In Attendance
Kayla Brown, Ken Butler, Janine Chi, Barbara Crossette, Matt Dicken, Troy Dwyer, Corey Goff, Kathy Harring (guest), Randy Helm, Chris Hooker-Haring, Callista Isabelle, John Ramsay, Kate Richmond, Emeley Rodriguez, Adrian Shanker, Zachary Tanne, Jeremy Teissere

President Helm called the meeting to order at 5:56 p.m.

1. Planning for Community Forum, February 7
Dr. Kathy Harring joined the meeting to speak about the Community Forum on February 7. The title of the Forum is “Envisioning Muhlenberg’s Diverse Future: Goals for the Diversity Strategic Plan.” Dr. Harring said that the Subcommittee hopes that the Committee will be on hand to assist (gently) attendees with seating so that tables are not homogenous. Three volunteers – a student, a member of the faculty, and a member of the staff – are desired to introduce the Forum, including historical information on how this planning process came about; the work of the Committee, from inception to the present; an introduction to strategic planning processes; and the distinction between a goal and an initiative. After the introduction, table discussion of goals will begin, culminating in production of a poster with each group’s comments, thoughts and ideas. Time will be put aside for a gallery walk, allowing participants to read and reflect on the thoughts of other groups. A faculty member and a staff member will then lead in a time of reflection. Finally, a student and a member of staff will discuss the next steps and encourage the continuing participation of the community.
Dr. Kate Richmond asked if the community will be allowed suggest goals that do not appear on the Committee’s list, and the President responded affirmatively. Concerning the portion of the conversation devoted to explaining the difference between a goal and initiative, Mr. Dwyer thought it would be a good idea to show an example of a goal and corresponding initiative from a peer institution’s diversity plan. Discussion followed.
President Helm suggested that the next steps portion of the conversation should include the Committee determining the community’s sense of what the diversity strategic planning goals should be; giving the community an opportunity to suggest initiatives that will achieve those goals; committee evaluation of those initiatives; and then perhaps another forum at this point, as well as solicitation of comments on the initiatives from the community.

2. Subcommittee Reports
a. Community Discussions Subcommittee
Mr. Adrian Shanker noted that he will be leading a mini-forum with the College’s Alumni Board on February 8. He welcomed suggestions on other ways to engage alumni in the process.
b. Hate & Bias Policy Update
The President reported that the Hate & Bias policy has been disseminated for comment, and that the response deadline is approaching; some comments have already been received.
c. **Legal Information and Best Practices Subcommittee**
   Mr. Shanker said that the Subcommittee will report at the next Committee meeting.

d. **Reading Resources Subcommittee**
   Dr. Harring reminded the Committee that Ms. Jennifer Jarson has set up a Google Docs shared drive for use by the Committee. Mr. Butler reminded members to send Ms. Jarson an email with the email address they plan to use to access the shared folder.

3. **Refining the Rubric for Evaluating Prospective Initiatives**
   The Committee engaged in a discussion of a rubric developed by Dr. Harring for use in evaluating initiatives by the Committee. Many suggestions were made, and Dr. Harring said that, though she tried to take good notes, members should email her their comments by next Monday, February 3, so that she can incorporate suggestions into the next draft.
   After a discussion initiated by Dr. Richmond, the Committee agreed to add a sixth goal to the planning goals: engage more deeply with the diverse communities of the Lehigh Valley.
   The Committee asked Mr. Ken Butler to send the six goals to the community for comment and, if people are unable to attend the Forum, to respond with comments by February 7.

The meeting was adjourned at 7:55 p.m.

Respectfully submitted,

[Signature]

Ken Butler