College of the environment Diversity Committee  
November 18, 2020  
Zoom link: https://washington.zoom.us/j/98393906791

Attendees: Isabel Carrera Zamanillo, Adi Hanein, Anastasia Ramey, Constance McBarron, Elena Becerril Salas (Chair), Erendira Aceves Bueno, Greg Olsen, Joe Kabayashi, Juno Noel O’Neill, Kate Huntington, Liz Exell, Meg Chadsey, Sandy Wyllie-Echeverria, Terryl Ross, Van R Kane, Victoria McDonald, Tim Billo, Jessica Farmer,

Purpose of meeting:
To create an agenda for the year framed on monthly DEI themes/topics that will help support cross departmental collaboration. The goal of the facilitators will be to lead a discussion on their chosen theme. We hope that this change in meeting structure will also provide a space where Departmental DEI committees can learn from one another and seek guidance.

Agenda:
Welcome and Introductions (breakout groups)
  ● Name, pronouns, department, (Staff, faculty or student)
  ● Which are you on the blob tree:
    https://docs.google.com/document/d/1vVvcO60JwKVXApHD7GlFkFNXE4wXIT_aWTqSydv0WPK0/edit?usp=sharing
  ● DEI department updates/issues

#1. ADDEI Report- Used to review charge

#2. CoEnv committee charge-
Let’s review mission and vision statements.

Main current points:
  ● Standing/Ad hoc committee in the College;
    ○ Advisory committee; don’t have power to changes thing, but advise the College
  ● Anyone from the Dean’s Office - is ex-officio (Isabel and Terryl)
  ● Connecting with the rest of the campus (student government? GOMAP?)
    ○ Schedule people to come to these meetings from other parts of the campus
  ● Membership (more discussion later)
    ○ Assigned by units with 5 at large people and ex-officio members
    ○ Never really seen who’s coming and going (stagger membership)
    ○ Each unit has two members and an alternate
  ● Member Duties
  ● Need to elect more officers (Elena is currently the only one)
  ● Time to update/review again
    ○ Charter can be a document to allow the committee to work on
○ A place that is safe for all of us to talk about important topics, actions to take and work we are doing
○ Want committee to work together as a team to better the College
○ Making everyone feel inclusive and welcomed
○ Learning from the other units and taking them to own units
○ Can we examine policies and provide resources to units (e.g. mandatory trainings) on creating their own policies
○ Work on rapid response to current events (elections, DEI, pandemic) as a college

● Future meeting ideas (or at all meetings?)
  ○ Small breakouts to meet each other (8 minutes sounds long but felt short!)
  ○

#3. DEI Monthly Meeting Theme Organizing (Examples Below)

☒ December 7: Finalize themes and meeting structure
  ☒ By next meeting: add in personal goals into spreadsheet
☒ January: Engagement within the academia with DEI lens
  ☒ What kind of engagement?
    ☒ Internal engagement
      ☒ How to get people in our departments to do stuff, or how to navigate power relations / conflicts around DEI within our own committees and units?
      ☒ How to work effectively within our own units. And then within the college
  ☒ Potential speakers: POD?
  ☒ ACTION ITEM: Terryl will query campus (Seattle U Center) and send to committee for review. Could have a panel from campus perspective and a unit perspective
  ☒ ACTION ITEM: Elena and Isabel will create a document to create agenda and input
☒ Admissions (GRE, Fee Waivers, application materials) or Recruitment (so it is more relevant to a higher number of units in the College)
☒ Environmental Justice (EJ)/DEI Course
  ☒ would it be possible to have tips for people to incorporate an assignment, activity, or approach in an established course? This could be very broadly impactful (e.g., I am trying Jose Guzman's expert case study challenge activity this quarter, and got some advice from Sarah Converse on how to make one assignment next quarter about environmental justice; everyone could do little, hopefully impactful, things in their courses)
☒ DEI Road map
☒ Student Recruitment and Retainment
☒ UW Race and Equity Initiative
☒ June: Retreat
☒ No particular month: Internal engagement around DEI--how to expand beyond the departmental/program committee to broader staff/faculty/students?
Tasks:
- Terryl/Isabel will review DEI efforts per unit spreadsheet submissions and also pull/sort into themes as well or email Isabel.
- Ideas for future monthly themes/trainings...Goal to create 5 with Last month (June as a retreat)
  1. Staff DEI conversations and navigating power relations
     a. Staff tend to be more involved in DEI efforts and not reflected in plan
     b. How to incorporate outreach center’s into the school
  2. Onboarding
  3. Pipelines
  4. assisting students, faculty and staff as they navigate the uncertain waters we are seeing at the federal level following the 2020 Election?
  5. Internal Relations (how to engage people, power relations, hierarchies, where do problems crop up)
  6. Challenges we all face
  7. Power dynamics
  8. One-pagers: Tidbits (how to avoid bias in letters of recommendations, hiring)
  9. Internal engagement

