CCE Diversity Equity Inclusion Committee Meeting Minutes

Date: May 19, 2021

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

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Item 1: Approval of the Meeting Minutes for Posting

    Subitem A: April meeting minutes were approved for upload to the DEI website.

Item 2: Updates from Committee and Campus News:

    Subitem A: Campus News:

    Subitem B: Committee News: Updates from the Committee

- A tentative Futures Ignited virtual date has been set for Saturday, October 2, 2021. Met with a large group from across campus the other day and it was tentatively discussed to that some component will be in person for local prospective students whether that will be realistic will be determined later date. However, the group believes that a virtual Futures Ignited is definitely more inclusive.
- The group also discussed that some point in this summer, possibly, to plan a Futures Ignited for WAVE students. But that is also tentative.
- Update on Charles Drew project. Undergraduates for a full quarter cycle. Hope to have one or two quarter cycles in the coming year. Cohort originally had 15 to 16 cohorts, but we lost 3 so it was 10 to 13 with one graduate student to one undergraduate.
- There is some concern about finding graduate students particularly with new incoming students. Recruiting in the fall – Professor Gray will check with his students this Fall.
- The DEI Coordinators are a network that is available to assist in connecting with graduate students that might be interested in a cohort.

    Next Steps: Request support from DEI Coordinators to assist in connecting with new graduate students in CCE research groups for participation in the Charles Drew project.

Item 3: Graduate Admissions Statistics:

   Subitem A: CCE and Institute Admission Statistics

- Highlight of our CCE admission statistics 170 students who were admitted and got a 50% yield of students in general – CCE 74 students 29 – Women, 14 categorized as URMs, 27 International. The number of international students is a larger percentage and unusual for Chemistry. 14 URMs is historically unusual in relation to previous CCE statistics.
- It points to the fact that we did a great deal of work this year. At this point, we do not know what factors were the most important. This success gives us more fire power, which will help in obtaining financial support. This last year is really the outlier, it means we have a deal of work to do going forward.
- Concerns were raised regarding the fact that not all the CCE options are represented on the DEI committee. It was noted that Chemical Engineering's URM statistics were quite low.
- It was proposed that the CCE incoming graduate student statistics be presented and discussed at the next CCE faculty meeting.
- We need all CCE options to be committed to what the DEI committee represents. This means that all options must be on the committee otherwise it reflects negatively on division.
- It was suggested that a request be forwarded to the Graduate office to break out the data per all the CCE options.
- Is there a way to break it down the URM in terms of what groups are represented?
- It may be difficult to separate the statistics since the numbers are small.
  Decision: Request that all CCE options are represented on the DEI Committee.
  Next Steps: Present CCE graduate admission statistics to CCE Faculty and request all CCE options be represented on the CEI committee.

   Subitem B: Future Ignited and the impact on overall statistics.

- Futures Ignited impact on the statistics. 217 attended (only about 98 seniors) 51 applied. 19 admitted (1 Physics, 2 Neurobiology, 1- Medical Engineering, 2 Mechanical Engineering, 2 GPS, 3 Chemistry, 1 Chemical Engineering, 2 Biology, 1 Bioengineering, 2BMB, 1 Applied Physics, 1 Aeronautics). 1Waitlisted (Aeronautics). 31 Denied. 12 Accepts and 7 Declines. We had a great deal of interest from younger students. Hope some that attended last year will attend again and apply this year. Again, these are small numbers but indicative of a good beginning.

The institutes overall efforts to double down on this issue is a huge part. It is important that we took advantage of what was immediately in front of the institute. It is important because most of the issues and obstacles that students of color have faced at the division and department level have been negative in terms of recruiting.   It is important that there is now a unified recruiting mechanism for URMs at the institute. Caltech is not a large institution, so the numbers do show a positive impact.

- The graduate student statistics for URM's are important, but how are we supporting the graduate students when they arrive here? Are they coming to campus early? Will there be a GSRI (Graduate Summer Research Institute) this year?
- Last year GSRI was virtual so there were basically no costs, for an in person GSRI there would be funds required. The institute should assist by financially supporting in person GSRI.
- How many WAVE students came to campus?
- It is in our best interest to support the WAVE students. Chemistry WAVE as part of the of the programming
- The WAVE researchers are working in the labs during the summer so it should be fairly easy to utilize those labs for the GSRI.
  Decision: Focus on support for an ongoing GSRI program and increase CCE involvement in the WAVE Program.
  Next Steps: Brian to send letter to Candace Rypisi from the CCE DEI Committee regarding increased involvement in the WAVE program.

Item 4: Graduate Application Fee Waiver Discussion
- The Chemistry Graduate Studies Committee (CGSC) has submitted a Proposal to Modify the CCE Website to include and Improve Language Surrounding Graduate Admissions and the Application Fee Waiver
- The proposal goals are as follows:
- #1. Mention the graduate application fee waiver on the CCE Graduate Admission website, which includes a link to the DEI web page.
- #2. Create a page on the CCE DEI website title "Equity in Graduate Admissions" that includes information and language encouraging students to apply.
- #3. Share these accomplishments with other divisions to make duplication easier.
- NOTE: The current CCE graduate admissions website has no mention of the application fee waiver AND it contains little information to encourage applications from students of marginalized or low-income backgrounds,

- If the application process is clearer there would be 10 to 20 more applications.
- I agree with the sentiment, but how will this affect international prospective graduate students?
- Will not having been to a conference impede people? Or will attending a conference assist prospective graduate student?
- There is the concern that this will be blocked at the Institute level.
- There will need to be some conditions, because of the time it will take for Admission Chairs to review applications if there are not conditions.

Decision: Upload document to CCE DEI website.

Next Steps: Work on Institute wide adoption.

Item 5*:* Other Business:
- In the May 17, 2021, issue of ION, EAS announced their EAS New Horizons Diversity, Equity and Inclusion Award. EAS seeks nominations to honor individuals within the division who have contributed to its goal to be a diverse, equitable and inclusive engineering community.
- This might be something that CCE might consider, perhaps we can discuss this in the CCE DEI Funding subcommittee as well. (JM0
- Would it include Alumni and Faculty?
- It is not exactly clear what the award will be – research or service award.
- We need concrete examples of type of awards. Elicit recommendations from the funding committee.
- Create a template for a dedicated award making it inclusive and include outside Caltech. I like the idea a lot. It would indicate that the division cared about these things. However, funding wise, I don't know.
- Recognizing graduate, postdoctoral scholars, faculty. It would be good to recognize efforts like institute teaching awards.
- It is a neat idea, but it will need a structure.

Decision: Definitely an idea that we should consider.

Next Steps: Funding subcommittee to come up with ideas and structure.