

CCE DEI

CCE Diversity Equity Inclusion Committee Meeting Minutes (Initial Meeting)

Date: October 21, 2020

Attendees: Brian Stoltz, Reina Buenconsejo, Scott Cushing, Bil Clemons, Paolina Martinez, Sarah Reisman, Kim See, Stephanie Threatt, Kyle Virgil and Elyse Garlock

Item 1: Brief introductions from Members of the committee.

Item 2: DEI Committee Funds

Current discretionary funds total \$70,000. The funds were given by a small group of people and the CCE Division.

- **Subitem A:** Ways to increase the funds.
 - Create a funding page focusing on small donations e.g. \$30.00 to \$40.00
 - Create significant funding by constructing an endowment fund in which CCE Alumni can participate.
 - Utilize twitter to disseminate information regarding funding requests.
- **Subitem B:** How to structure DEI donation and endowment requests?
 - Contact Janny Manasse CCE Director of Development for guidance on the construction of an endowment fund.
- **Subitem C:** What mechanism should the committee use to disperse the funds?
 - Need to define what the committee rules are for allocating funds, create guidelines
 - Will need a one-page application form
 - Utilize GSC's approach as a guide for the form and funding guidelines with question about how the funding will be used to enhance diversity, equity, and inclusion in CCE.
Decision: create a Proposed Funding Request Guideline Information and Request Form
- **Subitem D:** What to fund?
 - Fund for graduate students to attend a conference.
 - Fund for travel and outreach
 - Fund fellowships for graduates and undergraduates
 - Fund a Lecture Series e.g. Professor Orphans lecture series
 - Support graduate students to set up and run a program
 - Enable outreach to schools such as PCC

- Utilize the WAVE program, it does a great job. CCE DEI could enhance and amplify the WAVE program A budget to support a WAVE student(s) with DEI funds would be required
- Think of a broader outreach view e.g. create a demonstration of the list of initiative materials required for NSF Fellowships.
Coordinate with CCE to set up a demonstration for graduate students interested in applying for NSF Fellowships on local school campus
- Establish relationships with other schools such as Howard University or University of New Mexico
- Collaboration between Caltech Divisions to utilize more resources.
- The DEI committee has already contributed to Future Ignited
- Open call at the beginning
- Reminder – Caltech students are not recruiters

Item 3: Update from Bil Clemons Chair of PDC (Presidential Diversity Council)

- Council includes:
 - Diversity Officer – Cindy Weinstein
 - Two Division Chairs for 2 years – Fiona Harrison PMA Chair and Guruswami (Ravi) Ravichandran EAS Chair
 - At least one faculty member from each division
- PDC Charter:
 1. To examine all aspects of diversity on Campus including faculty (tenured), undergraduates and postdocs.
 2. Recommend actions to enhance Caltech’s efforts to diversify
 3. Examine the climate with the academic divisions and broader campus community to reflect diversity
 4. Review Caltech’s admissions policies and practices and make recommendations

Item 4: Frequency of meetings, Committee operations and Transparency,

Subitem A: Frequency of meetings:

- Once a month at a consistent time.

Decision: Agreed

Next Steps: scheduling.

- **Subitem B: Committee operations and Transparency**
 - Meeting minutes, outline of conclusions – put on website for transparency
 - Request agenda information from committee participants.
 - Highlight important points
 - Meeting minutes to be approved at next meeting.
 - Website- Newsletter on website outlining each project and status.

Item 5: (New) Initiatives

- Connecting with National organizations such as ABRCMS and SACNAS
- Nomination team (need volunteers)

Item 6: DICI CCE DEI Group Coordinator Proposal

- **Subitem A:** Great idea and coordinated at group level.
 - A lot going on in the proposal
 - Once a quarter meeting
 - Should the proposal be open only to senior graduates/senior postdocs? What if a first-year student or postdoc is passionate about the idea of being a DEI coordinator in a particular research group?
 - Invite a GSC woman to speak at an interested research group meeting

Decision: propose to CCE faculty

Next Steps: The proposal was adopted by CCE and the program has been initiated.