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: ██████████████████████

Who	Topic	Associated Documents	Notes	Actions	Status
███	Welcome & Check In				
███	Review & Approval of Prior Meeting Minutes*	June Meeting Minutes			Approved
███	DEIC Chair		• 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.	• DOL create sign-up sheet. Committee members, please reply with your availability to serve as Chair.	
███	Review of where we left off		• Diversity definitions were completed • Equity was started and needs work		

			• Inclusion was not started and needs work		
⬛	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: ███████

Who	Topic	Associated Documents	Notes	Actions	Status
███	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".	

			o Via email, can the committee work on creating asks for the DT?
			o ▮▮▮ will ask ▮▮▮▮▮▮▮ if they would like to be involved in the process
			o ▮▮▮ will share the definition with the DT soon.
			o Next month's Chair, ▮▮▮▮▮, 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. ▮▮▮ is concerned that rolling out 3 pages, people won't read it.
			   o All School Meeting invite might be going out next week – Will take place on 12/9/22
			      ▪ Are students welcome to this meeting? ▮▮▮ will check and get back to ▮▮▮▮
			   o Share the document beforehand and then speak on key points		

▮▮▮	Set some goals for the year "Big Picture" plan		• Check recording – ▮▮▮ plans • Historically this committee has previously been part of the process of awarding scholarships • Once a quarter, schedule a writing meeting. • Check recording – ▮▮▮▮▮ plan		

			• Take 40 minutes of December meeting for writing – breakout rooms for multiple definitions o Add draft of inclusion and a ratification of equity		
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: *Next Meeting: Wednesday, December 14, 2022 2:00 – 3:00 PM

SCHOOL OF
PUBLIC HEALTH

Diversity, Equity & Inclusion Committee
December 14, 2022
2:00 – 3:00PM
Via Zoom
Confirmed Minutes

Members Present

1. ████████ (Chair)
2. ████████
3. ████████
4. ████████
5. ████████
6. ████████
7. ████████

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

Members Absent: ████████

Who	Topic	Associated Documents	Notes	Actions
████	Welcome & Check In			
████	Review & Approval of Prior Meeting Minutes *October & November	DEIC_Meeting_Minutes_101222.docx DEIC_Meeting_Minutes_11922.docx	Approved	
████	DEIC Chair for January 2023		████ will be January's Chair	
████	Finalize Diversity definition rollout	Definitions - use asks draft and applications Dec 2022.docx	Committee used this time to add/finalize the diversity definition and list of asks to the Dean: • Email text for ██ /Dean asks	• Send email to the Dean with DEIC Diversity Asks.

			- 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	

			o Retention by historically repressed and marginalized o Complaints against faculty and response	
██████	Ratify the Equity definition		Equity is mostly ready. It requires a final review by the committee.	• Final review in January 2023
██████	Closing & Thanks			

<mark>****Agenda items requested to be submitted 2 weeks prior to next meeting**</mark>

Next DEIC Meeting: <u>*Next Meeting: Wednesday, January 11, 2022 2:00 – 3:00 PM</u>

Diversity, Equity, & Inclusion Committee
Wednesday, January 11, 2023
2:00PM – 3:00PM
Zoom

Members Present
1. ██████████ (Chair)
2. ████████████
3. ████
4. ██████████
5. ████████████

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

Members Absent: ████████████████████████

Meeting Minutes

Topic	Associated Documents	Notes	Action
Welcome & Check In (*Facilitator:* ████)			
Review & Approval of Prior Meeting Minutes December (*Facilitator:* ████)	December 2022 DEIC Minutes	Approved	
DEIC Chair for February 2023 (*Facilitator:* ████)		• ██ will Chair February's meeting.	██ will contact members not present to advise.
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	• The committee spent most of the meeting reviewing the drafted email and making final edits.	██ will send the final email to the Dean.

