



## CCE Diversity Equity Inclusion Committee Meeting Minutes

Date: February 17, 2021

Attendees: Brian Stoltz, Reina Buenconsejo, Bil Clemons, Paolina Martinez, Sara Reisman, Kim See, Stephanie Threatt, Kyle Virgil, Janny Manasse, and Elyse Garlock

Non-attendees: Scott Cushing

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### Item 1: Meeting Minutes Approval Process for October 21, 2020

The October meeting minutes were sent out.

**Subitem A:** Determine whether to post the meeting minutes on CCE Website?

- On a Caltech only restricted site, which might be a good plan. Or post them open for anyone. Is there anything particularly sensitive in any of the minutes beside people's names?
- We will post the final approved meetings on the webpage and make it available to Caltech users. Committee wants the meetings to be transparent to the Caltech community.

**Decision:** October 21, 2020 meeting minutes to be approved for upload to CCE website following approval from committee members to Professor Stoltz.

**Next Steps:** Following final approval CCE DEI meeting minutes to be uploaded to the CCE website to be accessible to the Caltech community.

### Item 2: Updates from the Committee or Campus News:

**Subitem A: Campus News**

- Big campus-wide news the Caltech Committee on Naming and Recognition and President Rosenbaum submitted a unanimous recommendation to authorize the removal of Millikan's, Chandler, Gosney, Munro, Robinson, and Rodduck names from campus buildings and a series of additional memorialization due to their eugenics beliefs by their affiliation with the "Human Betterment Foundation."

**Subitem B: Committee News:**

- The DEI coordinators are off to a great start with 24 research groups and 26 coordinators participating. They have trained through CCID. Paolina will show where the list of coordinators can be found on the CCE Website.

- We will have the coordinators participate in a spring meeting.  
(DEI Coordinators included on April 19, 2021 meeting, at 10:00am)
- The CGSC student representatives are working with Alison to incorporate DEI and work with various groups during the visit day. In the past there one basically optional time to visit CCID, however this year it is different there will be videos of CCID, Women in Chemistry, CGSC, DICI and time for people to drop by and chat in Gather Town.
- The demo on Gather Town at our CCE Faculty meeting was helpful.
- Chem Admissions committee has reached out to DICI and WiC to assist with recruiting.
- Will need to gather all the admissions stats for the division across the different options.
- Chemistry visit will include Prism, DICI plus pre-recordings of other groups.
- The visiting students will have access to the groups in Gather Town. Gather Town time will allow people to ask questions. 12:00 to 1:30 go to breakout rooms staffed by the various groups.
- Future Ignited has helped our applicant pool and the fact that we contacted all the faculty to participate in Future Ignited certainly helped as well.  
**Decision:** Explore ways to improve CCE recruitment URMS and women.  
**Next Steps:** Gather all the stats for prospective graduate students for the division across the different options.

**Item 3: Other Recruiting Initiatives (DICI and WIC Outreach to Prospective Graduate Students:**

- We addressed recruiting initiatives during the discussion on committee news.

**Item 4: Caltech Shines:**

**Subitem A:** Caltech Shines is planned for Saturday April 3. The idea is to invite those that have chosen Caltech to find out how they can participate in affinity organizations at the campus level. It is a collaboration between CCE and BBE.

- The typical recruitment weekend in Chemistry is focused almost entirely on the science. It is a rushed so there is basically no time to focus on the Caltech community. Caltech Shines will be an opportunity for all the admitted students to feel welcome, to help understand what the community is like. It will endeavor to make all students feel special and to be as inclusive as we can be, which is goes beyond than options.
- In the morning there would be a welcome to everyone from President Rosenbaum or David Chen. As the day progresses, the students will split into affinity groups.
- Basically, it is the last chance for the prospective students to make their choice, their final decision. There is urgent work to be done to find out what groups would be useful to them and spotlight those for the visit. In addition, it

would be important to check or poll our current students to find what infinity groups they find import to them.

- The focus of Caltech Shines is twofold:
  1. It is a second chance to recruit students
  2. It is a chance to get the feeling of the campus and what life looks like at Caltech especially for the scale of Caltech.
- After COVID, Caltech Shines we could continue this approach since it is not financially feasible to bring students back for another visit, but this could continue year after year and grow to incorporate more of what is happening at Caltech.
- Alison Ross put together a quick poster for Caltech Shines to get our thoughts.
- To summarize this is for all day and the students who have been admitted already learn about the available resources on campus.
- The focus is on the Caltech community and what is available to the students.
- There would be a time to set up spaces for the affinity and other groups on campus where the students would be able to self-select multiple groups that they identify with.
- April 3 was chosen to accommodate everyone because some options like Bioengineering have visit weekends at the end of March.
- How about recruiting Alumni to talk about their Caltech experience to the prospective students, perhaps in a breakout room designated for them.  
**Decision:** Create a final outline of what Caltech Shines will include.  
**Next Steps:** Use various options to get the word out and poll both the visit students and Caltech graduate students

#### **Item 5: Funding and funding requests:**

##### **Subitem A: Introduction - Janny Manasse**

- Janny Manasse will be joining us as a guest. Janny and the Advancement Office, in addition she handles CCE Division funding and funding requests. Janny reaches out to philanthropists and she raises funds. She is also focused on our CCE DEI efforts. She has already done quite a bit.
- JM works closely with both CCE and the Resnick Institute. Alumni relations are very important to CCE chair Dennis Dougherty and he has requested that it is important to work with Alumni across campus.
- In terms of DEI, we have been working on a “gift” for Future Ignited. The plan is to establish a workshop that would supply funds to faculty and their students to travel to undergraduate programs in the Los Angeles area and eventually as funding continues to grow to travel across country to underrepresented communities. The program would be a wholistic opportunity to introduce students to science in certain areas where they may not have had the opportunity to experience science.
- There is a proposal out to Gilead for \$25,000 for CCE DEI funds.

**Subitem A: Introduction – Funding Requests Information and Form**

- General discussion on the form was to clarify the wording.
- Use squares to check and perhaps have separate forms for the seminar/event funding and special funding.

**Decision:** Review forms for clarity

**Next Steps:** Rework form or forms

**Item 6: Website Walk Through, Subcommittee:**

- This is the basic CCE Diversity page. Ideally this division page will feature DICI, WiC, Prism, CGSC, and other groups to fill in on the page.
- Looking through the site, it would be good to create a website subcommittee from members with input on how to best utilize the DEI page.

**Decision:** Set up Subcommittee on CCE DEI Website

**Next Steps:** First Website subcommittee meeting scheduled for Monday, March 1, 2021.

Attendees Brian, Paolina, Janny Reina and Elyse