

**College of Education Diversity Committee Meeting**  
**August 18, 2010**

In attendance: Bill Brown, Tandra Jackson, Julie Rotholz, Sandra Schmidt, Collin Webster, Irma Van Scoy, Les Sternberg

- I. Minutes from last year's meetings are posted under the COE Documents link from the main webpage. Committee members are encouraged to review them prior to the next scheduled meeting.
- II. Dean Sternberg joined the committee at the beginning of the meeting.
  - a. He asked the committee to be consistent with COE bylaws and not have junior faculty serve as chair of the committee.
  - b. He suggested that we consider inviting Carl Wells (Office of Equal Opportunity Programs) to join us as the committee moves forward with work on the climate survey and diversity training.
  - c. He reminded the committee that we are an action-oriented committee and suggested that we develop a diversity plan for the College by the end of the academic year.
  - d. The College will support faculty to attend the "Closing the Achievement Gap Conference" to be held on Oct. 8. Names must be submitted to Dean Sternberg as soon as possible.
- III. Bill Brown and Julie Rotholz agreed to serve as co-chairs for the 2010-11 year.
- IV. Work with the consultants (Dr. Christine Clark and Mr. Mark Brimhall) needs to be followed up as soon as possible. Based on collective memory, the consultants provided us with suggestions for next steps and we have yet to make a decision. There was consensus that we would like to administer the climate survey as soon as possible (preferably before our accreditation visit).
  - a. Bill and Julie will contact Doyle and obtain a sense of where things stand.
  - b. Bill and Julie will contact the consultants. They will also schedule a conference call with the consultants and the rest of the committee.
- V. The meetings for the Fall 2010 term will be held on the second and fourth Monday of the month at 2:30pm.
  - a. Sept. 13, Sept. 27. Oct. 11, Oct. 25, Nov. 8, Nov. 22, Dec. 13

Minutes submitted by Tandra Jackson

Meeting Minutes  
Diversity Committee, College of Education  
University of South Carolina

Monday, September 13, 2010

The meeting was called to order by Julie Rotholz at 2:30 p.m.

Present: Bill Brown, Tambra Jackson, Kathy Evans, Irma VanScoy, Sandra Schmidt, Collin Webster, Julie Rotholz and Joe Flora.

Dr. Zach Kelehear made a brief announcement at the beginning of the meeting regarding the creation of a Diversity Committee site on the College's BlackBoard program. He explained that the site will allow us to easily communicate, share and post information, and meet virtually if we so choose. After taking questions and comments, he excused himself.

Julie noted that she would try to determine why some committee members were not getting e-mails. She will check her group listing on Outlook as well as make sure that Irma Van Scoy is on the list.

A wide-ranging discussion ensued regarding the recent response from Christine Clark about her recommended course of action. After some clarification and discussion, it was decided by common acclimation that the committee would proceed with the course of action Christine and Mark outlined, including their conducting a survey, training co-facilitators, and engaging the College community members in dialog. Although there were some concerns about the necessity of doing all three of the activities in the order the consultants recommended, it was decided that we should move forward with the process as the consultants outlined.

Julie said she would e-mail Christine and discuss with her a) if she is available for a conference call on September 27; b) if she and Mark would be available to provide consulting services for the three activities noted above; and c) the costs of providing these services. She also will ask Lynda Tilley about setting up the conference call on the 27<sup>th</sup>, if Christine is available, and check to make sure that the Dean is available for the blocks of time we agreed upon as being feasible for the three days of consulting services.

Days we agreed were suitable for Christine and Mark's visit included the first two weeks in October, the first two weeks in October, and possibly the third week in October. Julie will check with Lynda Tilley to determine if the Dean will be on campus during those blocks of time.

It was noted that we will not meet on October 25, both because of the NCATE team's visit and the resulting lack of meeting space in the college on that day.

Tambra will make the arrangements for setting up the conference call with Christine in the Office of Instructional Support, given that the 27<sup>th</sup> at 2:00 is a workable date/time.

Bill agreed to take minutes at the next meeting, which is scheduled for September 27 at 2:00, hopefully for the conference call with Christine.

The meeting was adjourned at 3:30.

Respectfully submitted by Julie Rotholz  
Secretary-for-the-day

Meeting Minutes  
**Diversity Committee, College of Education**  
University of South Carolina

**Monday, October 11, 2010**

The meeting was called to order by Julie Rotholz at 2:35 p.m.

