

Meeting Date: February 15, 2016

Members Present: Gillis, Graham; Green, Victor; Groves-Scott, Victoria; Jackson, Apryl; Jemerson, Anthony; Lallu, Hershila (being represented by Carly Riggins); Lockett, Sandra; Maxwell, Lauren; Rogers, Jamille; Shepherd, Camille; Simpson (replaced Kurt Boniecki), Tyra; Smallwood, Marie; Strickland, Charlotte; Webster, Angela; Williams, Ronnie; Yang, Lei

Members Absent: Chen, Bi-Ling; Frank, Adam; Gallavan, Nancy; Knight, Aaron; Mosley, Letha; Smith, Marcia

Call to Order: Angela Webster called the meeting to order at 3:01 p.m.

Agenda Items:

I. Acknowledgement of Approval of Previous Meeting Minutes:

The committee reviewed and electronically approved the October 5, 2015 minutes on October 16, 2015.

II. Committee Announcements:

- Dr. Nancy Gallavan is the new faculty liaison within the Office of Institutional Diversity.
- We welcome the following committee members: Dr. Camille Shepherd is the new Director of Assessment; Dr. Victoria Groves-Scott is new to the College of Education; Anthony Jemerson is a new member from the community.

III. Sub-Committee Reports

- **Data-Assessment:** The assessment committee is working on getting the Climate Survey launched. They will be hosting a communications campaign on February 16, at 2:30-4 BHCC to provide more information to the campus community such as timeframe, general questions, and Skyfactor, the assessment company. The survey will be ready to launch this week. The committee would like the survey responses before Spring Break. There will be incentives for completing the survey: students will be entered into a drawing to win \$20 Bearbucks; F/S will be entered to win donated items from different departments.
- **Funding:** Dr. Angela Webster presented a funding request for diversity initiatives on behalf of the sub-committee; some have been approved by the Strategic Budget Advisory Committee and moved on to the President. They are: campus diversity programming, campus climate survey, grants for RSO programming, grants for diversity related conferences, research, and creative activities for F/S, Diversity and Inclusive Excellence Award, and minority vendor programming- totaling \$28,000. President Courtway allocated \$15,000 from his discretionary account for this academic year- the goal is to get this money permanently allocated towards diversity initiatives.

- **Retention, Recruitment, & Development:** Dr. Angela Webster attended a conference targeted on diverse faculty recruitment and retention and the ID grant program is being reviewed through this sub-committee. The due date is March 1st.
- **Strategic Planning:** The sub-committee will be meeting to determine future steps based on feedback from the communications campaigns.
- **Diversity/Inclusive Excellence Award-** There were 12 nominations: 2 declined, 2 undergrad, 1 grad, 4 faculty, 1 staff, 1 administrator. The committee will review them in a couple of weeks and one person will be awarded at the UCA Service Excellence Awards.
- **Bias Incident Reporting -** For assistance and clarification purposes when reporting various incidents, a new Reporting Procedures Form for UCA Behavioral Issues has been created (see Exhibit A). This form will be made available on the following websites: Title IX, UCAPD, University Training, Diversity, and UCA Human Resources.

IV. Old Business: *LGBT+ Project- Forms (Exhibit B & C)*

- The committee was given the task of researching other university's various intake forms and how LGBT+ are identified in relation to employment, admissions, student health, counseling, and housing (see Exhibit C); The committee made recommendations with the overall goal of making forms more LGBT+ friendly by allowing students, faculty, and staff to self-identify (see Exhibit B for specific recommendations). If approved by the full committee, the recommendations would be presented to the UCA governing bodies, as well as the Executive Staff and eventually the Board of Trustees.
- There was discussion. Charlotte Strickland asked if the HPER was discussed- question about what accommodations are available for transgender; she suggested that this information be made more available.
- There was a question regarding name change procedures. Dr. Graham Gillis addressed this and explained that one must get a court order or a new social security card
- **Lauren Maxwell made a motion to accept the recommendations of the committee; the motion was seconded by Marie Smallwood; the motion carried.**

V. Old Business: *Gender Neutral Restrooms*

- There is a list of gender neutral restrooms located on the Diversity website.
- Vice President Newton is convening a meeting to talk about feasibility concerns and priorities such as new structures, existing needs, and residential spaces (including HPER).

