

**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