# Diversity, Equity, and Inclusion (DEI) Task Force

## Team Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
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<tbody>
<tr>
<td>Allatia Harris</td>
<td>Ryan Navejar</td>
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<td>Lee Benjamins</td>
<td>Ros Parker</td>
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<td>Cristina Cárdenas</td>
<td>Martha Robertson</td>
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<td>Clare Iannelli</td>
<td>Amanda Rose</td>
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<td>Lamar McWaine</td>
<td>Wayne Wauters</td>
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<tr>
<td>José DeJesusGil</td>
<td>Dedra White (recorder)</td>
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Importance of DEI to the College

• Enhance the student experience.
• Create an inclusive learning and work culture through polices and procedures, best practices, and multicultural activities and learning opportunities.
• Attract and retain diverse staff, administrators, faculty, and students.
• Enhance the student learning experience in the classroom.
• Understand obstacles that our students face and eliminate barriers while empowering them to overcome impediments to their ultimate success.
• Serve the needs of our community.
Background

• Diversity, equity, and inclusivity are important elements of the college strategic vision.

• Inclusivity is a core value of San Jacinto College, and the College community celebrates the diversity of ideas and cultures.

• San Jacinto College serves as a role model for its community and provides leadership in diversity and inclusivity awareness, practices, and outreach to its diverse populations.

• San Jacinto College has made advances in work pertaining to diversity and inclusion.

• However, the DEI task force discussed and took a deep dive into the progress made by the College and identified improvement targets for the institution that will support further progress for the community, students, and employees.
Current Situation

• We have a decentralized diversity framework. Activities are implemented ad hoc by various departments/organizations across the college (siloed).

• We recognize the need to do more to promote/market diversity as an institution.

• We do not have a fully developed DEI branding plan that is integrated into college operations. Need to coordinate better with Marketing to create and convey DEI through a web presence (i.e. branding, homepage & layout, visuals, diversity content, diversity intranet site, etc.).

• Services that support students such as food market/pantry, career closet, etc., are spread out across different areas of each campus.

• Support for professional development pertaining to DEI (that increases employee awareness) is not perceived to be consistent across the College.
Current Situation

• Improvements needed on training offerings; encourage the use of course materials and learning activities that address DEI issues.

• Policies and procedures do not consistently use inclusive language, including gender neutral language.

• Job postings do not consistently attract pools of diverse and culturally competent candidates.

• Interview panels are not consistently representative of diverse populations and are not adequately trained in DEI selection processes.

• Awareness and engagement of community partners, particularly pertaining to diversity, is limited.

• Lack of coordination and awareness of individual and college memberships to organizations, particularly pertaining to DEI.
What can we do better?
Future Opportunities

• Embed DEI goals in the SJC strategic plan.

• Design and develop an integrated DEI framework that permeates messages, policies, procedures, practices, activities, etc..

• Create a web presence for DEI.

• Centralize support services for students.

• Highlight and make visible services for employees (i.e. EAP).

• Consistently coordinate across departments to promote multicultural activities for students and employees throughout the year.

• Enhance learning experiences to help employees and students develop DEI competencies.

• Update polices and procedures to ensure language is inclusive.
Future Opportunities

• Improve language on job postings to gain a more diverse pool of applicants.

• Increase the recruitment and retention of underrepresented hires, i.e. diverse administrators, staff, and faculty.

• Expand or rethink the function of the Diversity Council (strategic impact).

• Encourage use of course materials and learning activities that address issues of Diversity, Equity, and Inclusivity in order to ensure equity and to close gaps in student success metrics.

• Expand community partnerships and engagement (partnerships with schools, service agencies and organizations committed to diversity work).

• Create centralized listing of institutional memberships, identifying the College contact person.
Details of the “Buckets”
Curriculum and Instruction

1. Encourage use of course materials and learning activities that address issues of Diversity, Equity, and Inclusivity
   - Individual Faculty Level
     Establish baseline: Faculty conversations with chairs. Complete “baseline activities” form.
   - Discipline Level
     Conversations with discipline colleagues
   - Program Level
     Inclusion in program review

2. Explore teaching methodology and its impact on learning among diverse populations.
Student Supports

1. Co-locate general support services. 
   Note: Using Student Centers is an option because of current construction and space reallocation.
   • Food Pantry (Expanded)
   • Coat Closet
   • Meals
   • Emergency Funds (Foundation)
   • Multicultural Spaces
   • Student groups like MOH, WOI, clubs
Professional Development

1. Require PD on DEI for all employees (6 hrs per yr or 2 events, for example)
2. Continue Intercultural Competence. Fund facilitators. Develop hybrid version of ICC training
3. Embed some ICC training in NFA.
4. Develop SJC Scenarios for ATD game.
5. Training for Chairs and Deans to be comfortable leading group conversations.
6. Unconscious bias training for hiring committees and other
7. Recommend online training options with Cornerstone, Linked In, etc.
8. Encourage attendance and participation in campus DEI presentations organized for students
Student Success goals

1. Review disaggregated student performance data.
   • Retention Data
   • Graduation rates by program
   • Graduate compensation data in WFD programs

2. Establish “affinity” groups to propose suggestions to improve performance.

3. Include students in affinity groups.

4. Use student focus groups.
Co-Curricular Experiences

1. Continue Heritage month activities
2. Increase student workshops.
3. Expand student engagement experiences.
Institutional Processes

1. Review SJC Policy for inclusive language.

2. Review hiring practices and training.

3. Review job descriptions for culturally inclusive language and for “preferred” qualifications.

4. For IPPs - Include opportunities to earn “service points” for acting as hosts to aspiring candidates or for representing the college at job fairs.
Community Partnerships Relative to DEI

1. Review existing partnerships.

2. Establish baseline data.

3. Develop community advisory group that meets 2 times a year; possibly develop campus advisory councils.

4. Promote college as DEI resource and training options to business through CPD.
1. Develop web site that is vibrant, inclusive, and informative with attractive pictures, inclusive language and accessible to all.

