**COEHS DEI Committee Agenda**

**Thursday, October 13, 2022 @ 2-3 pm**

**Virtual Meeting**

Leads: Regina L. Suriel and Hoa Nguyen

Online Attendees: Jiyoon Jung, Huzeyfe Cakmakci, James Martinez, Meagan Arrastia-Chisholm, Nicole Alemanne, Xiaoai Ren

Meeting Goal: Organize & Delegate

Agenda:

* Form Taskforce for each goal
	+ Multi-Cultural Hub
		- Chair: Regina L. Suriel
		- Members: Jiyoon Jung, Hoa Nguyen, Nicole Alemanne, James Martinez
		- Tasks:
			* Delegate public relations including a flyer, email announcement, website, slide for electronic message boards, update, etc. to get the word out.
			* Propose GA or staff dedicated to this hub and these duties
			* Follow up with timeline for when hub will be open for others
			* Furniture have not arrived – Kate update
			* Create guidelines for accessing the space (room use, hours, how folks sign up, use of food)
			* Have one person in charge of website updates and social media (Facebook, Instagram).
				+ Does COEHS have social media?
			* Accessorize/decorate with attention to DE&I
				+ Pillows, multicultural symbols, wall décor
				+ Involving student groups (within or outside college) to help decorate; hall decorating contest?
	+ Coalition
		- Chair: Hoa
		- Members: Meagan, Xiaoai
		- Work with all DEI committees and organizations across the colleges: [https://valdostaedu.sharepoint.com/:w:/r/sites/TM-COEHS/Shared%20Documents/General/Diversity,%20Equity,%20and%20Inclusion%20Committee/Coalition%20across%20campus/(NEW)%20VSU%20DEI%20Committees%20%26%20Organizations.docx?d=wef042e7a29c54b43b6e8d0240b88ceb3&csf=1&web=1&e=3TQbmE](https://valdostaedu.sharepoint.com/%3Aw%3A/r/sites/TM-COEHS/Shared%20Documents/General/Diversity%2C%20Equity%2C%20and%20Inclusion%20Committee/Coalition%20across%20campus/%28NEW%29%20VSU%20DEI%20Committees%20%26%20Organizations.docx?d=wef042e7a29c54b43b6e8d0240b88ceb3&csf=1&web=1&e=3TQbmE)
			* Office of Student Diversity & Inclusion
			* College Assistance Migrant Program
			* Academic Support Center
		- Touch base once a semester at least
	+ Peer Connect
		- Chair: ???
		- Members: Meagan, Xiaoai, Regina, Nicole, Huzeyfe
		- Emphasis on junior faculty
		- Partnership with CELT
		- For whom? How inclusive?

Other items/questions/concerns/next steps

* Staff/student – Should we invite staff and/or students representatives to attend? (e.g. COSA, CAMP, SGA, SDI, etc.)
	+ Committee agreed to invite and keep meetings open
	+ Once a semester open meeting to possibly include SG Pres, TRIO, CAMP, DEI Director and the Dean.
* Syllabus updates – Should this task be addressed this year? If so, how do we organize this effort? Wait to see what Senate offers.
* For later on also : Expectations for faculty to prioritize DEI in courses – part of P&T? How to document these processes and publish based on this data?
* Chair Elect – Should we have a Chair Elect to continue the following year as DE&I Committee Chair? If so, what process should be established to determine nominees? How soon should we begin this process?
	+ How do we update committee chairs and membership on DE& I website?
	+ Email webmaster for access
	+ Add photos and bio sketch from committee members
	+ <https://www.valdosta.edu/colleges/education/deans-office/college-of-education-committees/Diversity%20and%20Inclusion%20Committee/>
* Wishlist
	+ COEHS DE&I Logo. What do you think? Should we host a DE& I logo contest?
	+ Creative services order
	+ Student contest – giftcard award or scholarship
	+ Logo not just for committee, but DEI as it applies to COEHS – use for hub etc.

Action items

* Establish next monthly meeting
* Send doodle poll for week of Nov. 14th
	+ Renee has class MW 9-10:15am and TR 9-10:15, 11-12:15, and 2-3:15
* Taskforce touch base before our next meeting