Present: Bill Brown, Tandra Jackson, Kathy Evans, Irma VanScoy, Sandra Schmidt, and Julie Rotholz.

Members absent: Joe Flora and Collin Webster.

Julie Rotholz volunteered to take notes and write the minutes.

**Old Business:**

The meeting minutes of September 27 were clarified as follows: The phrase “possibility of” was inserted in section II f. The amended minutes should read, “We discussed the possibility of the consultants meeting with the College of Education’s Dean Search Committee” rather than “We discussed the consultants meeting with the College of Education’s Dean Search Committee.” Some discussion ensued. Tandra volunteered to draft a request to the Provost’s Office that the Search Committee meet with our diversity consultants. She will send the draft out to the committee for feedback. The final version will be sent by the committee’s co-chairs, Bill and Julie. A second option would be to contact the faculty representatives from the College of Education who will be serving on the Search Committee and ask them to meet with the consultants.

Regarding section V.e. of the September 27 minutes where responsibility for action was not clear, Bill and Julie will work with Bryan Burgin to secure a room or rooms for the College-wide dialogue on Friday, November 12.

**New Business:**

The content of the flyer for the three day diversity events was discussed. The theme of the event, “Make your voice heard”, will be prominently displayed. Three pieces of information will be included:

1. For the reception, staff, students, and faculty are invited to welcome our consultants and to kick off the survey. Potential language includes, “Learn how you can make your voice heard in our survey and through our focused dialogues.” A suggestion was made to have the questions of what the events are all about running around the top and edges of the flyer, as well “Come and meet our consultants, Christine Clark from University of Nevada – Las Vegas and Mark Brimhall-Vargas from the University of Maryland – College Park.
2. The flyer will include directions to a website which will have a link to the survey. It was noted that the program “Class Climate” can be used to create the survey. The survey will be open to anyone. This would provide anonymity and may be our best option, although validity concerns will most likely be raised given the fact that some people may

complete the survey more than once. It was decided that Teri Debruhl would probably be the best 'tech person' to handle the survey, as she is not a faculty member. Tamba volunteered to communicate with Susan Quinn and Teri about this function.

3. The College-wide dialogue will be held on Friday morning. We need rooms and a time slot. It was noted that we won't have to pay for rooms in Wardlaw; the Russell House charges a fee. There may be other rooms in another building that we can use. We will need a fairly large space for this training. On the flyer, the time and location of this event will be noted.

We will ask Bryan Burgin to work with us.

Regarding the focused dialogues, Sandra will send out e-mails to undergraduate students. She asked for information from committee members about contact people throughout the college who have access to Ph.D. and M.Ed. students' e-mail addresses. A November 1 deadline was established for initial volunteers for the focused dialogue. The solicitation of facilitators will have to be a two-step strategy. Following the e-mails (which will give everyone an opportunity to participate), personal solicitation from committee members will be used. Sandra noted that by using contact people, individuals may be more likely to be open and respond.

It was noted that the flyer should contain a link to a webpage that will give access to the consultants' biographies, as well as a listing of and details regarding all events.

In order to garner support, communication with department chairs is vital. Bill volunteered to do this. He will attend the Administrative Council Meeting on Wednesday, October 13 to get support from department chairs and to provide information.

A suggestion was made that the Diversity Committee get its own e-mail address. Tamba will talk to David Michaels about this.

The meeting was adjourned at 3:45.

Respectfully submitted by Julie Rotholz  
Secretary-for-the-day

**DRAFT**  
**Minutes for College Diversity Committee**  
**September 27 2010--2:00 pm - 4:00 pm**

**Committee Members in Attendance:** Bill Brown, Kathy Evans, Joe Flora, Tambra Jackson, Julie Rotholz, Sandra Schmidt, Irma Van Scoy

