

**Eastern Kentucky University  
University Diversity Committee**

**Meeting Minutes**

**Subject:** UDC Meeting

**Chairperson:** Belluscio,  
Teresa; Nnoromele, Salome

**Resource:** Zabawa,  
Debbie

**Date:** 1/28/2008

**Start Time:** 1:00 PM

**End Time:** 2:00 PM

**Duration:** 01:00

**Location:** Library 208

**Attendees:**

Allen, Jenny; Bauer, Adrienne; Belluscio, Teresa; Cozart, Melissa; Fifer, David; Holbrook, Wyndee; Johnson, Gladys; Johnson, Wardell; King, Amanda; Moore, Sandra; Nnoromele, Salome; Poffenberger, Abbey; Thompson, Sherwood; Welker, Mark Bethany Miller; Zabawa, Debbie

**Regrets:**

Chandra, Vigs; Crowe, Loni; Fomundam, Kenneth; Matthews, Betsy; Sowers, Debbie; Street, James; Thomas, Deneia; Vice, Janna

**Absent:**

Byrn, Stephen; Cornett, Shirley; Gilbert, Kathy; Glover, Matthew; Kirkpatrick, Kristie; Parker, Jessica H.; Perera, Mayantha; DeSeze, Perrine; Scott, Tracy; Stewart, Kimberly; Wallace, Clarence; Zeigler, Sara; Timothy Groninger

**Attendance Not Taken:**

Chirumamilla, Sankarrao (Webmaster); Smith, Sharon G. (contact for Gilbert, Kathy)

**Agenda:**

1. Call to Order
2. Announcements
3. Introduction
4. Approve Previous Minutes
5. Open issues
  1. Campus Climate Survey (Miller, Bethany)
6. Adjournment

**Meeting Summary**

1. **Call to Order**

Ms. Teresa Belluscio called the meeting to order.

## 2. **Announcements**

There were no announcements.

## 3. **Introduction:**

Ms. Bethany Miller, Institutional Research

## 4. **Approve Previous Minutes**

Co-Chair Teresa Belluscio requested a review of the minutes from the December 10, 2007 meeting. Dr. Wardell Johnson motioned for the minutes to be approved. The motion was seconded by Ms. Sandra Moore. The minutes were approved with no amendments.

## 5. **Open issues**

### a. **Campus Climate Survey (Miller, Bethany)**

I. There are a number of surveys in various planning phases that are being launched for the EKU community. There is concern that participants will grow weary from surveys vying for their attention, especially if there is an overlap in launching the UDC survey with others such as:

- [National Survey of Student Engagement \(NSSE\)](#)
- Library - National Standard survey
- Quality Enhancement Plan (QEP) survey
- Faculty and Staff survey
- General Education survey (for Gen Ed instructors)

A timeline for the Survey was discussed.

Ms. Miller suggests the ideal time to launch the survey would be after spring break. However, to warrant from an overlap and since there is a mandate to ensure a quality response time, Ms. Miller will look into the launch time of other campus surveys. This action will provide the necessary protection the campus population needs from becoming inundated with requests to survey. The question was raised as to whether President Whitlock is expecting the survey from the UDC to occur in the fall of 2008, the initial launch date. Ms. Miller suggests the launch date be set for after spring break.

Ms. Sandra Moore had concerns about the timelines of the UDC Survey and the Howard Civil Rights Project (HCRP) Survey. (As noted in the minutes from the December meeting, CPE had contracted HCRP to conduct a state-wide diversity study in order

to establish the compelling interest for diversity in the Commonwealth of Kentucky. The Survey is to launch in June/July of 2008.) Ms. Moore expressed that at this time no one is sure who will be targeted as participants for the survey. Each state institution will participate in the study and some members of the institution will be asked to respond to the survey. She added that President Whitlock has received a deadline of February 3, 2008 to get the necessary paperwork turned in.

