**Metrics Task Force Meeting**

**Wednesday, March 13, 2019**

**10:00 - 11:30 a.m.**

**Notes**

* Attendees
  + Lauren Copeland-Glenn
  + Megan Trout
  + April Peters
  + Sharon Gooding
  + Karen Renner
  + Priscilla Mills
  + Darrelle Martin
  + Calvin Legassie
* Priscilla Mills provided an update on meeting with Rickey McCurry at NAU Foundation.
  + Willing to work with strategic task forces.
  + He indicated that he is interested in supporting diversity and having all foundation employees working on seeking donations.
  + Discussion of having a joint task force meeting to invite him to attend.
* Lauren provided an update on prioritization task force.
  + They were working on Goal 3 and there were discussions related to faculty search.
  + There were discussions about including information on identifying administrative leadership for diversity issues within the plan without specifically naming the title of the role (e.g. diversity fellow).
  + There were discussions about the bullets under Goal 3 being small rather than big-picture goals.
* Discussion about including an implementation section and a history section in the plan.
* Review of work done by the metrics task force two weeks ago - divided data points by category in an Excel document.
* Discussion of overall 5 goals and status of metrics.
  + Increasing, retaining, and graduating will be easier to measure.
  + Difficulty will be with measuring Goal 1 and “support” in the other goals.
    - Use number of offerings, attendance, etc.
  + EMSA has comments ready but have not yet provided them related to Goal 2.
* Discussion of going goal by goal to ensure all needed metrics are listed in the metrics categories Excel document.
  + Added GIS (Geographic Information Systems) data to list of raw data available.
    - Discussion of having accessible mapping for people with disabilities.
    - Discussion of needing to create an environment and culture that supports people with disabilities, too.
    - Discussion of needing to address growing online community in terms of accessibility as well.
  + Discussion of needing to obtain qualitative data in regards to courses.
  + Discussion of using “reduction in bias incident reports” as a measure.
    - It is controversial because are you encouraging people not to report or does it reflect trends in decreased bias incidents.
    - Discussion of an increase also possibly being a reflection of people being more comfortable reporting.
    - Added to the Excel document on “other things to consider” measuring.
  + Discussion of Goal 1.1 Cultural Competence.
    - Common understanding can be measured through trainings.
    - Discussion of advertisement and cultural competence education being yes/no questions .
    - Discussion of learning opportunities - using baseline of offerings and then measure changes.
    - Discussion of some of the sub-goals being ways we can measure overall cultural competence.
      * # zone trainings
      * # diversity symposiums
      * Attendance
    - Discussion of advertising using NAU News with a diversity offerings section.
      * Discussion of using it as reporting on past events or advertising future events.
    - Discussion of advertising in general.
      * Some departments/units have more administrative support.
      * Some departments/units use non-accessible advertising methods.
      * Discussion of verbiage to include in marketing/advertisements.
    - Discussion of using CIE and study abroad participation as metrics.
      * Discussion of working with NAU Foundation to solicit funds to sponsor underrepresented students and faculty to create and
      * participate in study abroad opportunities.
    - Discussion of doing workshops for training for accessible course design.
    - Discussion of overall accessibility being a legal requirement.
      * Discussion of needing to budget to support using accessible tools.
      * Discussion of needing a designated position to oversee rather than division by division.
      * Discussion of apps.nau.edu providing access to all NAU licensed software.
      * Discussion of training people to be accessibility checkers.
        + Discussion of incentivizing people to be qualified.
    - Discussion of having ways to document and track who is attending trainings.
    - Discussion of offering students relevant, discipline-specific accessibility training around accessibility embedded in their programs/courses.
      * Computer programming, graphic design, construction management, etc.
      * Construction management already requires Universal Design training in their intro to construction management course, for example.
      * The accrediting body for engineering has now added a requirement that accessibility be included in the curriculum.
    - Discussion of the possibility of including diversity measures in annual reports from deans, programs, units, etc.
* Discussion of roll out of the University Strategic Plan.
  + Hoping to be near the same time as the diversity strategic plan.
  + Discussion of metrics for the University plan.
  + Discussion of developing a document that outlines what metrics are needed at the college/unit level to help them with developing their college/unit plans that align with the University and diversity strategic plans.
    - Develop best practices for colleges/units to measure.
      * Examples:
        + What % of your faculty have diversity initiatives as part of their service?
        + What % of your budget is devoted to diversity-related activities?
    - Discussion of who would be responsible for filling it out. Chairs, deans, VPs, managers, directors.
      * Build it into performance evaluation process.
    - Discussion of using an annual retreat/academy so those who are responsible for reporting can discuss best practices, etc.
      * Diversity Leadership Day
    - Discussion of using Faculty 180 to report diversity work.
  + Discussion of a university-wide standing committee that works to support the diversity fellow beyond just the commissions.
    - Appointed individuals for a specified term?
    - Who would be a part of this group?
      * Discussion of it needing to be an administrator who has power. But could be anyone as long as the work done on the committee is viewed as a priority and has leadership support.
  + Discussion of reminding people about the process that has been used to get to the plan as it is.
    - Commissions contributed to the initial goals several years ago.
    - Listening sessions across campus and groups.
  + Discussion of final diversity strategic plan product looking like the marketing for the University wide plan.
    - Electronic
    - Mail
    - Website
    - Discussion of highlighting the history of the process.
    - Include prioritization timeline in the documents.
    - A magazine or report format.
  + Note: future focus of this task force will be to create a document that outlines what metrics are needed at the college/unit level to help them with developing their college/unit plans that align with the University and diversity strategic plans.