██████)			
Ratify Equity definition *(Facilitator:* ██████ *)*		• Committee voted to ratify the equity definition. • ████ 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." ████ like to attend an upcoming DEIC meeting. • Committee agreed to invite ███ .	████ 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 *(Facilitator:* ████ *)*		Next Meeting: February 8, 2023, 2 - 3PM • 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

Diversity, Equity, & Inclusion Committee
Wednesday, February 8, 2023
2:00PM – 3:00PM
Zoom

Members Present

1. ███████████
2. ███████
3. ██████
4. ███████

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

Members Absent: ██████████████████ ████████ ███████

Meeting Minutes

Topic	Associated Documents	Notes	Action
Welcome & Check In			
Review & Approval of Prior Meeting Minutes January	DEIC_Meeting_Meeting Minutes_011123.pdf	• Approved	
DEIC Chair for March 2023		• March's chair will be ████████	
Discuss strategic plan and/or inclusion definition as a committee working group		• Committee used the majority of the meeting time to actively work on and edit the inclusion definition document.	
Closing & Thanks		• Next meeting is on March 8th from 2 – 3pm	

==**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. ███
2. ███
3. ███
4. ███
5. ███

6. ███
7. ███

Non-Voting Members Present: ███

Members Absent: ███

Meeting Minutes

Topic	Associated Documents	Notes	Action
Welcome & Check In		• June's Meeting will need to be moved to a different day that same week.	• ███ to send doodle poll
Review & Approval of Prior Meeting Minutes February	DEIC_Meeting_Agenda_02.08.23.pdf	• Approved	
DEIC Chair for April 2023		• April's chair will be ███	
Discuss strategic plan and/or inclusion definition as a committee working group		• Committee used the majority of the meeting time to actively work on and edit the inclusion definition document.	
Closing & Thanks		• Next meeting is on April 12th 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, April 12, 2023
2:00PM – 3:00PM
Zoom

Members Present

██ ██████████   ██ ████████
██ ████████   ██ ████████
██ ████████
██ ██████████
██ ████████████

Non-Voting Members Present: ██

Members Absent: ████████████

Meeting Minutes

Topic	Associated Documents	Notes	Action
Welcome & Check In		• June's Meeting will need to be moved to a different day that same week.	
Review & Approval of Prior Meeting Minutes March	[DEIC_Meeting_Meeting Minutes_03.08.23.pdf](DEIC_Meeting_Meeting%20Minutes_03.08.23.pdf)	• Approved	
DEIC Chair for May 2023		• May's chair will be ████████████████	

Discuss Diversity/Equity Definitions email to the Dean (All	[DEIC follow-up Email to AD Social Justice.pdf](DEIC%20follow-up%20Email%20to%20AD%20Social%20Justice.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.	

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
1. ▮▮▮▮▮▮▮▮▮▮   6. ▮▮▮▮▮▮▮▮▮
2. ▮▮▮▮▮▮▮▮▮
3. ▮▮▮▮▮▮▮▮
4. ▮▮▮▮▮
5. ▮▮▮▮▮▮▮▮▮▮▮▮

Non-Voting Members Present: ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮

Members Absent: ▮▮▮▮▮▮▮

Meeting Minutes

Topic	Associated Documents	Notes	Action
Welcome & Check In		• June's Meeting has been moved to June 7, 2023.	
Review & Approval of Prior Meeting Minutes April ▮▮▮▮▮▮	[April 2023 Meeting Minutes](#)	• Approved	
DEIC Chair for June 2023 ▮▮▮▮▮▮		• June's chair will be ▮▮▮▮▮▮▮▮▮.	
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 ○ 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	

		disseminate the DEIC work with students.
		• Regarding the strategic plan, there are funds available and is willing to pay for people to work on the strategic plan.
		    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.
		    o Are there funds available to hire a professional firm?
		    o Can we hire student workers to conduct a survey and gather data?
		    o Can we use the data from the most recent student survey that was sent?	

Closing & Thanks		• Add to next month's meeting agenda -- Spend working time on the strategic plan.	• Committee members will write 10 minutes on how we define inclusion.

**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. ██████████
2. ██████████
3. ██████
4. ██████████████

Non-Voting Members Present: ████████████████████████

Members Absent: ████████████████████

Meeting Minutes

Topic	Associated Documents	Notes	Action
Welcome & Check In			
Review & Approval of Prior Meeting Minutes May ████████	DEIC_Meeting_Minutes_May 2023.pdf	• Approved.	
Chair for August meeting ████████		• ██████████ will be the chair for the first meeting in the fall 2023. • The committee will continue with rotating chairs. • If there is a spot for any alumni, please keep ██████████ updated.	
Strategic Plan – working meeting ██	DEIC_StrategicPlan_DRAFT_4-21-22.NAS.docx	• The committee spent 20 minutes actively working on the strategic plan matrix.	
Inclusion definition – working meeting ███	DEIC Inclusion Definition 3-8-2022.docx	• The committee spent 20 minutes actively working on the inclusion definition.	
Closing & Thanks			

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

Next DEIC Meeting: Fall 2023