

U.S. Diversity Course Requirement Committee (USDC) Agenda

Date and Time: Wed April 6 11-12pm CST

Minutes taker: Billy Boulden

Process monitor: Diane Rover

Meeting Chairperson: Kelly Reddy-Best

Meeting link:

Meeting called to order at: 11:06am

Meeting adjourned at: 11:59am

Was a quorum present?: (at least 7 people for quorum, excluding ex-officio)

Committee members in attendance: (all committee members including chair are voting members, except ex-officio member; quorum = 7)

1. Chair / HS: [Kelly Reddy-Best](#), associate professor, Apparel, Events, Hospitality Management
2. LAS: [Novotny Lawrence](#), associate professor, Greenlee School of Journalism and Communication/English
3. Design: [Jane Rongerue](#), associate professor, Community and Regional Planning
4. Grad student and CELT rep: [Paul Hengesteg](#), program evaluation coordinator (CELT) and PhD student in School of Education
5. VP for student affairs reps (x2): [Jen Leptien](#), director of Learning Communities
6. VP for student affairs reps (x2): [Billy Boulden](#), assistant dean of students/director of sorority and fraternity engagement
7. Student government rep: [Blake Van Der Kamp](#) blakevdk@iastate.edu, Agricultural and Life Sciences Education
8. Engineering: [Diane Rover](#), university professor, Electrical and Computer Engineering
9. Business: [Monica Gordillo](#), teaching professor, Management and Entrepreneurship
10. Ex-officio: [Meghan Gillette](#), associate teaching professor, Human Development & Family Studies; Faculty Fellow, CELT [non-voting member]

Committee members not in attendance: (move names here)

1. Vet Med: [Carrie A Berg](#), associate teaching professor of Biomedical Sciences
2. Multicultural students leadership council: [Jordan Brooks](#), director of Multicultural Student Success, College of Design and PhD student in School of Education
3. CALS: [Kurt A. Rosentrater](#), associate professor, Agriculture and Biosystems Engineering

Topic and Outcome	Notes
	<p>Minutes taker</p> <ul style="list-style-type: none"> • Record very brief overview of what was discussed on each topic. • Record motions made: exact motion, who made the motions. Results of digital votes, when necessary, will be included upon completion of vote. • Record actions, assignments, deadlines
<p>ITEM 1: <i>Meeting responsibilities; roll call; chair announcements</i> <u>Outcome:</u> informational <u>Lead:</u> Kelly</p>	<p>Attendance: Kelly Reddy-Best, Novotny Lawrence, Jane Rongerue, Paul Hengesteg, Billy Boulden, Diane Rover, Monica Gordillo, Blake Van Der Kamp, Meghan Gillette, Jen Letptein</p> <p>Chair comments: My first comments are about voting and official business done by the committee. For the committee, everyone is a voting member except the ex-officio. In our committee we have 12 members. Therefore 7 members is a quorum and what is needed to conduct business in our meetings. We also need a quorum to do a vote. If we adopt something as a committee, we need a motion, a second, and then a simple majority vote. After the second to the motion, I will call for discussion as the chair. All voting about courses will take place via Qualtrics. Those links will be shared via our Canvas page that I'll show you all today. It was suggested in the previous meeting that we work between May 15 to Aug 15. However, as the chair, I am deciding that we will not conduct official business during that time because faculty are off contract.</p> <p>Next, I'm just going to discuss the courses we have on the books right now that meet the US Diversity requirement. When examining the documents provided to me, I did an analysis to see how many actual courses there are currently on the books. In total there are 134 courses with the US Diversity tag. Some</p>

