• March’s chair will be</td>
<td></td>
</tr>
<tr>
<td>Discuss strategic plan and/or inclusion definition as a committee working group</td>
<td></td>
<td>• Committee used the majority of the meeting time to actively work on and edit the inclusion definition document.</td>
<td></td>
</tr>
<tr>
<td>Closing &amp; Thanks</td>
<td></td>
<td>• Next meeting is on March 8th from 2 – 3pm</td>
<td></td>
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**Agenda items requested to be submitted 2 weeks prior to next meeting**

Next DEIC Meeting: March 8, 2023 2:00PM – 3:00PM
Diversity, Equity, & Inclusion Committee
Wednesday, March 8, 2023
2:00PM – 3:00PM
Zoom

Members Present
1. 
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Non-Voting Members Present:

Members Absent:

Meeting Minutes

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<tr>
<td>Welcome &amp; Check In</td>
<td></td>
<td>• June’s Meeting will need to be moved to a different day that same week.</td>
<td>• [Blank] to send doodle poll</td>
</tr>
<tr>
<td>Review &amp; Approval of Prior Meeting Minutes February</td>
<td>DEIC_Meeting_Agenda_02.08.23.pdf</td>
<td>• Approved</td>
<td></td>
</tr>
<tr>
<td>DEIC Chair for April 2023</td>
<td></td>
<td>• April’s chair will be [Blank]</td>
<td></td>
</tr>
<tr>
<td>Discuss strategic plan and/or inclusion definition as a committee working group</td>
<td></td>
<td>• Committee used the majority of the meeting time to actively work on and edit the inclusion definition document.</td>
<td></td>
</tr>
<tr>
<td>Closing &amp; Thanks</td>
<td></td>
<td>• Next meeting is on April 12th from 2 – 3pm</td>
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**Agenda items requested to be submitted 2 weeks prior to next meeting**

Next DEIC Meeting: April 12, 2023 2:00PM – 3:00PM
Members Present:

Non-Voting Members Present:

Members Absent:

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**Meeting Minutes**

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<td>Welcome &amp; Check In</td>
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<td>• June’s Meeting will need to be moved to a different day that same week.</td>
<td></td>
</tr>
<tr>
<td>Review &amp; Approval of Prior Meeting Minutes March</td>
<td>DEIC_Meeting_Meeting_Minutes_03.08.23.pdf</td>
<td>• Approved</td>
<td></td>
</tr>
<tr>
<td>DEIC Chair for May 2023</td>
<td></td>
<td>• May’s chair will be</td>
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</table>
| Discuss Diversity/Equity Definitions email to the Dean (All) | DEIC follow-up Email to AD Social Justice.pdf | • The committee used the majority of the meeting time to actively work on re-working the email to the Dean and AD for Social Justice.  
  o Which items are priority or actionable?  
  o Do they have any ideas?  
  o Is there anything the DEIC can help to push things along?  
  o Can this be shared at the All-School Meeting? Or what would be the first steps in disseminating this? | • will draft an email and send it to the committee for review before sending it to AD for Social Justice. |
Can the committee get a regular status update?

Closing & Thanks

- Next meeting is on May 10th from 2 – 3pm.

*Agenda items requested to be submitted 2 weeks prior to next meeting*

Next DEIC Meeting: April 12, 2023 2:00PM – 3:00PM
Diversity, Equity, & Inclusion Committee
Wednesday, May 10, 2023
2:00PM – 3:00PM
Zoom

Members Present
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Non-Voting Members Present: 

Members Absent: 

Meeting Minutes

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<tr>
<td>Welcome &amp; Check In</td>
<td></td>
<td>• June’s Meeting has been moved to June 7, 2023.</td>
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<tr>
<td>Review &amp; Approval of Prior Meeting Minutes April</td>
<td>April 2023 Meeting Minutes</td>
<td>• Approved</td>
<td></td>
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<tr>
<td>DEIC Chair for June 2023</td>
<td></td>
<td>• June’s chair will be [Name].</td>
<td></td>
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</table>
| SPH Standing Committee Membership Verification for 2023-2024 | DEIC Membership Verification 2023 - 2024 | • Committee members verified their status for the upcoming year on the DEIC.  
• Ideas for Chair next year  
  o Consider a more concentrated effort from everyone on being a chair and helping the strategic plan move forward. Maintain a rotating chair. | |
| Update on email to AD of Social Justice | | • AD SJ does plan to mention the work that has been going on with the DEIC at the next All School Meeting, June 2nd.  
• AD SJ is going to center our work and hers at the Fall in-service.  
• AD SJ would like to put together a curriculum to | |
<table>
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<tr>
<th>disseminate the DEIC work with students.</th>
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<tbody>
<tr>
<td>• Regarding the strategic plan, there are funds available and is willing to pay for people to work on the strategic plan.</td>
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<tr>
<td>o If there is a working group that’s willing to work on it during the summer, this would be a good way to move the work forward, but it could be an iterative process.</td>
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<tr>
<td>o Are there funds available to hire a professional firm?</td>
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<tr>
<td>o Can we hire student workers to conduct a survey and gather data?</td>
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<tr>
<td>o Can we use the data from the most recent student survey that was sent?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Closing &amp; Thanks</th>
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<tbody>
<tr>
<td>• Add to next month’s meeting agenda -- Spend working time on the strategic plan.</td>
</tr>
<tr>
<td>• Committee members will write 10 minutes on how we define inclusion.</td>
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**Agenda items requested to be submitted 2 weeks prior to next meeting**

Next DEIC Meeting: *Wednesday, June 7, 2023, from 2:00 – 3:00PM*
## Diversity, Equity, & Inclusion Committee

**Wednesday, June 7, 2023**  
**2:00PM – 3:00PM**  
**Zoom**

### Members Present

1. 
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4. 

### Non-Voting Members Present:

### Members Absent:

### Meeting Minutes

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<tr>
<td>Review &amp; Approval of Prior Meeting Minutes May</td>
<td>DEIC_Meeting_Minutes_May_2023.pdf</td>
<td>• Approved.</td>
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<tr>
<td>Chair for August meeting</td>
<td></td>
<td>• [Name] will be the chair for the first meeting in the fall 2023.</td>
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<td>• The committee will continue with rotating chairs.</td>
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<td>• If there is a spot for any alumni, please keep [Name] updated.</td>
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<tr>
<td>Strategic Plan – working meeting</td>
<td>DEIC_StrategicPlan_DRAFT_4-21-22.NAS.docx</td>
<td>• The committee spent 20 minutes actively working on the strategic plan matrix.</td>
<td></td>
</tr>
<tr>
<td>Inclusion definition – working meeting</td>
<td>DEIC_Inclusion Definition 3-8-2022.docx</td>
<td>• The committee spent 20 minutes actively working on the inclusion definition.</td>
<td></td>
</tr>
<tr>
<td>Closing &amp; Thanks</td>
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Next DEIC Meeting: Fall 2023