Faculty Assembly Minority Affairs Committee
March 10, 2015 Minutes

Attendees: Denise Pan, Faye Caronan, Vera Gao, Farah Ibrahim, Chen Ji

I. Review minutes from February meeting (attached)
   A. Minutes approved

   A. Distributing email/flyer – updates on distribution? Email flyer sent to AD/ASG, School of Ed, distributed to Faculty Assembly. Faye action item: send to CLAS newsletter. Chen action item: send to Business school
   B. Review registered attendees
      1. Still small number of attendees. Farah action item: reach out to some registered attendees to ask what their particular interests are so we can tailor the workshop.
   C. Develop timeline for pre-event activities and assign responsibilities to members
      1. ordering catering- Vera and Denise will take charge of ordering.
      2. sending reminder email to registered participants with link to literature review- Denise will follow through with this
      3. discussion prompts for each discussion group- Will reach out to registered attendees and develop prompts at next meeting
         - Administer FCQs in the classroom
         - Describe FCQ scores in self-evaluations
         - Interpret and analyze FCQ scores for evaluating others
      4. materials needed day of event? E.g. handouts, sign-in sheet, name tags, and other items? - Will repurpose materials from past events at library for workshop
   D. Event day details
      1. identify event facilitator
         A. Farah will facilitate
      2. Room setup?- Different tables for discussion groups, with prompts at tables according to attendees’ registered interest. MAC members will serve as notetakers at each table.
      3. When should lunch be delivered and to who?- Lunch should be delivered at 11am. Farah will be contact person.
      4. When should MAC members arrive? - 11:30am
   E. Post workshop
      1. Create report with findings and recommendations by the end of the semester. – Farah will draft the report
      2. Send report to interested individuals (see document on Dropbox), including Donna Sobel.

III. Meeting dates for after event?
   A. Tuesday, 4/14 10-11am, last meeting of semester. Will draft report of workshop.