

**CCE Diversity Equity Inclusion Committee Meeting Minutes**

Date: September 23, 2021

Attendees: Brian Stoltz, Bil Clemons, Scott Cushing, Kim See, Julie Kornfield, Reina Buenconsejo, Kyle Virgil, Elyse Garlock, Paolina Martinez, and Janny Manasse. Visitors: Lindsey Malcolm-Piqueux and Levi Palmer. Absent: Stephanie Threatt

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**Item 1:** **Approval of the Meeting Minutes for Posting**

**Subitem A:** Approvalof August 24 meeting minutes.

* Review of meeting minutes with some clarifications and changes.

**Decision:** Meeting minutes approved

**Item 2: Updates from Committee News:**

 **Subitem A: Futures Ignited Update**

* Future Ignited is on October 2, 2021. It is important to the success to have members of our community present.

 **Subitem B: CCE Chairs Council Meeting**

* We had the inaugural meeting of the CCE Chairs Council with CCE DEI the only agenda item per the CCE Chairs request. An overview of the CCE DEI work was presented and the counsel was very interested in the work. Following the presentation, the council discussed ways to support the DEI efforts and asked excellent question.

 **Subitem C: Alstadt Campus Visit**

* Monday, October 4th Judy Alstadt and Mickey Pohl who are the donors to the Donald Alstadt workshop, met with committee members.

**Decision:** N/A

 **Next Steps:** N/A

**Item 3****: DEI MOMENTS:** Graduate student Levi Palmer was instrumental in introducing the

 concept of DEI Moments to the committee chair and was asked to present

 the plan that the DEI chair and other members of the committee had discussed

 as the best approach for presenting DEI Moments to the CCE Division.

 **Subitem A: Presentation Talking Points:**

* ***What are DEI moments?*** It is a 1-to-2-minute presentation or slide prior to a normal presentation, lab meeting, or seminar. It is a Diversity, Equity, and Inclusion moment.
* Professor Dougherty requested that DEI moments could also include a discussion of personal path, experience, teaching, and outreach sharing.
* ***DEI Moment Schedule.*** Discussions on an implementation path brought the request that DEI moments be first integrated internally in CCE lab group meetings and other internal seminars including Caltech affiliates. In the future the DEI Moments would be reviewed by the DEI committee and faculty to decide if DEI Moments were ready for external facing seminars or if there were any recommended changes to the approach.
* **External facing seminar practices (Caltech host or external faculty) and DEI Moment SOP.** Currently, inthe external facing seminars either the student or faculty host would engage with the speaker prior to the seminar informing them that they will give a DEI moment during the speaker’s introduction. If a speaker learns about the DEI moment and wishes to present their own, the hosts must provide them with the SOP. Note: DEI moments can also be a presentation on outreach teaching or personal experience. Included on the schedule is a draft message to an external speaker.
* **Proposition:** schedule a lab group DEI coordinator meeting/coffee hour to share information and kick things off.Meeting scheduled for October.
* **(Please contact** **egarlock@caltech.edu** **for a copy of the Caltech CCE DEI Moments Schedule and the SOP). \***
* During the discussion following the presentation committee members made suggestions that included:
* To have DEI Moments at the beginning of our committee meetings and Tat the beginning Faculty meetings
* The letter to external speakers should impart what we expect them to do and it

would be the speaker’s choice on the many DEI perspectives they wish to speak. No time limit should be imposed, let the speaker decide the amount of time. It was suggested that adding brief examples of DEI to the invitation letter would be helpful for the speaker.

* It is important to be piloting this internally for the fall and winter quarters.
* Concerns were noted on implementing the DEI Moments for everybody, particularly possible background resistance as to why this is needed for those who don’t care about the benefits of doing the practice.
* Resistance is unavoidable. Remember there are those who don’t like to TA, but they need to for their future career.

 **Decision:** Implementation of DEI Moments through CCE Faculty approval.

 **Next Steps:** Presentation to the CCE Faculty. Received approval from faculty on

 October 11, 2021.

**Item 4 Lindsey Malcom-Piqueux, Assistant Vice President for Diversity, Equity,**

 **Inclusion, and Assessment.**

* Dr Lindsey Malcolm-Piqueux is the Assistant Vice President of Diversity, Equity, Inclusion & Assessment at Caltech. Lindsey received her master’s at Caltech, then left and returned. She has greatest knowledge of statistics on campus. She did the Demographics that is on the BBE website and CCE is interested in having the same information on our DEI website.
* Due to time constraints, it was determined that The Vision Presentation would be presented now and the data information at the next DEI Committee meeting.
* It was noted that CIT Institutional Research, has an additional research and assessment associate, Joe Ramirez. He is currently constructing all the campus data dashboards.
* Eventually there will be an IR site that will host dashboards, which will allow us to be able to embed a dashboard into CCE’s DEI website. Then CCE would be able to view the division measures or metrics at any time.
* On October 1, Lindsey became the CCID Chief Diversity Officer role. As a long-standing community member, I have seen a lot of change. But I am cognizant of the progress that still needs to be made.
* **(Please contact** **egarlock@caltech.edu** **for Lindsey Malcom-Piqueux’s Presentation Advancing Inclusion, Diversity, Equity and Accessibility at Caltech and in CCE).**

 **Subitem A: Questions and discussion following Lindsey’s Presentation**

* I am curious about the Small *N* model? It is important to note the kind of one-on-one support that the Small *N* approach provides. At Caltech we stand with one foot firmly in the Small N approach and the other in the systemic approach, we need to employ both. In speaking about the Small *N* approach, I thought about the death of George Floyd and how the campus was galvanized by his death. It should not take something that momentous to change happen here, there needs to be a system to that creates change.
* How do we build on our most diverse class of this year and ensure continued success in the coming years? GSRI is one program where they will continue the approach through the whole year. The approach is similar FSRI – living and learning together connecting with cohort and mentor as the year progresses. In addition, it is important to introduce GSRI students to other mentors on campus – e.g., faculty, postdoc, and senior graduate students. In this way an individual mentoring plan can be developed. Plus utilizing other multiple entities – the graduate studies office, my office and the CCID, plus the undergraduate and graduate Dean’s office and the CTLO.

**Decision:** Invite Lindsey to next CCE DEI committee meeting.

**Next Steps:** Date set for Monday, November 1, 2021