**Faculty Senate Diversity Committee**

**Meeting Minutes**

**February 1, 2018**

Meeting held in Kaiser 01813 11:00 – 11:30am

**Members Present:**

Jan Bishop (Physical Education & Human Performance);

Lindsay Keazer (Math);

Megan Mackey (Special Education & Interventions)

1. **Survey Test**
	* We did a trial run of the survey to make sure all settings worked appropriately.
		+ The survey questions are ‘ready for launch.’
	* We changed dates on the first page of the survey to make them current.
2. **Survey Next Steps**
	* Jan will fill out and submit the Human Subjects Committee (HSC) form by February 9, 2018.
	* Once approved by HSC, the survey will need to be submitted to the Executive Committee for approval to deploy.
3. **Bylaws**
	* Have not had quorum to approve revamped bylaws, so Jan will call for a vote via email.
4. **Faculty Senate Diversity Committee Membership**
	* Concerns that people listed as members have not responded and/or attended meetings in quite some time.
		+ Jan will follow-up with those members via email.
5. **D Designation**
	* Jan was contacted by a member of student government asking to meet to discuss D designations.
		+ Jan will follow-up and report back to the committee.
6. **Resources**
	* No resources were sent to Lindsay after the last meeting.
	* Jan will send another email requesting members send Lindsay resources.
	* Lindsay’s Google doc link will be shared to gather new resources.
7. **Faculty Senate Diversity Committee Website**
	* URL: web.ccsu.edu/facSenateDiversity
	* Lindsay will draft proposed changes to the website, send it to the rest of the Committee for approval, and then will complete the General Website Update online.
8. **Lumina Foundation Grant**
	* Materials were sent by the President’s Office.
	* Please be sure to review prior to luncheon on February 9th.
	* Proposals are due by February 26, 2018.
		+ Committee will revisit after the luncheon prior to submission deadline.
9. **Luncheon with President Toro**
	* Friday, February 9th
10. **Next Meeting – Friday, February 16th @ 12:00pm in Kaiser 01813**

Respectfully Submitted by Megan Mackey