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**President’s Diversity, Equity, and Inclusion (DEI) Board**   
**Student Recruitment, Retention and Graduation Subcommittee**

7 March 2024 from 1:00pm - 1:45pm

https://csusb.zoom.us/j/85994387257

**MEETING ATTENDANCE**

**Participants:**

| ​​[X]​  Paz Oliverez, Steering Committee Liaison | ​​[]​ Christina Hassija, Subcommittee Member |
| --- | --- |
| ​​[X]  ​​Rachel Beech, Chair | ​​[]​ Mark Rogers, Subcommittee Member |
| ​​[X]​  Molly Springer, Vice Chair | ​​[X]​ HyunKyoung (HK) Oh, Subcommittee Member |
| ​​[]​  Shareef Amer, Subcommittee Member  ​​[]​  Rueyling Chuang, Subcommittee Member  ​​[]  Manpreet Dhillon Brar, Subcommittee Member  []​  Lyla Ochoa-Tarantino, Subcommittee Member | ​​​[] Lee Stovall, Subcommittee Member  ​​​[] Beberly Yanes, Subcommittee Member |
| **MEETING AGENDA** |  |

1. **Welcome and hellos**
2. **Guest, Lesley Davidson-Boyd, AVP Academic Success & Undergraduate Advising**
   * Highlights of ASUA’s focus group work
     1. Focus group interview mentors & mentees in embedded mentoring program
     2. After service surveys for advising with focus groups as follow up
     3. Virtual open ended surveys / virtual focus groups
        1. Why students stay/ don’t stay
     4. Student employees to see if they are getting what they need
     5. Trends:
        1. Students with positive point of contact (mentor/faculty/staff) is a big reason people stay
        2. Knowing the institution cares - reaching out to ask students about their experiences
           1. led to campaigns of proactive outreach

huge gains in engagement with services when there is personalize outreach

* + 1. Embedded mentoring is continuing to grow as more departments come on board
    2. Sharing this data between SA / AA to support understanding of these programs across the divisions and campus

1. **Steering Committee Liaison Updates** 
   * Will Diplar presentation not enough people were there
     1. This data could be useful across campus
   * Thinking through how we promote things across the campus
   * Brandy’s role has changed - admin support for DEI Board will be impacted
   * Subcommittee Chair has not been determined as of 7 March
2. **Future Committee Participation**
   * Will be reviewed at a later meeting
3. **Planning work toward meeting a objectives** 
   * *Objective 1:* Launching a qualitative study based on the spring 2023 pilot to understand how underserved student communities at CSUSB experience the campus community. 15-20 focus group meetings will be planned with 10-15 participants in each.
     + Objective lead: Chiristina
     + Timeline to launch: will have a plan for launch by mid-February
     + **Updates 7 March**:
       - ASUA is doing a great job with a variety of types of focus groups. We need to review the data and figure out what it is we actually need to ask folks
         * How can we as a committee share this work as we build our own plans?
     + Notes 8 Feb:
       - Rachel has reached out to get the requests to deans on a Provost Leadership Team agenda
       - Rachel will follow up with Janette on this
     + Notes 13 Dec:
       - Connecting with the Deans and DEI Fellows, connecting with the faculty generally. Molly will share data with the committee
     + Notes 25 Jan:
       - Christina has the data from the pilot.
       - Rachel & Christina will take this to PLT / Dean’s Council to get students from the colleges who may not otherwise participate.
       - Look to make this a survey to share broadly with short answer expectations.
       - Christina will follow up with Kelly on assessment options with the Strategic Plan Implementation Team
       - Follow up with Lesley on her focus groups offered via the mentoring programs (will follow up to get data)
       - Focus Group Questions used in Spring 23
         * What are some positive experiences you've had on campus? This could include social events, academic opportunities, or any other aspects of campus life.
         * On the flip side, what are some negative experiences you've had on campus? This could include any issues or barriers with institutional processes, or any other concerns.
         * How do you feel about the campus culture and community? What spaces, places, people or programs help you feel connected and a part of the campus?
         * Have you found it easy to make friends and get involved in campus activities?
         * Do you feel you belong in the academic classroom? What have faculty done in the classroom that has helped you feel connected to the institution?
         * Are there things you need to feel more comfortable or better connected to the campus?
         * Let's talk about resources on campus. Have you taken advantage of any resources, such as counseling services or academic support? If so, how was your experience with these resources? If not, what prevented you from utilizing them?
         * What do you think could be improved on campus to enhance your overall college experience?
         * What would you tell yourself about CSUSB if you could go back to when you were making the decision to attend?
       - Data with PowerPoint will be shared in the google drive