**Committee Member not in Attendance:** Collin Webster

- I. The primary purpose of the meeting was to plan with Christine Clark for fall activities related to a diversity survey and accompanying activities (e.g., reception to provide information about college wide diversity efforts, college dialogue sessions, diversity facilitator training).
- II. Following committee discussion with Christine, the following was decided or recommended:
  - a. November 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> will be days devoted to college diversity activities with college consultants, faculty, students, and personnel;
  - b. The theme will be “Make your voice heard!;”
  - c. A reception/kick-off--no more than 45 minute formal presentation, with maybe 15 minutes on either side for meet and greet, mingle, and food. The reception will be held on Wednesday between 3:00 pm and 5:00 pm.;
  - d. Facilitator Training that includes commitment for 1.5 days (“half day Wednesday, whole day Thursday), next best 2 hour orientation Wednesday and all day Thursday, next best 1 hour orientation Wednesday and all day Thursday, next best all day Thursday” (this information is extrapolated from Christine’s follow-up e-mail). In addition, Christine requested that 20 potential diversity facilitators be solicited and retained to compose teams for November training and college wide discussions. The diversity facilitators should be as representative of faculty members, students, and staff members as possible as well as mixed gender and race. Facilitator training will be 8:00 am until 5:00 pm with lunch provided.;
  - e. College wide dialogue which will take place on Friday and allow for significant time for discussions (this information is extrapolated from Christine’s follow-up e-mail: “ideally, 3.5 hours, next best 3 hours, next best 2.5 hours.”) with probably a mixture of larger and smaller groups.; and
  - f. We discussed the consultants meeting with the College of Education’s Dean Search Committee. We will be making a request to the Provost for the Dean’s Search Committee to meet with consultants. If that is not possible, we will request the College of Education members of the Dean Search Committee to meet with our consultants.
- III. We agreed that dissemination of information about the November event is critical and that it should be disseminated as soon as possible. The following mechanisms were discussed to provide information to potential participants as soon as possible. For example, we discussed a “save-the-date” email will be sent to faculty and staff via the Dean (Julie will write for Dean Sternberg) and information regarding the time

- commitment and recruitment of dialogue facilitators will be sent out (Sandra agreed to take the lead on this).
- IV. With respect to the accompanying diversity survey, Christine will develop the instrument and we discussed using Survey Monkey. Issues about confidentiality were raised by several committee members. Bill Brown checked with Terri DeBruhl and if we use Survey Monkey we will need to purchase a site license (~\$200 per year) so that one or two individuals of the committee's choosing can be designated with the pass word security mechanism (that will allow for confidentiality of responses or limitations of possible knowledge to those one or two persons).
  - V. Tambra Jackson outlined several responsibilities associated with the 3 days of activities. She suggested that committee members create a detailed task list for the items for which they have assumed responsibility.
    - a. Orientation (secure a room; recruitment of facilitators) - Sandra and Kathy
    - b. Reception (secure a room & technology; food; publicity) - Joe, Julie and Bill
    - c. Survey (explore options for putting the survey online) - Tambra and Collin
    - d. Facilitator training (secure a room; food)- Tambra
    - e. College-Wide Dialogue (secure a room; food)- (Bill and Julie)
  - VI. The committee also discussed designating an individual to address faculty members, students, and staff members' information concerns about the Survey and the November event. Julie Rotholz agreed to serve that important function.

NEXT MEETING WILL BE OCTOBER 11<sup>th</sup> at 2:30 pm.

Minutes submitted by Bill Brown and approved by Diversity Committee on October 11<sup>th</sup>

Meeting Minutes  
Diversity Committee, College of Education  
University of South Carolina

Monday, November 22, 2010

The meeting was called to order by Julie Rotholz at 2:35 p.m.

Present: Bill Brown, Tambra Jackson, Sandra Schmidt, Collin Webster, Julie Rotholz and Joe Flora.

Three items were addressed:

1. A brief discussion regarding our impressions of the college-wide diversity events of November 10,11 and 12.  
and
2. Whether we should use the momentum of the November events to offer dialogues on our own before our consultants come back in the spring.  
And
3. The Diversity Committee's role, if any, in the hiring of a new dean.

Re: 1 (above), Joe mentioned that the participation in the Friday dialogues was between 60 and 70. Although few students attended, we were generally pleased with the number of faculty and staff.

RE: 2 (above): Collin noted that we should keep the dialogues going. There was widespread consensus that we should use the interest generated, use what we've learned, and continue the dialogues. Tambra noted that we should make sure our objective is clear, and create a space which improves the college climate regarding diversity. This meshes with the mission of our committee.

Julie agreed to contact our consultants to arrange a conference call to talk about our next steps. Although it's not an ideal date, December 13 was agreed upon for a conference call with Christine and Mark (if they are available).

Julie also agreed to contact Carl Wells regarding training for college faculty who are involved in APR reviews. His previous presentation was well received and it was agreed that those faculty who have not been trained would surely benefit from his insights. Julie also agreed to invite Carl to our January 18 meeting to talk with him about our recent work.

