A logo with mountains in the background

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**President’s Diversity, Equity, and Inclusion (DEI) Board**   
**Curriculum and Student Learning Subcommittee**

November 15, 2024 at 2pm  
([Zoom Meeting Link](https://csusb.zoom.us/j/85640816249?pwd=dEs0V25NOHdmbUFMb0RTZVRZUmMxdz09)/Room: **PL 4005A)**

**MEETING ATTENDANCE**

**Participants:**Check box if present for the meeting

| ​​☐​   Rafik Mohamed, Steering Committee Liaison | X  Rueyling Chuang, Subcommittee Member (Dean) |
| --- | --- |
| ​​X​   Nicole Dabbs, co-Chair | ​​☐​ Carlos Gonzales, Subcommittee Member |
| ​​X​   Claire Todd, co-Chair | X   Jacinda Higgins, Subcommittee Member |
| X Carmen Beck, Subcommittee Member  ​​X​   Brittany Bloodhart, Subcommittee Member  ​​​​X   Sarai Maldonado, Subcommittee Member   X James Trotter,, Subcommittee Member | ​​​​X  Fadi Muheidat, Subcommittee Member  ☐​  Elizabeth Pinder-McSwain, Subcommittee (student)  ​​ |
| **MEETING MINUTES** |  |

**1) Announcements**

**2)** **Discussion**

* Report back from teams:
  + Student Focus Groups informed by student survey data - Brittany (lead), Jacinda
    - Next steps
      * Do some background research about sense of belonging at a University
      * Hiring a student to help with
        + Research? Developing questions
        + Organizing focus groups

Scheduling

Recruiting

* + - * + Transcription and coding the responses

AI

* + - * Timeline
        + End of this semester and beginning of next semester finish focus group development
        + Complete focus groups before midterms in spring 2025
        + Transcription and coding by the end of the semester
      * Funding
        + Student salary ~ $2000
        + Will need equipment for recording but might be able to check this out
        + Printing for flyers - but should be a small about
        + Gift cards for participation - $1700 total for $15-$20 per card/student
        + Food - but maybe can cover or could be small amount
        + Total ~ $4000

Could we split the budget through the faculty DEI fellows?

* + Study Abroad Video Projects - James (lead), Sarai Maldonado, Elizabeth Pinder-McSwain
    - Have a camera kit on campus already to get started
    - Media Kit Equipment training developed
      * Smart phone-based - plus a case, light, microphone, 360 camera, portable tripod, and other accessories
      * Includes program overview, hands-on learning, certification offered at the end
      * Schedule - during student hour
        + 12 - 1 M - Th (four days) - includes hands on
      * Training objectives and agenda defined
    - $2000 equipment
  + Cultural Awareness App - Fadi (lead), Carmen, Rueyling, and Carlos
    - Made progress on testing -
      * Installed app on Carmen’s phone
      * Carmen has been testing it
    - CSUSB Study abroad countries added to the App
    - Next steps -
      * Make sure everything is working
      * Create a manual so committee members can test it
      * Design what content to put into the sections
        + Maybe contact Arianna Huhn?
      * Test/vet content
        + Need subject matter content
      * Then fill in the design
      * Maybe include student experiences at CSUSB and how their own culture is reflected - a later project
  + Co-curricular component - connecting Faculty with DEI activities on campus - Nicole and Claire
    - Met with Lorena Marquez - DEI Committee for programming and in Student Affairs
    - Shared goal to increase faculty (and student) awareness and participation in DEI events
    - DEI programming for spring semester will be determined this month
    - Connect spring 2025 DI and G GE Designation faculty earlier so faculty can build these events into their syllabus
    - Build a process for student affairs to find specific courses and potential faculty connections
* Funding Update
  + Claire and Nicole will send an update asap re budget

**3)** **Action Items**

* Claire and Nicole can connect Elizabeth with the focus group team
* Claire and Nicole - follow up with committee about budget, including about paying students
* **December 6th** meeting - subcommittee/teams connect and continue their work
* Committee leads send email updates to Claire and Nicole by **December 13th**!
* Claire and Nicole will send out a final committee report the after finals week.
* Meetings spring semester - Fridays at 11:00 AM
  + We will send out dates

**Future Meetings:** (Fridays at 2pm)

* December 6th
  + - Subcommittee groups continue their work - no meeting of the committee as a whole!
* Spring 2025 - 4th Friday at 11