- II. A marketing plan for the UDC survey was also discussed. Ms. Miller stated that the best possible participant response will be sought. One committee member recommended that Director of Information Services, Mr. Jeff Whitaker, whose primary area is Information Technology Administration, be the contact from the IT Department.
1. The question arose as to whether incoming students should be surveyed. Ms. Debbie Zabawa suggested that if so, someone might want to speak with Mr. Scott Amundsen, of Academic Advising, and Ms. Cari Wallace, Associate Dean of Students and Director of First Year Programs. Ms. Zabawa stated that groundwork had been in the works between the two to implement an online interactive program with incoming students, to introduce them to campus resources, the campus environment, etc. She added; however, that she was unsure where that implementation process currently stands. Ms. Zabawa said that adding the survey to the interactive experience might assist in understanding where incoming students stand in regards to diversity issues.
  2. A member suggested there might be legal issues concerning mandating a survey.
  3. Ms. Jenny Allen added that surveys have to be voluntary in order to be ethical.
  4. Ms. Amanda King communicated that locating the survey in ECU Direct might yield high participation. She stated that she enjoys participating in each and every survey posted to ECU Direct.
  5. When asked how employees in Facilities Services will be surveyed, Ms. Miller volunteered that Institutional Research will provide paper copies of the survey to the staff in Facilities Services.
  6. Mr. David "Doc" Fifer recommended that to aid in maximum attention, the survey should be placed in a prominent location on the front page of the University's webpage.
  7. Dr. Nnoromele suggested that incentives may be a good avenue to explore in order to gain maximum participation. Committee suggestions were:
    - a. Five dollar gift cards
    - b. Gas cards, and
    - c. A drawing for \$50 cash

8. Ms. Adrienne Bauer asked whether we could send the survey via email to those in the campus community. A committee member responded that to post the URL would mean not being able to regulate how many times students respond, but posting to EKU Direct would provide the means to limit use of the survey.
9. Mr. Fifer noted that there are certain groups [of students in particular] on campus who would not wish to be identified, as it relates to their answering certain questions. Participants would fear their cooperation would allow their answers to be traced back to them. Ms. Miller communicated that although the data collected would be aggregated, a disclaimer could be placed at the beginning of the survey to let participants know their personal information would not be shared with others and would be kept confidential.
10. Ms. Miller said that if the UDC uses the Office of Institutional Research, an introductory email would be composed, with wording from President Whitlock. She said that on creating the survey itself, the text used would be provided by the UDC. The wording/introduction from President Whitlock would have to be fresh, being written no more than two days prior to sending the introductory email. Ms. Miller reiterated that the survey would require high cooperation from faculty and staff; maximum participation being needed.

- III. Concerning conducting an analysis of the data collected from the survey, Ms. Miller said that if the Office of Institutional Research creates the survey then they could also perform an analysis on the data collected from the survey. An extended report would be issued then an executive summary would be provided for the Progress publication, with a subsequent summary provided. Ms. Miller stated that if IT places the survey in EKU Direct, Institutional Research could collect the data if IT provides/rolls the data to her.
- IV. Ms. Wendy Holbrook noted that the length of the survey looked good and asked about the average length of time it would take a participant to complete the survey. Ms. Miller stated that the survey should take an average of 10 to 15 minutes to complete. Dr. Nnoromele said the survey should take 10 minutes to complete.
- V. There were additional questions and comments raised concerning specifics of the survey.
  0. According to Ms. Miller, questions that could be answered with a simple “yes” or “no” would be evaluated by institutional research.
  1. Because the survey participants would include staff, faculty and students, Ms. Miller said the survey could be separated relative to who is answering.
  2. Questions #3, #4, #21, & #22 should include “ethnicity” in the samples provided in parenthesis.
  3. Question #13 should separate into answers for each diverse group.

4. Question #14 should read, “race and ethnicity”, rather than “race or ethnicity”.
5. On questions #30 the answer choice, Race/Ethnicity should be separated into two selections.
6. On question #31, Ethnicity should be added as an answer in dropdown selection.
7. A discussion centered on whether we should add an additional block to allow participants to self-identify ethnicity. The block would follow the standard race and ethnicity questions. An option could be included to “mark all that apply” and/or a section where participant could type/write in ethnicity. A member raised the question whether allowing participants to self-identify would create a compilation issue. Ms. Miller stated that to allow self ethnicity identification could generate important data for future reference.
8. The Committee agreed to self-test the instrument before launching.

**6. Adjournment**

There was no further discussion and the meeting was adjourned.

