**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.