	<p>lists of the US Diversity courses have more courses listed, but that is due to cross-listed courses. I compiled all of these course titles and descriptions into an excel document that is in our important reference document folder on cybox.</p> <p>The one goal we have as a committee for this semester is to adopt a rubric to use to evaluate the courses starting in Fall 2022.</p> <p>For communication within this committee, I have set up a Canvas page. On the canvas page, I will include messaging in the announcements so they have a permanent home and you can always reference back to them. I will also utilize the discussion board with due dates to ensure that everyone can contribute their ideas to topics we need to discuss – this is for folks who may miss the meeting or for folks who may need more time to digest the information in the meeting. On the modules page, I will house our meeting dates/times/locations. I will also house the voting links in a module and a link to our cybox folder. My goal is to book our bi-weekly Fall 2022 meeting time before May 15th so we can hit the ground running.</p> <p>Once we have the proposal process complete and adopted, we will utilize a different Canvas page for faculty to submit their course proposal to the US Diversity committee. This will help streamline the process and keep everything in a singular space that most people on this campus are already familiar with. I have already spoke with and will work with Lesya in CELT to help me set up the submission and rubric and it will certainly be tested to ensure it works with ease. The Canvas will be housed on the faculty senate website along with information about our committee and I sent an email to get our committee listed on the senate website today – and it is already up!</p> <p>As for communication of the process out to the faculty when we get to that point, I will craft an email to go out to the department chairs, which they will then share with faculty in their departments. I will then also ask Andrea Wheeler for a slot on the faculty senate agenda. I will also talk with Inside Iowa State and craft a message that is put in that communication channel. In addition to the information being on our committee’s website. Therefore, clear and consistent information will go out in three different channels and will be housed in a single location.</p> <p>Paul Hengesteg offered to reach out to use CELT-biweekly Teaching Tip newsletter for communication</p> <ul style="list-style-type: none"> • A brief discussion on what type of meeting we would utilize moving forward was discussed Kelly Reddy-Best shared it would be Zoom meetings utilizing her Zoom account and it will be added to the Canvas page. • Jane Rongerue brought up that it would be helpful to include resources or videos to help provide structure or guidance around teaching around diversity that could be helpful to this group moving forward. The group confirmed this was a good idea but it was not the scope of this team. • Another idea was suggested to explore teaching teams and partnering with CELT. These ideas were also validated but outside of the scope of this specific team. • Novotny Lawrence suggested that it would also support in helping others understand why diversity was important. These conversations with Dean/Directors are important, but it also comes with a privilege to not explore these topics on their own. Folks have plenty of resources, including the internet and need to invest in their own courses. The group asked if we had time to return to these conversations and there was general support to do so. • Kelly Reddy-Best reviewed Faculty Senate Website and the Canvas Modules (meeting dates, voting links, CyBox folder) that are connected to the committee and will be used for future business.
<p>ITEM 2: <i>Course percentage</i> Outcome: discussion; assignment Lead: Kelly</p>	<ul style="list-style-type: none"> • Discussion around that at least 50% of course content meet the 3 of 4 learning outcomes. Online discussion due April 12th @ 11:59pm. • Jane Rongerue asked to review the objectives again and Kelly Reddy-Best reviewed the document provided by the provost located in Cybox folder. <p>A discussion was started on what percentage of the course should be related to diversity.</p>

	<ul style="list-style-type: none"> • Novotny Lawrence suggested it should be the whole course. Monica Gordillo shared information related to her course managing diversity and discussed hop topics such as race, LGBTQ, a lot of content about how organizations treat those people, and how businesses foster inclusion/belonging, performance, growth, outcomes, etc. in her course. A suggestion was offered that 50% be the minimum. Some discussion was held that 50% was a minimum, but not enough. • Another question was raised to ask if anyone else feels the 50% to 75% reduce the quality? There was concern that instructors may throw out facts to increase the percentage but not actually increase the diversity included in the discussion. • Jen Leptein suggested that developing strong learning outcomes could be the key to determining whether this meets the criteria. • Diane Rover shared via the chat box: “in the report by Meghan, 71% of courses contain at least 50% of course content covering 3 of 4 objectives. 94% contain at least 30%. <p>Kelly Reddy-Best shared that we would continue the conversation on Canvas and that she would ask for a motion and official vote. Kelly Reddy shared that she would provide etiquette for the discussion board post and that the team had 2 assignments to complete in Canvas:</p> <ul style="list-style-type: none"> • Answer the question “If this is the only course that a student is taking for diversity, how much of the course should be diversity?” • Review the google doc containing the rubric draft.
<p>ITEM 3: <i>Rubric draft review assignment due date</i> <u>Outcome:</u> informational/assignment <u>Lead:</u> Kelly</p>	<p>Rubric draft review. Online discussion due April 19th @ 11:59pm. https://docs.google.com/document/d/1aMvIIT5wP4gWH2_4qWETMIRiXnETwM1U4BpHKaqZ31o/edit?usp=sharing</p>
<p><i>For the good of the order</i> <u>Lead:</u> Kelly</p>	<p>N/A</p>
<p><i>Process monitor report</i> <u>Outcome:</u> informational <u>Lead:</u> Process monitor</p>	<p>Diane Rover shared that we heard from everyone and that each person has an opportunity to contribute both verbally in the conversation and in the chat box.</p>