Minority Affairs Meeting Agenda
Tuesday February 5, 2013

Attendees: MAC Members – Aki Hirose (Sociology); Philip Joseph (CLAS); Douglas Krause (CAM); Denise Pan (Library); Craig Sisneros (Business), Stephanie Santorico (Math & Statistics).

Guests: Christine A. Stroup-Benham (Institutional Research); Orlando Archibeque (Library)

Meeting Agenda

1. Approval of December Minutes
   a. Minutes approved.

2. 2013 NSSE (National Survey of Student Engagement) – Guest: Christine A. Stroup-Benham, Ph.D. Assistant Vice Chancellor, Institutional Research & Effectiveness
   a. The NSSE is a national survey of freshmen and seniors about educational and personal growth programs and student services. The test is pre-defined and does not allow institutions to add their own questions. However, they will be able to compare CU Denver responses to other institutions and by schools in the same Carnegie Classification.
   b. The last time CU Denver administered the NSSE was 2010 and received a 32% response rate.
   c. Survey will be launched via email on Feb 19, through March 31. It is preferred if students respond via their email invitation to keep the unique ID and URL tied to the individual student.
   d. When the survey results are available, Christine is available to present findings to MAC. She will also be able to provide analysis by college.
   e. MAC would be interested in hearing results and comparing to 2010 findings.
   f. Christine will send Denise an electronic copy of flyer, 2013 questions, and summary data from 2010. Denise will redistribute to the committee.

3. CU Denver Administrator Inclusion Dialogues Event Details
   a. Review list of registered participants:
      i. 6 attendees, 3 from Library.
      ii. Need MAC members to register and sign up for their sandwiches.
   b. Strategies for further promotion of event
      i. Philip will revise email draft to be more compelling.
      ii. Denise will contact Brenda J Allen for help (she will share with Provost’s exec team), and will re-send revised email to AD/ASG members.
      iii. Everyone will customize an email to send to their department
c. Event goals: What are we trying to achieve with this Inclusion Dialogue for Administrators?
   i. To represent the feedback we have received from students/faculty/staff
   ii. To gather an audience of administrators who will share their concerns and initiatives to address issues
   iii. To identify how MAC can work with departments/schools/colleges to further support diversity and inclusion on campus (what can we do to advance their efforts)

d. Agenda/Itinerary 11:00-12:15
   i. 11:00 arrival and boxed lunches.
   ii. 11:15 begin program, presentation of findings and discussion moderated by Doug.
   iii. 11:20 begin discussion re: defining the problems/issues.
        We have identified these as the major issues, do you agree?
        Rank them for your department/school/college? Ask for a show of hands, record tally on dry erase board.
        Are there additional issues/concerns in your unit that we have not mentioned?
   iv. 11:40 discussion re: identifying solutions/strategies
        Focusing on the primary issue for participants, what is your department/school/college doing to address this issue?
   v. 12:00 Wrap-up: Call to action
        How can MAC help you? We would like to hear more from you.
        Would you be interested in continuing the conversation with us?

e. Room setup
   i. Table & food arrangement -- food in back of room, and create small table groups.
   ii. Volunteers? –
        Room Setup: Aki, Denise, Lando, Doug
        Room Breakdown: Stephanie, Denise and Lando
   iii. Sign-in sheet and name tags – Denise will create.

f. Handouts
   i. Inclusion Dialogues: Concerns and Inquiries Executive Summary

Action Items:
- Philip will revise to make the message more compelling.
- Denise will send current draft for everyone to personalize themselves, resend revised email to AD/ASG members; will write a draft of a “follow up email” to send to registered participants with questions for them to consider and information for them to read before the event.
- Everyone will register for the event; will send an email invitation to their personal contacts for decision makers for departments/schools/colleges.
- Doug will try to borrow recording equipment from CAM (maybe ask Lorne Bregitzer?).

Next Meeting: Tuesday March 5 at 10 a.m. in Auraria Library Friends Conference Room