*(Please note that the next UDC meeting will take place on February 25. Other monthly meetings will be held March 24 and April 28; there will be no meeting in May. Meetings are held at 1pm in Library 208.)*

**1. Actions and Issues Opened In this Meeting**

**New Actions (6):**

#	Status	Owner	Due	Title	Comments	Priority
1	Open	Belluscio, Teresa; Nnoromele, Salome	Before 1/21/2007	Introductory letter from Dr. Whitlock. A letter from Dr. Whitlock should be sent out to campus community no more than two days prior to launching survey.		High
2	Open	Miller, Bethany	2/25/2008	Ms. Miller will look into the launch time of other campus surveys. She will check to ensure there will be no overlap in surveys should the UDC launch the		High

				Survey after Spring Break.		
3	Open	Belluscio, Teresa, Nnoromele, Salome	2/25/2008	Learn President Whitlock's timeline preference for Survey		High
4	Open	Miller, Bethany		Administer hardcopy of survey to the Facilities Services staff.	This will take place at time of Survey launching	High
5	Open	Belluscio, Teresa, Nnoromele, Salome	2/25/2008	Consult with Jeff Whitaker (IT) for technical assistance.	Assistance required	High
6	Open	Belluscio, Teresa	2/25/2008	Updates to Survey		High

#### New Issues (4)

#	Status	Raised by	Owner	Due	Title	Comments	Priority
1	Open	Moore, Sandra	UDC	2/25/2008	Timeline: concerns about the timelines of the UDC Survey and the Howard Civil Rights Project (HCRP) Survey.		High
2	Open	Nnoromele, Salome	UDC	2/25/2008	Incentives for participation	\$5 gift cards Gas cards Drawing for \$50 gift certificate	High
3	Open	UDC	UDC	2/25/2008	Where to launch survey.	EKU Direct? A web link?	High
4	Open	UDC	UDC	2/25/2008	Where to market survey	Email? Other?	High

## 2. Open Actions and Issues Prior To This Meeting

### Old Open Actions (3):

#	Status	Owner	Due	Title	Comments	Priority
1	Open	Chandra, Vigs, Thomas, Deneia		Sub-Committee Invite via List Serve: Suggestion that a list serve is created to invite committee members who would wish to serve on a sub-committee. The sub-committee would share national, regional, and local information related to race and diversity. (Chandra, Vigs, Thomas, Deneia)	10/22/2007: Dr. Chandra volunteered to assist in creating a sub-committee.	Normal
2	Open	Belluscio, Teresa		Creative Design Committee Form a creative design committee	10/22/2007: Gladys Johnson wishes to serve on the design sub-committee for campus-wide diversity awareness campaign.	Normal
3	Open	Belluscio, Teresa		Ask Human Resources to Provide Training. This concerns how we advertise for recruitment	10/22/2007: Teresa Belluscio will begin promoting by asking HR for input.	Normal

### Old Open Issues (4)

#	Status	Raised by	Owner	Due	Title	Comment	Priority
1	Open	Thomas, Deneia	Chandra, Vigs, Thomas, Deneia		Sub-Committee Invite via List Serve Suggestion that a list serve is created to invite	1/4/2008: Dr. Vigs Chandra volunteered to assist in creating a sub-	Normal

					committee members who would wish to serve on a sub-committee. The sub-committee would share national, regional, and local information related to race and diversity.	committee.	
2	Open		UDC		Follow-up After NWC Group Visit. UDC should take responsibility to assist with or sponsor a forum following the NWC event.		Normal
3	Open	Thomas, Deneia			Diversity Climate in faculty & Staff Environment Question to Consider: Does UDC keep a finger on pulse of faculty/staff with regard to diversity?	10/22/2007: Climate is an issue when diverse groups are hired to faculty and staff.	Normal
4	Open	Nnoromele, Salome			Plan Development for Structured Diversity Introductions Development of Meet & Greet type of event.	10/22/2007: Because isolation exists, UDC needs to consider developing a plan of [structured] groups similar to Meet & Greet.	Normal

### 3. Actions and Issues Closed Day of Meeting (2)



**Actions Closed Day of Meeting (2):**

#	Status	Owner	Due	Title	Comments	Priority
1	Closed	Belluscio, Teresa	12/10/07	Update to Survey At next meeting we will review survey update.	1/3/2008: 11/26/07: Teresa will update the survey based on committee recommendations. Revised survey will be emailed before next meeting	High
2	Closed	Belluscio, Teresa	12/10/2007	Contact Bethany Miller, Director of Institutional Research Contact representative from Institutional Research to answer questions and provide input.	1/3/2008: Bethany will be invited to the December 10 meeting to discuss questions raised regarding the survey.  2/15/2008: Bethany attended the meeting on this date.	Normal

**Issues Closed Day of Meeting (1);**

#	Status	Raised by	Owner	Due	Title	Comments	Priority
1	Closed	Committee	Office of University Development & Student Government Association	ASAP	Scheduling Conflict: NCW Event / Paul Rusesabagina Lecture	12.10.07 - Meetings to be held following University Diversity Committee Meeting to discuss scheduling conflict.  12.10.07 - Scheduling conflict resolved.	

