**DSP Metric Meeting Notes**

**3/27/19**

**Meeting Began at 10:07 AM**

**Attendees:**

Lauren Copeland-Glenn

Priscilla Mills

Samuel Hemsley

Calvin Lagassie

April Peters

Karen Renner

1. Purpose of further meetings?
	1. Design form and questionnaire?
		1. To be better to evaluate what and how things are going on campus
			1. Provide departments with a tool.
			2. Show similarities and difference between departments.
			3. Quantitative or qualitative.
				1. Both of benefits and drawbacks.
				2. Will likely have both.
				3. Important who is reviewing the departments.
		2. Envisioning a Questionnaire as well as a list of things they request.
			1. Yes/No and things they wish to expand on.
			2. One for Staff and faculty discussing how/if to incentivize.
			3. Important to gauge all aspects of the university, both staff and faculty.
2. Work on form.
	* 1. Design questions and send out.
		2. Look at buckets we designed to base our questions off of.
		3. Questions
			1. Do you provide opportunities to your staff to participate in diversity related events and activities?
				1. Quantify if they can
				2. Is it encouraged?
				3. Is it tracked?
			2. Serving on search committees.
			3. Departmental reps to participate in diversity symposia or diversity commissions.
			4. Are people in your department used as a university wide source for diversity?
			5. Are their courses in your department that are part of cultural understanding courses, or diversity related?
			6. Attending Diversity related conferences, working groups, or committees?
			7. Figure out a way to determine departmental environment in regard to diversity and how departmental diversity relates to the diversity of the wider university student body.
			8. Funding/Support to diversity related events and trainings.
			9. Does your department support and encourage employees to attend diversity related offerings?
			10. Does your department offer any incentives?
			11. How do you account for support?
			12. Have you received any diversity grants or recognition?
			13. Does your department provide stipends or release time for diversity related events and work?
			14. Do you support non-mandatory training?
			15. Are you aware of your at-risk student populations are?
		4. Need to figure out “weight” for each component.
		5. How do you remind people about accessibility?
		6. How is diversity representing in your recruitment materials?
		7. Pre-semester training for students has been approved and put into place, in spring Diversity and inclusion will be rolled out.
		8. Do faculty and staff know about the student side of the trainings? Such as my student body.
		9. Available training is good, covers multiple aspects and forces students to focus on the training.
	1. Look on how to send out the response form?
		1. What information was helpful?
		2. Was instructor/event comprehensive for you?
		3. Need physical forms.
	2. Ask retention people about at-risk student population.
	3. Form needs to be short, 2 pages max.
	4. Need to be able to break down everything into a roadmap.
	5. See about getting this on a committee slate so there are dedicated people working on this.
	6. Think of questions for next time for the survey for the events. Need to be broad enough to cover a variety events and such.

**Meeting Ended at 11:10 AM**