* *Objective 2:* Incentivize students, specifically those not generally engaged in institutional policy, to participate in a broad range of stakeholder groups to have representative voice in spaces where decisions are made, especially when decisions made in those groups have a direct impact on students
  + Objective lead: Molly
  + Timeline to launch: End of January / early February
  + **Updates 7 March**:
    - Molly sent an email with a link to review the email / survey for the deans/ chairs about student engagement on committees
      * + Draft email as well
        + Will resurface this in email in boxes
        + [Link to the survey is here](https://docs.google.com/forms/d/e/1FAIpQLSfpL3BgNzZkCrHE9fJQMhWJDhkeM4BZtA8fj8GREbdLCLMOiQ/viewform)
  + Notes 8 Feb:
    - Molly has a draft communication to the Deans to ask to see what types of committees are in existence in the colleges and departments to get a more comprehensive list of what is currently operating
      * Christina will help draft and send for the group’s review
    - Molly has created a google form to collect the information needed.
      * Will send for feedback to the committee
  + Notes 13 Dec: Start by collecting a list of committees that students are requested to sit on.
  + Notes 25 Jan:
    - Are there master lists of the committees across colleges, departments, divisions? Do those lists have members associated? How many of those have students?
    - Molly to craft a message to the Dean’s to ask if they have that / would be willing to work on creating this?
    - College committees are generally Senate related committees. Not all departments have committee work
* *Objective 3:* Build a regular feedback mechanism for students, like an ongoing climate study, to launch in Spring 2024 and develop an action plan for utilizing the data with clear explanations of how that feedback has been used to impact decisions
  + Objective lead: Paz, Lyla
  + Timeline to launch: meeting with Tanner and Gerard has already occurred.
  + **Updates 7 March**:
    - Starting to think through the launch timeline, questions to start with etc.
    - Likely to launch in fall 2024
  + Notes 8 Feb:
    - Paz will reach out to Mike & Carson to get a meeting scheduled to determine how this will roll out from ASI
    - Starting to look at what incentives may be - how can ASI support
  + Notes 13 Dec: Looking to understand what it is we are hoping to gather from these data points. Talked through existing surveys. Asking questions that are one time, time bound. Focus on what it is we are hoping to learn and making the determination of what it is we are hoping to go forward
  + Notes 25 Jan:
    - Paz will follow up with ASI on this
    - Potentially push out via social media and other locations where students are engaged and active.
    - What are our goals with these questions and what do we hope to learn?
      * Student Feedback Tool
        + Would you come to a breakfast event about…?
        + Would you come to a dinner/lunch event?
        + What is your best study spot on campus?
        + What was your favorite event?
        + What do you wish you knew before you came to CSUSB?
        + Do you see yourself represented in campus marketing and imaging?
        + When you open your email, which messages do you read first?
        + Do you read message in Canvas or email first?
        + What event or activity that you like to see at CSUSB?
        + What do you do during the weekend for fun?
        + What would bring you to campus on the weekend?
        + What is your favorite food item from Yotie Eats?
        + What have you learned during your time at CSUSB that has been most impactful?

Incentives like stickers and enamel pins for all students who complete a survey.

* + - * + Chat with the Pack

What advice would you give to incoming freshman?

What tips do have about finals?

* + *Objective 4:* Review institutional policy and practice to assure students are supported across their various social identities and prepare strategies for supporting changes to those policies and practices so that CSUSB is responsive to the needs of students, faculty, staff and administrators.
    - Objective lead: Rachel
    - Timeline to launch: First Spring 2024 Meeting
    - **Updates 7 March:**
      * No new updates
    - Notes 8 Feb:
      * Financial Aid is tackling this via communications around the FAFSA roll out
    - Notes 13 Dec: N/A
    - Notes 25 Jan:
      * Is this a true policy review or a communications issue?
        + What are the most confusing processes as experienced by students or in your advocacy for students?
      * Identify to 10 confusing / challenging policies that impact the student experience

**6. Spring meeting schedule (all at 1pm)**

* This is the final meeting scheduled while Rachel is still at CSUSB
* Guests: Tanner & Gerard / to talk through the student feedback form
* Future Agenda: [Survey to Deans / Chairs about student participation in committee work.](https://docs.google.com/forms/d/e/1FAIpQLSfpL3BgNzZkCrHE9fJQMhWJDhkeM4BZtA8fj8GREbdLCLMOiQ/viewform)