**Members:**

Co-chairs: Himani Sharma; Sasha Fleary

Student members: Adriana Padilla; ~~Ariani Alemzadeh~~ (stepped down-Spring 2023)

Faculty members: Andrew Maroko; Levi Waldron; Marie Sillice; Victoria Ngo

Staff members: Daneen Anderson-Mercer; Michelle Finn; Paulo Lellis; Toya Cox

**Minutes**

**10/24/22**

Adriana and Ariani were excused.

**Goals :**

Communications and Education :

Paulo noted that he would be working on a DEI messaging checklist which could be posted on the CEI website and be a resource for ensuring that all communications incorporate the DEI lens.

DEI Calendar :

Paulo and Marie have added events for October. Paulo requested members to send in items for November.

It was suggested that each time the DEI calendar is updated, a link should be included in the Communications Update so that the SPH community is aware of the DEI Calendar and updated resources.

Assessment:

* The launch of the campus climate survey
* Data is needed to support any research / study of DEI metrics on student recruitment, admissions, retention and outcomes. The data may exist but is not widely or openly distributed or available
* Data on faculty and staff recruitment, hiring, retention and career advancement is available in the annual Affirmative Action reports. This year’s reports will be linked to the CEI webpage as well.

Sasha provided an update on the meeting with Robyn re. *Identifying under-represented student populations for the CEPH accreditation***.** She reported that the discussion focused on recruitment and retention of students, and noted that the discussion included financial support (scholarships and grants) as a critical retention tool for any group identified as an under-represented group.

For further information and to support the discussion on identifying under-represented student groups, Andrew suggested requesting student demographic data available from the Office of Institutional Research (Alexis Feinberg).

Robyn will keep the CEI informed and consult as appropriate.

Investment and Infrastructure :

Michelle informed the CEI that the School (IT) has invested in laptops for all students and they are available from the HelpDesk, as needed.

Sergio hosts regularl scheduled Lunch and Learn sessions for faculty, providing information and training in technology suppport for instruction, which may include assistive technology.

Compensation, Recruitment and Hiring :

Himani proposed that a subcommittee be established to work on a virtual learning series offering professional development resources for staff.

Sasha noted that the CEI’s role is to develop and advocate this resource but should not be responsible for implementing.

Daneen noted that HR has been working on a LinkedIn Learning program for staff, possibly to be rolled out in Spring 2023. Information should be provided to Paulo so it can be posted on the CEI webpage.

Professional development and annual performance evaluation was discussed. HR has provided workshops on annual performance evaluation and how to embed professional development goals for managers and supervisors in prior years.

Campus Climate Survey :

Sahana provided an update on the campus climate survey. The scope of work and the names of the vendors will be shared with the members for feedback and input.

Once proposals are received, CEI will evaluate the vendors and present the evaluations and selection process to the Senior Staff for approval. The vendor will then present the survey design at a GC meeting for input and feedback before rolling it out.

Co-Chair announcement :

Himani announced that she plans to step down as co-chair and will be discussing this with the staff members shortly.