3. The topic was raised regarding the Diversity Committee's role in conveying concerns to applicants for the Dean's position. Joe agreed to contact Dennis Poole, the chair of the Dean's Search Committee. The consensus of our committee was that the Diversity Committee would like to hear each finalist's vision regarding diversity, as well as their experiences and efforts regarding diversity in their past positions. We were unclear as to

whether this concern is best expressed as a distinct item on finalists' itineraries or whether the topic can be broached in an open forum. Sandra also noted that this question can be raised in individual faculty meetings with dean candidates. It was mentioned that the Search Committee has a number of strong faculty representatives and the topic will undoubtedly be addressed.

The meeting was adjourned at 3:30.

Respectfully submitted by Julie Rotholz  
Secretary-for-the-day

## Meeting Minutes

### College of Education Diversity Committee

August 17, 2011

1. **-Call to order** (Rotholz) The meeting was called to order at 12:44 by last year's chairperson, Julie Rotholz. The following members of the committee were present: Elizabeth Costello, Panayiotis Doutis, Joe Flora, Tambra Jackson, and Steven Liu.

Rotholz agreed to take minutes, and Jackson volunteered to take notes for the first meeting in September. Costello will take notes for the meeting after that.

2. **-Introductions** After brief introductions, both Zach Kellehear and Dean Watson stopped in. Dr. Watson reiterated his support for the committee, and noted that the Diversity Committee's mission is in line with the vision that he has articulated for the College. He said either he or his designee will attend our meeting. Rotholz asked about financial support; the Dean replied that he will treat requests from the committee the same way he deals with requests generally: The Committee will need to prepare a detailed budget and be clear about how the request contributes to the vision of the college.

A brief discussion on the meaning and extent of our charge followed. Jackson noted that part of the challenge is not simply to appreciate diversity, but to BE diversity. Thus, part of our purpose is to move the college toward truly 'living' diversity. Flora raised the issue of the current trends in society and the backlash against the Obama presidency. This is relevant as this political reality affects what is happening in education locally and nationally as well as what happens here in the College.

3. **-Determination of meeting times** It was agreed that we would meet twice a month in September and October. Upcoming meeting dates are as follows: **WEDNESDAYS AT 11:00 a.m., SEPTEMBER 7 and 21, OCTOBER 5 and 19, NOVEMBER 2, and DECEMBER 7 IN ROOM 272 WARDLAW.**

4. **-Election of Chairperson:** Tambra Jackson and Julie Rotholz were elected as co-chairpersons for the 2011-12 year.

5. **-Overview of Committee's previous initiatives** (Jackson) Tambra reviewed the major initiatives from last year, including the use of our consultants, the facilitated dialog, the final report, and the efforts to institutionalize the APR process in each department to include a diversity representative who sensitive to the demands on faculty of color as well as faculty who focus on social justice issues. We had a busy and productive year and we look to continue the initiatives.

6. **-Brainstorming of year's priorities** Three tasks were outlined. First, committee members will check BlackBoard and read the report prepared by our consultants. Second, we will want to follow up with the Dean regarding the creation of a college handbook. That would be a place to institutionalize the concerns regarding APR committees. Third, we will need to follow up on concerns regarding diversity in faculty awards in the college. Also, Rotholz will check with the Dean to get a copy of his PowerPoint slides from the Faculty Meeting that relate to the charge of this committee and the vision for the college.

At the next meeting, we will come prepared to discuss our priorities for the year and our charge. The meeting was adjourned at 1:25. The next meeting will be Wednesday, September 7 at 11:00 a.m. in Room 272 Wardlaw.

Submitted by Julie Rotholz, Secretary of the Day

## **COE Diversity Meeting September 7, 2011**

In attendance: Julie Rotholz, Moody Crews, Joe Flora, Stephen Liu, Panos Doutis, Tambra Jackson, Beth Powers-Costello, Zach Kelehear

Meeting called to order at 11:10am.

The committee held discussion on our agenda for this year.

### **DIVERSITY PLAN**

It was suggested that we focus our efforts on developing a Diversity Plan for the College. This is a task that the By-Laws require of the committees as well as an immediate recommendation from the culture and climate report from the consultants. Questions posed about the plan included:

- What is the function of a diversity plan?
- How do/will we define diversity?
- What would be a good process to develop a plan?
- How does diversity fit with our college mission and vision?

There was discussion on the timeline for our work. We agreed to aim to present a completed draft to the faculty at the college-wide meeting in April 2012.

Julie asked if the committee wanted to continue the diversity dialogues this year. Most were in favor of continuing them in the future, but felt as though we should focus our efforts on creating the Diversity Plan. Zach suggested that we could use the dialogue model to solicit input about the diversity plan. Panos suggested that we carry the momentum from last year and engage in some kind of interaction between/amongst faculty.

