



CCE Diversity Equity Inclusion Committee Meeting Minutes

Date: January 30, 2023

Attendees: Brian Stoltz, Julie Kornfield, Kim See, Reina Buenconsejo, Kyle Virgil, Paolina Martinez, and Elyse Garlock
Absent: Bil Clemons, Scott Cushing and Lindsey Malcom-Piqueux

Item 1: Approval of the Meeting Minutes for Posting

Subitem A: December 12, 2022 minutes approved.

Item 2: Committee Funding:

- What DEI events have been funded through the application process?
- The committee assistant tracks the funding. We fund through the funding subcommittee. The full list of what was funded through September is outlined in our Annual Report.
- Rising Tide is the largest project we have approved funding for to date. The CCID may offer some funding support for Rising Tide.

Subitem A: DEI Committee Projects Funded in Fall and Winter Quarters to date:

- **October 28, 2022** - DIWALI Celebration assisted the Postdoc Association's event.
- **November 1, 2022** - Hybrid STEM Seminar, Dr. Ylitalo's "How to Build a Successful Mentoring Legacy"
- **November 2, 2022**- Coffee Meeting, Dr. Ylitalo met with Women in CCE, EAS, PMA and BBE.
- **December 2, 2022** – Caltech PCC STEM Lab Tour Day
- **January 27, 2023** – DEI DICI, WiC & CGSC DEI Lunch Social.
- Let's advertise the funding information again so people are aware that it is available.
- The announcement is usually sent out at the beginning of the quarter.
- The winter quarter funding announcement was sent to the Division on 2/1/23.
- The DEI Coordinators, DICI, WiC and CGSC DEI are aware of the funding requirements.

Subitem B: Input on Recent Funding Request:

- Two FSRI undergraduates recently requested funds to attend the ACS Spring Meeting in March. The requests for funding are definitely coming in.
- Perhaps we could institute a travel policy like the division used to do. The amount was approximately \$500, which a person could apply for in order to attend a conference.
- We have internally been thinking that \$500 is a reasonable number. Who qualifies is one question. For example, if a student requests funds to attend SACNAS and will represent Caltech/CCE at that conference, that's great. A student attending a diversity focused conference as opposed to a student going to an ACS meeting that has no relation to DEI, that is outside our purview. In this case the undergrads are FSRI students and as underrepresented students they qualify. It will be a case by case decision.

decision. There will be no overarching statement to the division that all grad students have funds to travel to whatever conference they want to attend.

- Justification is required for how the travel relates to DEI.
- \$500. Is a good amount. Thank you for the support.
- In future, depending on the status of the DEI funding, a certain amount (a quota) could be set aside for students to travel to conferences such as NOBiCChE, SACNAS etc., or for recruiting events, and or undergrads to go to science events. A rotating fund.
- The Alstadt Fund can be used for that type of travel to conferences for recruitment purposes or presentations.

Decision: Justification required for how travel relates to DEI. \$500 for most DEI travel support

Next Steps: Depending on future funding, set aside a quota for travel to URM conferences etc. Use of the Alstadt funds.

Item 3: Terms for New DEI Members on the Committee:

- Terms for Postdocs and graduate students on the committee. I suggest the term for a graduate student on the committee be a two (2) year commitment. For a postdoc, it would be a one-year commitment with the ability to extend for another year if they wish. Since a postdoc may only be here for two years it is best to not lock them in for 2 years.
- There will be a call to CCE graduate students and postdocs requesting applications for volunteers. The application would include such questions as “Why do you want to do this?”, “What is your rationale?”, “Why are you enthusiastic about DEI?” “What is your experience level?”. A simple paragraph.
- The faculty will be rotating on the division office assignments. The administration position will change and Paolina’s position may change. Lindsey at CCID is ex-officio and Layla , the new finance person will also be on the committee. Those are standing ex-officio positions.
- Do we want to add an undergrad to the committee?
- The idea of having a junior or senior on the committee is good, then they could inform other undergraduates what is happening and bring ideas to the committee.
- The undergraduate would be a one (1) year commitment. Particularly if it is a senior
- It is a good plan. I wonder if we could give all the participants titles that they could add to their CV? Member? Officer, or is that too aggressive? Officer seems awkward. How about representative?
- Give the title idea some thought as to what you would like to be called and we can discuss this in another meeting.
- It is important to recognize the efforts involved. Yes, it is not insignificant.
- Including undergrads and an older undergrad is a good plan.
- Shall we limit the undergrads to junior and seniors.
- I agree, they might have a better perspective and possibly a bigger network. Juniors might have the biggest network.
- Juniors might be optimum just coming out of their junior year.
- Any thoughts to add to the application? The committee or a subcommittee will be selecting the new committee members. What do you want to see from the applicants that would not be covered by a paragraph of “why you want to participate in the DEI committee”?

