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**College of Arts & Letters
College Inclusive Practices
Committee (CIPC)**

Minutes

**Tuesday, September 24,
2019**

3:30 pm – 5:00 pm

321 Linton Hall

Attendance: Charles Moulding, Heather Douglas, Trixie Long Smith, Kathryn McEwen, Caitlin Cornell, Laura Scales, Candace Keller (On behalf of Rebecca Tegtmeier), Eve Cuevas, Sonja Fritzsche, and Leann Dalimonte.

Guests: Cara Cilano

Meeting started at 3:33pm

1. Introductions
2. Approval of agenda – Tanner motioned, Trixie seconded, agenda approved unanimously.
3. Approval of minutes from March 2019 – Laura motioned, Heather seconded, minutes approved unanimously.
4. Election of Committee Chair (will need to give a semester update to CAC)
 - Chair will run the meetings, assist in coordinating the agenda with Sonja, follow up on initiatives and communication with other committees/meetings, and assist with the Engaged Pedagogy Grants
 - Laura Scales re-elected with clear majority from the committee.
5. Remarks by Cara Cilano, Associate Dean for Undergraduate Studies
 - Looking at diversity, equity, and inclusive practices at the undergraduate level in majors & minors and in the curriculum
 - Diversity requirement at that level (IAH example)
 - Work collaboratively with admissions for recruitment
 - CAL interacts with undergraduate students more than other colleges
 - Compelling curriculum initiative to promote a culture of assessment
 - How are we teaching? What are we teaching? Is the classroom an inclusive space?

- AAN is running a series on faculty learning communities
 - Inclusive pedagogies is a workshop they're offering

6. [Creative Inclusive Excellence Grants](#) – tabled until next meeting.

7. Remarks by Associate Dean Sonja Fritzsche

- CIEG – Faculty Accessibility Fellows Program call just went out to faculty. There are 5 spots available within the College.
- Sonja's role changed this year with the removal of Undergraduate Education which has allowed room for diversity, equity, and inclusion as well as to work alongside the Faculty Excellence Advocate.
 - Request: Encouraging CIPC members to go to their units and ask what they're doing to advance diversity, equity, and inclusion as a goal. Please report back on any of the initiatives happening in your unit next meeting.
 - Please also report CIPC information back to your units
- FEA Position (per college) – Act as an ombudsperson for a variety of issues, these issues/situations are kept confidential and separate from the Dean. Handles affirmative action training with search committees, meets with job candidates, and helps the college follow diversity, equity, and inclusion goals at the university level.
 - FEA Search failed Spring 2019.
 - College is reworking the position so the FEA would be exclusively the ombudsperson (+ new training for non-tenure system faculty) for the college, and the internal search will reopen once the job description is finalized.
- New President has a strategic plan with an inclusive process to deal with compliance of reports at the university level

8. Revised/resubmitted CAL Engaged Pedagogy Proposal for review - Robin Silbergleid, Sheila Contreras, Yomaira Figueroa, and Divya Victor

- \$25,000 left in the CAL Engaged Pedagogy Fund for this year
- Request – Can this proposal be split with the Broad? Can the second part of the request be clarified before the second \$2,500 is awarded?

9. Report from IDEA Coordinator Tanner Schudlich (Kate Sonka and Sonja Fritzsche will also join meetings)

- Unable to attend the first meeting (monthly meeting – 1st Wednesday)
- The IDEA Coordinators share information and opportunities with each other, please feel free to send opportunities to share with them

- HST 860 is having public guest speakers across the semester

10. HR Forms Revisit Discussion/Update

- The university is adopting a new management system called Oracle PeopleSoft to replace Student Information System (SIS)
 - They are looking at creating more inclusive forms
- CAL HR is taking feedback to AHR and CHR to address current issues, one being the lack of diversity and inclusion in their forms
 - CIPC will draft a formal statement to put forth

11. Other business - CIPC Charge review, CIPC Values and Goals review and update, Website update

12. Other old and new business and suggestions for next year

- Question about accessibility for short term funding for students for books, software necessary for coursework, or issues with financial aid
- Guest speakers from various units across the college

Tanner motioned to adjourn, Heather seconded, meeting adjourned at 4:53 pm