To begin the process of creating a Diversity Plan, Zach suggested we consider a series of questions.

- What are the core things that we subscribe to under the heading of diversity?  
What do we value?
- Where is our gap between beliefs and actions?
- How do we close the gap? If we value diversity then we will do these things... (ie. what do we need to do?)

### **DIVERSITY SYMPOSIUM**

Tambra asked if the committee was willing to co-sponsor a college-wide Diversity Symposium with ITE's diversity committee. It was suggested that we could link our work in developing the Diversity Plan with the symposium. All were in favor of co-sponsoring the event.

### APR REPRESENTATION

Tambra asked if the committee was willing to support efforts to institutionalize a policy for representation on APR committees. This person would function much like the Affirmative Action Advocate assigned to faculty search committees. These individuals would serve as advocates for faculty of color and other faculty in terms of raising the awareness among committee members of the highly racialized (and gendered) nature of their experiences in the academy. For the past 2 years, the former Dean asked departments to appoint such a person to APR committees and Carl Wells from the EOP office conducted the training. The committee agreed to support these efforts. Julie and Tambra will consult with Dean Watson to inform him of previous years' actions and solicit support for the upcoming review cycle as well as advice on how to bring this forth as a policy recommendation.

### **Tasks to be completed for next meeting:**

Each committee member will generate a list of items that the College and our Departments value related to diversity. The climate report and the example diversity plans (all are posted on Blackboard) will be consulted. At the next meeting we will synthesize our lists and divide into sub-groups for drafting a plan.

Meeting adjourned at noon.

Minutes respectfully submitted,  
Tambra Jackson

## **COE Diversity Meeting October 5, 2011**

In attendance: Julie Rotholz, Moody Crews, Joe Flora, Steven Liu, Panos Doutis, Tambra Jackson

Julie read the minutes from the Sept. 21 meeting.

### DIRECTION & FOCUS OF EFFORTS

The committee held discussion on the direction of efforts for this academic year. At the Sept. 21 meeting discussion was held on three suggested initiatives for the year:

1. Mentoring new faculty
2. Creating spaces for conversation
3. Empowering faculty through leadership of Diversity Committee

There was discussion about how best to focus our efforts. It was suggested that the initiatives should not stand in isolation but be part of the Diversity Plan that the committee is charged with creating; thus, drafting the diversity plan should be our top priority. There was discussion on having our efforts focus on drafting the plan as well as “doing something.” The initiatives discussed could be part of the “recommended action” of the diversity plan.

### DIVERSITY PLAN

Two questions reemerged during the discussion:

- What is the function of a diversity plan?
- How do/will we define diversity?

The committee identified 6 major areas to include in the Diversity Plan and committee members selected areas they would write first drafts.

1. Recruiting and Retaining a Diverse student body (Beth)
2. Recruiting and Retaining a Diverse faculty (Tambra)
3. Curriculum and Pedagogy: Teaching a diverse curriculum (Moody & Panos)
4. Embracing Diversity in Community Relations & Partnerships (Tambra)
5. Transparency in performance evaluation, compensation and recognition (Joe & Stephen)
6. Achieving Diversity through Faculty Governance (Julie)

### APR REPRESENTATION & DIVERSITY SYMPOSIUM

Tambra reported on her meeting Dean Watson regarding the APR diversity rep training and the Diversity symposium with ITE's Diversity committee. The dean suggested that we include the training as part of a mid-year college-wide meeting. Carl Wells from the EOP office will be contacted.

The diversity forum is being planned for a Friday in February. The suggested outline is:

8:30-9:00 Welcome, Dean Watson  
9:00- Panel 1 (4-5 speakers)  
9:45- Breakout Sessions with each speaker in a room (attendees choose where they want to go for follow up discussion from panel remarks)  
10:30- Panel 2  
11:15- Breakout Sessions  
12-1 LUNCH on your own  
1:00- Panel 3  
1:45- Breakout Sessions  
2:30-3:00- Closing, Gloria

Beth may have more information at the next meeting on how the COE Diversity committee can contribute/assist with planning.

**Tasks to be completed for next meeting:**

Each committee member will begin to draft a section of the diversity plan. At the next meeting we will share our beginning drafts and provide feedback. The plan is to create folders on the Blackboard site and post drafts there.

Minutes respectfully submitted,  
Tambra Jackson