- How about “any specific hopes or ideas that you want to put forward at the division/college, or issues that you would like to see addressed.
- If we have many applications, it can become hard to pick people.
- We will not get a lot of applications because the students are so busy. Try to avoid making it too onerous. But simultaneously reach out to those students that have concerns. Such as “we should be doing better at...”, which is what we need to hear.
- In terms of the recruiting committee volunteers, perhaps the best way to balance and manage expectations would be to state what the roles and responsibilities for the students will be as part of the committee. What makes the student a good representative? Focus on students who are interested in contributing in particular ways.

Decision: Add an undergrad to the CCE DEI Committee. Terms: Graduate Student- 2 years. Postdoc-1 Year with option to extend for a second year. Undergraduate – 1 year.

Next Steps: Send out CCE DEI Committee Volunteer Form. Finalize title for DEI Committee participants.

Item 4: When is the Information on URM Fall Conferences Sent Out and to Whom?

- The graduate office handles that information, specifically Helen Duong. She often attends most of the conferences. But it is best to have some faculty and students attend.
- When is the sent out and to whom?
- It would be beneficial if it were sent to the CCE listserv to let people know when to sign up.
- Caltech needs to set up representation earlier, since other institutions e.g., Stanford has multiple booths, and their mascot etc. Caltech has one booth with some pamphlets and pens. Stanford is less likely to have a faculty at their booth, while Caltech usually has a faculty member plus a student so prospective students would know that someone cares. Students do come by the Caltech booth.
- Having recruited for Caltech several times, students do come by and are eager to hear about Caltech. However, there is a stark difference from the other institutions especially in terms of the magnitude of Caltech, if you make comparisons between the booth at recruitment conferences, you would have no idea of how big, powerful, and impactful Caltech is.
- When people are interested and you talk about Caltech, they get hooked.
- It is important to have lists of the people who will represent Caltech. Automated timelines and final confirmation from all participants.

Decision: Send URM conferences information to CCE Listserv in Spring of each year so faculty and students can attend and participation on Caltech booth.

Next Steps: Contact graduate office for 2023 list of URM conferences.

Item 5: Our Preer Gift Supporting WAVE Students

- Our Preer gift is set up to fund three Chemistry students from HBCU’s in the WAVE application pool. The initial funding is for three years.
- To date we have not received a single applicant, despite efforts to reach out to the the Chairs of Chemistry, Chemical Engineering and Biochemistry at HBCU’s.
- If you have any personal connections with chemists etc. at HBCU’s please reach out to them. We are reaching out to anybody we know to encourage their students to apply. Students can still apply late. The WAVE application date has passed. Students or their mentor can contact Candace Rypisi directly with any questions. Any research that fits into CCE, if a case can be made that the person’s research is related to chemistry.

- What HBCU's were originally contacted, so we are not being redundant.
- All the chairs and heads of department is Chemistry, Chemical Engineering, Biochemistry of every HBCU on our list, which was quite a large number.
- This was an e-mail sent from a random person at Caltech. Why are they going to trust that person and send their students to us. We need to utilize our Alstadt funding to visit these institutions and make personal connections. To build trust so that when their students come to us; the mentors know we will treat them well. Support them in the program and that the experience will be an excellent one for their students.
- That is the message we need to build and will be a long-term goal, which will require a great deal of leg work on our part.
- Establishing the trust is the most difficult, but the more significant task. In terms of the current WAVE concern since late applications will still be accepted, is there a timeline?
- The end of February.

Decision: Contact personal connections you may have with any HBCU for 2023 WAVE summer.

Next Steps: Work with ways to utilize the Alstadt funding for CCE faculty and students to visit HBCU institutions to begin the long task of our goal to create trust of CCE/Caltech with HBCU's.