



CCE Diversity Equity Inclusion Committee Meeting Minutes

Date: March 22, 2021

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

Non-attendees: Sarah Reisman

Item 1: Approval of the Meeting Minutes for Posting

Subitem A: October and February meeting minutes were approved for upload to the DEI website.

Item 2: Updates from the Committee or Campus News:

Subitem A: Committee News:

- DEI Coordinators survey results, will they be made more official? What are the results. Is there a baseline idea where DEI is led through DICI?
- When will we get the surveys back?
- The division survey is anonymous, and will the raw data be published at some point?

Decision: Confirm when the DEI Coordinator survey data will be available

Next Steps: How to utilize the survey information. To discuss at the joint meeting with the DEI coordinators in April.

Subitem B: Campus News:

- The Institute Climate Survey rollout is still planned for late Spring. An external company is doing the survey.

Next Steps: Will the survey information eventually be available to CCE DEI committee?

Item 3: Funding Forms Subcommittee:

Subitem A: Set up a funding subcommittee

- Create a funding subcommittee to assist in finalizing the forms plus creating a process for vetting the incoming requests and tracking costs.

- The subcommittee would regularly update the DEI committee on the status of funding.
- It would be great to have a grad student or postdoc as part of the subcommittee.

Decision: Janny and Elyse have volunteered to be on the funding subcommittee.

Next Steps: Set up a funding subcommittee meeting. Add a student/postdoc representative.

Item 4: Caltech Shines:

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

- Caltech Shines would be a virtual bookend to Future Ignited.
- Final links will be sent out on Friday, April 2, 2021.

Subitem B: Proposed program for Saturday, April 3, 2021.

- **Session 1 - Campus Life (Zoom)**

10:00am to 12:30pm

Focus on all students from participating graduate options

- ❖ Welcome messages from President Rosenbaum, David Chan (Dean of Graduate Students, Ellen Yan (GSC) and Lindsey Malcom-Piqueux (Asst Vice President for Diversity, Equity, Inclusion and Assessment)
- ❖ Description of graduate resources
- ❖ Introduction to Pasadena life and living in the LA area
- ❖ 11:30 to 12:30 - Discussion in breakout rooms

- **Session 2 – Division (CCE & BBE) Centric focus - Options**

1:00pm to 1:30pm

Students participate per division-options

- ❖ Welcome message from Division chairs and Option representatives
- ❖ Town Hall discussion to answer questions submitted in advance by student to CCE and BBE.

- **Session 3 - Affinity and Identity Groups, (Gather town and Zoom)**

1:30 to 3:00 pm Gather town meet-up

- ❖ Will include multiple affinity groups and Identity groups

Subitem C: Questions, suggestions, and notes on Caltech Shine program.

- Recommend an addition to the affinity groups – Maintain Mental Health
- Add CGSC to groups as well.

- How will Caltech Shines avoid being orientational and what will differentiate it from the CCE science virtual visit?
- The focus will be on graduate life at a more encompassing level. It will be explicitly about the student experience withing the Caltech community.
- In addition, it might give a picture of what a cohort might resemble next year.
- In addition, we hope it will give a picture of how unique Caltech is in comparison to other schools.

Decision: Finalize commitments from various people.

Next Steps: If successful, continue Caltech Shines virtually in the future and if possible, include other divisions.

Item 5: Website Walk Through – Subcommittee

Subitem A: Reviewed the website with a focus on the DEI efforts, ideas included the following:

- Honorarium to invite external speakers for other institutions such as HBCU.
- Broadened the thinking when contacting other institutions. important to realize that HBCU's are being overwhelmed with multiple institutions hoping to create connections.
- Amplify the work that the Student-Faculty Programs already have in place. Coordinate with Candace Rypisi in establishing connections with other universities
- Due the importance of “Maintaining Mental Health”, which is part of inclusion, this should be included on the DEI page with other groups.
- If you have a program idea, write it up and submit it to the committee.

Item 6: Other Business: Future Ignited

Subitem A: Foundation relations endowment, in terms of Future Ignited, the Donald Alstadt workshop plan is for Caltech faculty and students to visit local colleges with a focus on sharing their research with undergraduates.