

AFFIRMATIVE ACTION IN FACULTY EMPLOYMENT COMMITTEE (AAFEC)  
DECEMBER 5, 2019  
10:00 AM  
MINUTES

Attendees: Brenda Cardenas, Guilherme Indig, Laura Otto-Salaj, Jamie Cimpl-Wimer, Kim Cosier

Excused: Chia Vang

1. The meeting was called to order at 10:05 am.
2. OLD BUSINESS:
  - a. Minutes from November 7, 2019 meeting passed.
  - b. B. Cardenas has been in contact with Mike Wilson, chair of the committee from 2015-17. He sent her a 2016 report, copy of the Qualtrics survey in draft, minutes of meetings and agendas for 2015-2016. No materials from 2016-17. It appears the survey was designed for a specific constituency.

Action: discuss at next meeting when Chia is present.
3. NEW BUSINESS:
  - a. Drafts of sections for the Diversity in Hiring packet.
    - i. B. Cardenas presented a draft of section 1 (Rationale), and the content was discussed.
    - ii. K. Cosier was hoping to do more work on section 4 (Best Practices)
    - iii. Sections 2 and 3: G. Indig has found a document through another university that we may wish to emulate, complete with links to resources. Our HR website has few resource links and none devoted to diversity hiring and implicit bias. J. Cimpl-Wimer suggested his office can host resources on their website. G. Indig said that other universities included, as the very first step on a recruitment checklist, a requirement that the committee undertake training on implicit bias. We could include links to video and internet resources to be used in this training, as one of the first items on the recruitment checklist to be provided to all S&S committee chairs; minimum requirements can be made (e.g. each committee member needs to watch at least one video). A video could be shown after the required meeting with legal and could satisfy the requirement. G. Indig also said that some universities require committee members to sign a document asserting that they have completed training.
  - b. Discussion of how to disseminate materials once they are completed.
    - i. L. Otto-Salaj suggested a recommendation that these materials be integrated in the hiring processes supported by HR. J. Cimpl-Wimer suggested a checklist is

necessary in the packet, as a list of minimum requirements for search and screen committees. He pointed out that certain requirements may be a hard sell. The committee discussed the optimum minimal amount of training that should be required for S&S committees.

Topics for the next meeting include: an update from J. Cimpl-Wimer on his meeting with HR and discussion of demographics updated for 2019-20, checklist for Faculty Search Committee (distributed by G. Indig), discussion of pathways for dissemination of committee recommendations and products with C. Vang, and discussion of current drafts of packet sections.

Next meeting: February 6<sup>th</sup>, 2020 at 10:00 am.