**Metrics Task Force Meeting**

**Wednesday, April 10, 2019**

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

**Notes**

* Attendees
* Lauren Copeland-Glenn
* Karen Renner
* Judy Montoya
* Calvin Legassie
* April Peters
* Lauren talked about last meeting and how they made a list of questions of what they expected from the metrics.
* Lauren gave update on prioritization task force
* Went over Goal 2 from EMSA.
* Talked about reorganizing the plan.
* They are going to push out the university strategic plan over the summer and provide time so people can think about what they are going to do in their units to implement the plan.
	+ The DSP will follow suit.
* Everyone on campus will write their new Unit Strategic plan in line with the University and Diversity strategic plans.
* Calvin asked where they are overall in the process.
* He wanted to know what the objectives were and what it is they want to succeed in creating for the metrics task force by the end of the semester.
* Lauren discussed how important the demographic data is, but that we also need an inventory of programing and other work that is currently being done on campus.
* Must survey campus to see what exists in terms of programing.
* Starting place for each group will be different.
* Referring to the list of questions shown in the meeting, this could help the metrics task force know what they need, if they need to add programing, etc.
* They want units to start looking at the list so they know what they need to work on.
* Lauren suggested that they should have these questions organized by categories or headings.
* Discussion of possibly meeting over summer if people are here in order to continue work on metrics to be ready for the fall.
* Discussion of how and what they will measure and how this can help to show diversity within the university.
* Discussion of creating a document to IRA with the detailed demographic information we’d like to collect based on our discussions and work last semester.
* Discussion of embedding metrics within the diversity strategic plan.
* Discussion of other universities who have a diversity strategic plan and what their metrics are.
* Berkeley has a diversity strategic plan.
* Pima Community College also has a diversity strategic plan, they have a lot of metrics and updates and work within our same political landscape.
* University of Michigan Strategic plan.
* This was discussed throughout the meeting.
* Discussion of the importance of finishing the questionnaire and using the universities strategic plans as a way to set the bar for the diversity plan.
* Discussion of creating an electronic version (survey) of the questionnaire over the summer.
* Discussion of using internships or Faculty buyout to review and analyze the collected data.
* Discussion of what should be done in summer so that in fall there can be a starting place.
* The questionnaire is geared towards the leadership (VPs, Deans, Directors, Chairs, etc.)
* Find a way to send it to the chairs and staff to show what they are working with.
* We will need to figure out how to account for committees and commissions as well. That will be work for the summer, to figure out who the questionnaire will go to so that everything is covered.
* Discussion of putting together one questionnaire that has academic and nonacademic units. What it can include:
* Headings
* Guidance document
* Discussion of using Qualtrics.
* Discussion of beginning an implementation statement to let everyone know this diversity strategic plan is coming.
* Discussion of the length of the document and what information can be within this questionnaire.
* An open ended section that will allow people to provide information about things we may not have thought to ask about will be included.
* Lauren will keep a master document with all of the questions and headings/categories that come back from the task force members
* This way changes can be tracked and nothing will be lost.
* Discussions of headers that can be implement within this plan:
* Faculty/Academic
* Research
* Inventory of programs
* Funding sources/grants
* Trainings and Events
* Recruitment/ marketing materials
* Staff section
* Student section
* Monitoring the diversity demographics by department (for dashboard)
* Does your department monitor student demographics/recruit diverse students?
* Leadership (VPs/Admin/Chairs/Deans)
* Lauren will send out the list of questions and headings to task force members
* Task force members will work on new questions think about how to categorize the questions for the next meeting.

Note: This will all be added to a document and will be sent to attendees, not all categories have to be used these are just suggestions. For next meeting bring in new and clear questions.