Thoughts/Discussion:
- Good to focus our discussion
- Guests could align with theme to tie our work across campus
- e.g., There was just an admissions best practices panel. We could learn from them.
- And maybe end with small group discussions on if/how to advance best practices in our own units
- Idea for structure: presentation (brief), transition to discussion (small groups) and steps to take next
- Too many ideas/theme could stretch us thinly; maybe they are multiple meeting themes...unique contribution we can do that’s not done on the departmental level
- Admissions deals with policy and practice (Dean’s Office has data on who comes and why people don’t come) and dialogue/training that would help the college and provide some funds to do it
- Also looking into potential DEI training, including how to navigate power dynamics between staff and faculty or on inclusive hiring
- Could help alleviate burden if topics doesn’t align with department/work

Goal for the themes: Further a sense of collaboration as a committee

#4. Logistics & Structure regarding meeting themes
- Would we like to outsource help?
- Each committee(s) will run the meeting/Discussion and tackle chosen theme
- Themes that are transferable across departments
- Workgroups among units that are similar to promote better discussion
● Maybe the leader of the theme could make a call of how that theme “impacts” the different units so we can make it broader

● Structure: 20min presentation on a theme (or contextual information). Maybe have discussions in breakout rooms, share notes in a shared spreadsheet and then shared with larger room to set up follow up tasks (and send reminders)

● Example of future theme meeting outline:
  - EJ/DEI course Presentation
  - Course examples
  - Success stories
  - Discussion

#5. Sign up sheet: Which committees/people will do each month.
https://docs.google.com/spreadsheets/d/1AdBKI_Mec5OF4-XN2Mz271pTBPIJxH1LGpafS7fRJy4/edit?usp=sharing

Committee-Wide Action Items:
  1. If you want to share what is happening in your unit regarding DEI, please use this spreadsheet as a shared tool:
     https://docs.google.com/spreadsheets/d/143SOwp9k5ePUdRUL5PdZL9FFvugFn1zBojYlmjybVWo/edit?usp=sharing
        a. Also add in what you want to work on.
        b. Maybe add in brief until context at the top of spreadsheet tab
        c. Deadline: November 30
  2. Take a look at this meeting notes and last meeting’s notes and edit/make comments as necessary. Isabel will finalize and post notes here:

Upcoming Events:
  ● November 19: Diversity Gathering across the College! This is a kind reminder that tomorrow we will have a gathering to allow people to come together and get to know each other more. If you have not had a chance to RSVP, please visit:
    https://environment.uw.edu/about/diversity-equity-inclusion/news-and-events/
  ● December 1: Earthlab/DEI Office/CCDE: How We Present Native Knowledge is Environmental Justice: A Case for Indigenous Storytelling in Museums (6:00pm)
    RSVP: https://environment.uw.edu/about/diversity-equity-inclusion/news-and-events/
  ● December 2: Building White Allyship Skills (10:00am)
    RSVP: https://environment.uw.edu/about/diversity-equity-inclusion/news-and-events/
  ● December 3: Education and Public Engagement Panel: Making STEM and Academia More Inclusive (1:00pm)
    RSVP: https://environment.uw.edu/about/diversity-equity-inclusion/news-and-events/
  ● December 7: Next UW College of Environment Diversity Committee Meeting (2:00pm)