The University of Toledo, Judith Herb College of Education  
Diversity Committee Meeting  
Friday, January 24, 2014, 2:00 pm to 3:00 pm

Meeting Minutes  
Submitted by Victoria Stewart

Members present: Revathy Kumar, Tony Sanchez, Dawn Sandt, and Victoria Stewart  
Meeting called to order at 2:09  
Approval of minutes  
Discussion of diversity survey

• Revathy shared that Dean Poplin-Gosetti provided demographic trend information for our review. Additionally, the Dean requested that the committee prepare a report by the end of January. Due to challenges related to investigating data collection software, Chalk & Wire versus Survey Monkey (SM), this deadline was not feasible. Chalk & Wire is not an option; it does not meet the needs of our survey. Committee has approval to obtain a license for Survey Monkey for college use. Revathy will move forward on procuring the software.

• Outline of survey construction and timeline were discussed. Survey items will need to be entered into SM, and Revathy questioned whether this might be a task for a GA.

• Committee also discussed that we will need to determine which analyses will be conducted in order to make meaning of the information.

• The following tentative timeline was established based on having Survey Monkey license purchased by the week of January 27th:
  o **February 7:** Deadline for survey items entered in Survey Monkey
  o **Week of 2/7:** Diversity Committee members pilot survey items
    ▪ Committee members will take the survey noting problems that identify and report to the group
  o **February 14:** Diversity Committee meeting workday. We will use feedback to review and revise survey as needed.
  o **February 17:** Send survey to JHCOE faculty and staff
  o **February 20:** Email 2/21 deadline reminders to JHCOE faculty and staff
  o **February 21:** Deadline for response; if needed send out last call
    ▪ Do not communicate to faculty that actual date is 2/24
  o **February 24:** Final deadline
  o **February 25–March 13:** Data analysis
  o **March 14:** Diversity Committee meeting, discuss data and analysis conducted to this point.
  o **April 18:** Target date for presentation of data to faculty.
    ▪ Tony suggested March date; voiced concern that this was late. Revathy and others stated conferences, etc. in March would make it difficult to complete analysis, discuss with committee, and refine prior to April 18.
• Review of the survey identified the following areas to be addressed:
  o Add confidentiality statement
  o Determine whether IRB approval was necessary (Revathy to visit Human Research after meeting)
  o Clean survey: review for alignment with JHCOE since the process started when the college was still JHCEHSHS; remove references to HSHS.

• Analysis
  o All data will be collected via SM
  o Quantitative data analysis completed using SM?
  o Qualitative data consists of one item and committee will review data related to this item
  o Who will analyze data?
  o Victoria stated that she had mixed-methods software (MAXQDA) if needed.

• Review of the demographic data brought forth the question: Will we use this demographic data to inform analysis? Dawn suggested that we would not since we do not have enrollment data for the corresponding AY (2014). Additional questions related to demographic data:
  o Dawn brought up the need to support student beyond simply dealing with school. Provide communication and flexibility.
  o Question: What do we do with people who do not ask for help?
  o Victoria mentioned “School in Cloud” and the Granny approach (Sugata Mitra).
  o Drawing from population...can't change that.
  o Is retention an issue? Students need more support, but report does not address support.
  o Wondered what the retention rate reflecting freshman to sophomore year might be, since this was not included.

• Purpose of the survey? Dawn asked for information related to purpose of the survey; what does committee/college want to know; what will survey tell us? Revathy provided description of Diversity Committee work on this survey. Discussed following:
  o Revathy worked with Wendi Goodlin-Fahncke in HSHS, provide input to the survey; split colleges, needed to revise, evaluate to address this separation.
  o Data needed for accreditation. For instance, do we address cultural differences through syllabi? Revathy or Dawn asked whether CAEP addresses diversity as a separate standard?
  o Question was raised: “So What? What will become of data?” Need to determine how committee will use this information?
  o Discussed what to about addressing cultural diversity across courses?
  o Need “in house” thinking related to how we address issues of diversity.
  o Question was raised who committee will need to report to.
  o Revathy stated that she thought the college/Office of Diversity would act on the data/analysis.
  o Committee consensus was that recommendations would be made by Office on Diversity.
• Reviewed SM schedule to confirm dates were correct. Meeting adjourned at 3:12 pm.