



CCE Diversity Equity Inclusion Committee Meeting Minutes

Date: February 22, 2022

Attendees: Brian Stoltz, Bil Clemons, Kim See, Julie Kornfield, Reina Buenconsejo, Kyle Virgil, Stephanie Threat, Paolina Martinez, Lindsey Malcolm-Piqueux and Elyse Garlock. Visitor: Kim Pham
Absent: Scott Cushing,

Item 1: Approval of the Meeting Minutes for Posting

Subitem A: Approval of January 31 Meeting Minutes to be done by e-mail.

Item 2: Updates from Committee News:

Subitem A: DEI Funding

- Our funding spread sheet is maintained by Elyse. It indicates all requests that have been approved by the funding subcommittee to date. Plus, what funds have been spent to date and what has been approved for funding but are pending. We have been careful and thoughtful about what has been requested for funding. So far, we have spent a relatively small amount.

Subitem B: Funded Items

- DICI Coffee Hour meetings, which have come in under budget. Reina Buenconsejo spoke at Occidental college and DEI paid for the Caltech swag.
- The Welcome to Caltech-PCC Stem Collaboration and DEI paid for part of the lunch for the event. Caltech was the host.

Subitem C: Committed Funds

- The WIC have a high school scholarship program for which they needed support this year. I understand they have figured out a way to pay for this in the future. It is for multiple female high school students toward their college expenses.
- Pedagogy Workshop Ethical Mentorship workshop that we were asked to co-sponsor we were approached by Jen Jahner in the HSS Department. It will be a good workshop and five divisions have agreed to participate. The total cost is \$4,500 and will be split more than so the budget will be less. We agreed to pay half of it, but since all the divisions have agreed to participate it will probably be less.
- Professor Cushing has been doing the Compton College and Charles Drew Caltech Connection mentoring program. He wants to transition from virtual mentoring to on campus mentoring. Since these students are college students when they are on campus they can no longer be here as volunteers, they must be paid in some way.

He is offering them a \$500 stipend for coming to campus for the year. This would fund three students for the year.

- DICI had an idea to bring a speaker to campus, Professor Osvaldo Gutierrez. Professor Gutierrez began his life in America as an undocumented immigrant and is now a full professor at Texas A&M. He has an interesting life story and is also at the interface of inorganic, organometallic, and organic chemistry. The seminar is split between IES, OCS and us. He is coming for two days. The first day is a regular seminar day, the second day will be a day to discuss diversity and his story. He has agreed to come, the dates are June 22 and 23. This is an example of how we are spending the money. I think we have been thoughtful in what we have approved and have not said no to anyone. Please spread the word. I like the idea of sharing the cost, it gets more people involved. If you have any ideas for projects or programs, please let us know.
- In terms of advertising the funding, initially we agreed on our funding mechanism. We sent out an e-mail to the division stating that funding was available. Now we will send out an e-mail at the beginning of every term. We have a DEI section on our CCE newsletter where we can include a blurb on the funding.

Subitem D: Preer Family CCE DEI Donor

- We have been working with a donor, the Preer family. Jim Preer (PhD 1970) was a graduate student in Professor Gray's group. He moved to Washington DC and taught at an HBCU (now the University of District Columbia). Dr. Preer had strong commitments to diversity. His family wants to support diversity work, in his honor. Part 1 of the gift will go toward WAVE Fellowships specifically for students from HBCUs. Part 2 will continue to support Professor Cushing's Caltech Connections mentoring program.
- Our challenge is that CCE has not had a single WAVE student from a HBCU over the last three to four years. The Preer gift requires CCE to have 3 HBCU WAVE students per year for 3 years. Creating connections with HBCU's is critical. Letters will need to be sent to the chairs of chemistry, chemical engineering, and biochemistry departments, or any affiliated departments at all HBCU's. The letter would explain that we have funds dedicated to bringing students to CCE through our WAVE program. Hopefully, they will give their top students the information.
Decision: Focus on CCE WAVE students from HBCUs
Next Steps: Send letters to Chairs of chemistry, chemical engineering and biochemistry introducing CCE and the WAVE program.

