The University of Toledo  
Judith Herb College of Education  
Diversity Committee Meeting  
Wednesday, October 2, 2013  
1:00 pm to 2:00 pm

Meeting Minutes  
Submitted by Victoria Stewart

Members present: Tony Sanchez, Lor DeSbetler, Celia Regimal, Victoria Stewart

Meeting called to order at 1:07

Approval of minutes (Lori w/ Celia 2nd)

Discussion of diversity survey

- Need to remove all references to HSHS on the survey. Tony stated Revathy was aware and was making the changes.
- Survey to be administered electronically via Survey Monkey (or similar). Suggested that lecturers, visiting faculty, adjuncts and faculty would all be included.
- Tony referred to the agenda item addressing how the survey would be tabulated. Victoria and Lori stated that Survey Monkey would tabulate the survey responses.
- Who should be included in the
- Discussed timeframe for survey administration:
  - October 16: Target date for sending out survey invitation
  - October 23: Suggested reminder date (Does Survey Monkey send a reminder automatically?)
  - October 30: Closing date for survey
- Final report to be composed by Revathy and Tony. Victoria asked whether response would be brought to the committee prior to drafting the report. Tony suggested a discussion with Revathy regarding this point.
- An important point that was reiterated was “next steps” once survey information is available. How will the committee use this information and what is our responsibility/role in creating an action plan or action steps?
- Group agreed that minimally the final report is to be sent to College Council with request to forward to the Dean.
- Celia shared information from NCAA meeting related to their position and current approach to diversity. General discussion ensued regarding university wide position on diversity including what diversity means and the general outcomes of the college diversity committee.
- Lori shared information to potentially include on the website including: items on past page: resources, faculty articles and other postings, minutes from meetings and diversity plan. Suggestion was made to review the university information on their diversity page and build on that and/or link to the page. Lori will take information to the website group.
- Next meeting to be determined via doodle.
- Meeting moved to adjourn at 1:37 pm (Lori, with Celia 2\textsuperscript{nd})