2. Student option – info about services, chatbot, place to connect, resources (including links to DACA info, scholarships, etc.).

3. Faculty and staff site – resources, training list, reading materials, minutes, etc.
Staffing DEI Initiatives

1. Acting CDO/“Dean” of DEI/officer
2. Dedicated staff person (coordinator)
3. Nested in VC Strategic Initiatives structure
4. Task Force meets quarterly in 2019-2020 to provide oversight.
5. January recommendations for ongoing staffing plan
DEI Vision

To be developed –

Example: San Jacinto College recognized as the Community College and preferred higher education employer of choice by the community we serve, committed to diversity, equity, and inclusion.
Creation of “Office of Diversity, Equity, and Inclusion”

• With the VCSI, lead the college-wide diversity planning and implementation efforts; provide guidance and influence the College’s strategic plan for DEI.

• Oversee the implementation of activities that support the college wide DEI plan (institution, students, faculty, staff).

• DEI policy and procedure implementation and management; coordinate with HR regarding policy and procedures for gender neutral language and DEI alignment.

• Facilitate or coordinate DEI learning opportunities.

• Recommend DEI measures; provide status reports to the SLT in regards to progress.

• Active participation with community affairs identified by the SLT.

• Lead the “re-branded and re-chartered” Diversity Council.
Creation of “Office of Diversity, Equity, and Inclusion”

• In scope
  • Partner with leaders and employees in fostering and maintaining a climate of inclusiveness by embedding diversity and inclusiveness in activities, learning opportunities, and policies/procedures.
  • Advance academic excellence by promoting and advocating for campus diversity and inclusion.
  • Provide expertise and leadership on diversity, equity, and inclusion related matters.
  • Engage in community activities as approved by SLT or SLT member.

• Out of scope
  • Hiring practices.
  • The establishment of employee or student-run organizations.
  • Assume responsibility for accessibility services, veterans services or other services to special populations that are functioning well.
  • Managing complaints/concerns/grievances for students or employees.
Services of DEI Office

• Initial activities defined by plan of DEI Task Force.

• Future services to be determined. . . .
Office of DEI Structure

DEI Leader

Administrative Support Role

Coordinating Role

Coordinating Efforts

Example

<table>
<thead>
<tr>
<th>College Activities</th>
<th>DEI Task Force Recommendations</th>
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<tbody>
<tr>
<td>Learning Experiences</td>
<td>Employee Recruiting</td>
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<tr>
<td>Curriculum Review</td>
<td>EAP</td>
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<tr>
<td>Services</td>
<td>Interview Panels</td>
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<tr>
<td>Food Pantry</td>
<td>Community Partnerships</td>
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<tr>
<td>Coat Closet</td>
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<tr>
<td>Student Recruiting</td>
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Where should the Office of DEI be Positioned in San Jacinto College

• The committee recommends the position be assigned to the Office of Strategic Initiatives for the initial year.

• The VCSI is the *de facto* Chief Diversity Officer, so it is logical that the position will report there.
Strategic Alignment

• Align recommendations of DEI Task Force with strategic plan and activities.
• Collect and review baseline data.
• Identify appropriate measures.
• Convene teams to work on projects.
DEI Maturity Model

This is a notional model. How mature do we want to be with DEI matters?

Level 4
- College-wide Integrated Activities
- Strategic Measures and Outcomes
- Mature Community Partnerships
- Effective resources for faculty, staff, and students
- Strong Web Presence

Level 3
- Planned Initiatives
- Leader and Student Advocates
- Expand Community Partnerships

Level 2
- Defined
- Structured
- Targeted Initiatives and Measures
- Strategic Plan Alignment

Level 1
- Emerging
- Awareness
- Decentralized
- Reactive
- Training
- Compliance

This is a notional model. How mature do we want to be with DEI matters?
What do we need in place over the next three years?

### Goal

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
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<tr>
<td>Leadership through Acting Dean for Diversity, Equity and Inclusivity.</td>
<td>To be determined</td>
<td>To be determined</td>
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<tr>
<td>Vision Statement</td>
<td></td>
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<tr>
<td>Tie to strategic plan</td>
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<tr>
<td>Reconvene the Diversity Council</td>
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<td>Work with CETL to develop training for Chairs and Deans (Critical Conversations?)</td>
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<td>Work with team to develop baseline data form for teaching</td>
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<td>Pull data from existing surveys (CCSSE, FSSE, HR climate, etc.) and recommend future data collection measures</td>
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<td>Work with Marketing to develop web presence</td>
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8/12/20

DEI Task Force Recommendations
Measures

• DEI Task Force will meet quarterly during 2019-2020 to review progress
• DEI Task Force will identify goals and actions for near future (3 years)
• DEI Task Force will make recommendation for DEI Leader position in January, in time for budget planning for 2020-2021.
Questions