Item 3: Proposed Timeline Overview from CCE Townhalls

Subitem A: Townhall Notes for the Second Townhall

- After the last meeting I went through the notes and created a timeline, it is a big picture of the notes compiled from the Townhalls.
- This is an overview of what themes emerged from the townhall. The timeline will help focus our energies on different issues. The busiest months are the visitation

weekends, plus fall quarter when students are interviewed and recruitment work for students from more diverse colleges and universities. There is time in spring quarter to work on items not related to recruiting and focus on retention.

- The timeline is split into half years. The first half is on the top line from January to June and the bottom line is July to December. These are the items would be good to pursue. The timeline isn't finalized. Everyone's input would be great. If the goals are too lofty and time consuming, then we can change the timeline to multiple months. This is just a backbone with items we can work on.

Item 1. January, February, and March

- January, February, and March are focused on recruitment. During those times there is Caltech Shines plus the visit weekends. Important to have a support system.

Item 2: May, June, July, and August

- Have career panels and active networking for graduate students looking for jobs Support for grad students not planning to remain in academia. Recognize the work students are doing. Review what the division has done to update outreach, a greater repository of data and CCID resources. Where do I get information? If I have certain issues. Who are my affinity groups etc. A more accessible way to access information. Plan high school and graduate student outreach and support WAVE fellows. Improve existing mentorship programming for all graduates during MS/PhD track. Implement mentoring for undergrads applying to graduate school.

Item 3: September, October, November, and December

- With new students arriving, requests to expand GSRI. Support networks for grads. HS/grad outreach. Active participation in conferences for recruitment, accessible resources for prospective students to apply to Caltech for grad school via webinars, e.g., Future Ignited. Analyze data from exit surveys, past recruiting, and outreach events. Impact presented in Townhall in December. The Townhall series is for assessing progress and developing future directions for the CCE community. A wrap up on what has worked and what is not working.
- This is how I envisioned the timeline. Even if there are months where a goal cannot be finished, at least it is a goal that we will keep as a deadline.
- **Subitem B: Discussion on Townhall Timeline**
 - There is a lot to do, and it shows how fast a year can go by without having things broken up. If you put this information in one big list, it is unwieldy. Breaking it out helps to keep us on task. Even when the organization of some of these items is not on our shoulders. This helps keep the DEI involved.
 - I have a question about the DEI awards. I am curious from the committee's standpoint. If there were going to be awards, the question is how many awards and what should be the gift and what should be the awards? This should be around the McCoy symposium awards.
 - The Caltech Y DEI would be a good model.

- The CCID awards, Name engraved on a plaque etc. I do not believe it has a monetary value. It is a physical representation of recognition.
- The McCoy awards come with a monetary award. I believe the amount is between \$500 and \$2,000.
- We could package an award for DEI service-related work.
- There is an institute wide service award for undergraduates that is given out at graduation. There are such things on campus, but the CCID awards are the closest, but this is our committee so we can do what we agree on for the award.
- It would be a start for CCE DEI to sponsor awards at the end of the year symposium centered around service, outreach, leadership in DEI. An open-ended statement with criteria that we discuss and a monetary award that is consistent with other awards. Be named after people from CCE Alumni that represent the ideas that we want to award. It would be for graduate students, postdocs, and faculty. We have the funds to incentivize. The DEI Funding subcommittee will meet and work out a framework with name suggestions and an amount.
- There is the CCE TA award. Check the award amounts.
- I received a \$500 service award through the Caltech Y, which is reasonable.
- Is the plan to have one townhall in December or would there be one in the middle of the year? So far, they have been at the end of the year.
- If we had one in the middle of the year the townhalls would be shorter. Are there be enough issues for an in depth townhall? Perhaps a long townhall and a short townhall to cover what needs to be discussed.
- A mid- year meeting, to check on the status of the timeline and what areas need more focus. It would be one townhall instead of a two-part townhall.
- An update, we are scheduling a meeting with the current first years at the end of this year to discuss candidacy to support them ahead of their candidacy.

Subitem C: Year Long Action Items

Item 1 & 2: Outreach:

High School Students-

1. Competition style to challenge engage high school students in Chemistry.
2. STEM focus, invite high school teachers to speak about what hurdles they and their students face. Teachers experience with students is deeper than ours.
3. Send Caltech people to career fairs at MSI or public high schools.
4. Focus on PUSD teachers in chemistry/biology in PUSD and with middle/high school students.

Graduate Students –

1. Expand the WAVE/SURF program beyond the summer and to HBCU's and MSI.
2. Host seminars for prospective students. Research groups sponsor a student visit.
3. Establish a program for students who entered science late to catch up on research skills in preparation for graduate school

4. Fund research programs for HBCU/MSI/CSU students to develop skills and create relationships.

Item 3: Networking:

1. Invite faculty and students, and postdocs from other institutions to give talks on their experiences- in person/virtually. Research exchange program for grad students.
- The Alstadt funding is networking and Professor Cushing's exchange program.

Item 4: Accountability

1. Create a data baseline on retention metrics (dropout rates etc.) to establish numerical goals.
 2. Hire staff dedicated to DEI in CCE to take care of logistical things or offer students compensation for their work.
 3. Follow up with K-12 students in our outreach to obtain data on how our programs are affecting the learning journeys.
 4. Make the institute level/option level actions showing commitment to DEI more transparent (update on CCE website).
- To the last point, first there was no website a year ago. Internally, there is the data base that list all the activities. The Air Table. I think some of this happening.
 - The Air Table has a lot of information that takes time to go through.
 - In the CCE newsletter there will be a standard article about DEI in chemistry. If you want something highlighted contact Paolina. The newsletter is for the academic quarters. But not planned for the summer. Three times an academic year is a rapid turnaround. DEI coordinators could announce upcoming DEI programs etc. in their lab meetings it would help.

Subitem D: Long Term Retention Strategies:

1. Create opportunities to share stories from current students to incoming students. Validate common student struggles.
 2. Create pamphlets/brochures/folders with staff or in prominent locations for students to use as resources on CCID, tips for rotation, clubs on campus etc.
 3. Advertise policies and programs for family related bereavement leave. Removing the advisor's burden in difficult situations.
 4. Resources for students that want to switch options during grad school an expand transfer program.
 5. More inclusive networking opportunities e.g., non-alcohol centered events.
 6. Prohibit lab events that outcast people based on Identity.
 7. Define work expectations, support interests outside lab, and suggest lab meetings be held during regular hours.
 8. Guaranteed housing for minoritized students to ensure safety/comfort.
- The retention strategies are from the students who participated in the townhalls. Many students help other students by word of mouth regarding health and therapy issues. It is important to validate students struggles. These strategies would help support students.

- A number of these items move beyond the DEI committee's purview and outside the DEI focus. Supporting students is an overarching concern for Caltech. The DEI committee has no enforcement power on some of these items. We certainly can champion some of these ideas.
- I have a question on expanding transfer programs? I think that was about transferring to a different institution and what is the procedure.
- Transferring from one option to another option is fairly uncommon, transferring to another institute is probably less common.
- I appreciate all the work collating all this information from our review.
- I think we should focus on what we can do right now. We could use it to set up our action plan for the coming year. One thing could be the awards for students.
- With the content in our focus so when we finish on item, we can go to the next one.
- On long-term items, utilize our website with a section that centralizes all the information critical to student wellbeing on campus.
- This is a great document for our use. We have much to think about and work toward. If CGSC, DICI and WIC will keep us aware of what they are work on, it will help us all.

Decision: Utilize the timeline and long-term retention items as guides

Next Steps: Create an action plan.