VI. News:

- March 16 at 6 p.m. – 8 p.m. Location TBA - The SGA Diversity Committee will be hosting a forum on Spirituality in Higher Education.

VII: Calendar: Next Meeting

Denicha Kemp will send out a Doodle poll.

VIII: Adjournment

The meeting was adjourned at 3:56 p.m.

REPORTING PROCEDURES FOR UCA BEHAVIORAL ISSUES

The following are different types of behaviors that may occur on the UCA campus, along with the departments who are responsible for addressing the behaviors.
Any time a person needs immediate assistance they should contact UCA Police at 501 450-3111, or dial 911.

Type of Behavior	Description	Who Has Authority Over Issue	Misc. Information
<u>Serious Threat</u>	-Student poses serious threat to self and/or others, i.e., student talks about or makes suicide attempt; makes threatening statement to harm or kill another person, etc.	-If immediate threat, UCA Police. Otherwise Behavioral Intervention Team	-Students, faculty and staff can file Behavioral Incident Report by going to - ucapd.org/go/BIR , or call 501 450-3111. If emergency, dial 911.
<u>Sexual Misconduct</u>	-Student, faculty or staff who engage in sexual harassment, sexual assault, stalking, dating or domestic violence.	-Title IX Office; or if immediate threat, UCA Police	-Students, faculty and staff can learn about Title IX including how to file an incident report by going to - uca.edu/titleix , or call 501- 450-3247.
<u>Child Abuse & Neglect</u>	-Suspect/observe child maltreatment, defined as any recent act or failure to act on the part of a parent/caregiver which presents an imminent risk of, or results in, serious physical or emotional harm, sexual abuse, or exploitation.	-AR Child Abuse Hotline, UCA Police	Review UCA Board Policy #418 at this link - http://uca.edu/board/files/2010/11/418.pdf To report to the Arkansas Child Abuse Hotline call 1-800-482-5964. then call UCA Police 501-450-3111
<u>Criminal Behavior</u>	-Any violation of state law including (but not limited to) destruction of property, theft, burglary, etc.	-UCA Police for criminal prosecution; reports also sent to Dean of Students for university disciplinary action.	-To learn more about reporting a crime and services offered by UCA Police, go to - ucapd.org , or call 501- 450-3111. If emergency, dial 911.
<u>Bias/Discrimination</u>	-Discrimination based on gender, race or color, ethnicity, religion, spiritual beliefs, national origin, age, familial status, socioeconomic background, sexual orientation, disability, political beliefs, intellectual perspective, genetic information, military status, or other factors irrelevant to participation in UCA programs	-Institutional Diversity -General Counsel (Legal) -Human Resources	-Incidents may be reported by going to https://uca.edu/diversity/bias-incident-reporting/ or call 501-450-3135.

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Exhibit A (pg.2)

Student Conduct Behavior
(Outside Classroom)

-Violation of housing or UCA student conduct policies in handbook.

-Housing staff or Housing Judicial Board (if occurs in or around student housing)
-Dean of Students or University Judicial Panel (if outside of housing or serious in nature)

-Student conduct or disciplinary hearing proceedings can be found at- uca.edu/student/conduct/procedures/, or call 501 450-3416.

Classroom Behavior

-Student acting disorderly, noise, frequent tardiness, use of phone in class, disruptive behavior, etc.

-Course instructor; may want to consult with department chair.

-Actions can include (but are not limited to) – warning, move to another location in class, reduced grade on assignment or course, removal from class on temporary basis, or total removal from class (consult with dept. chair)

Academic Integrity

-Academic cheating, plagiarism, stealing of test, etc.

-Course instructor; appeals filed with Department Chair, College Dean, and Academic Integrity & Discipline Committee

-Policy and forms can be found at - <http://uca.edu/integrity/>

LGBT Identification on University Forms Project

Charge: Research other universities to explore how they identify their LGBT population on forms. To, specifically, research those in our football conference, Arkansas universities, aspirant institutions, and a few in contiguous states.

DAC Sub-Committee Members: Adam Frank, Graham Gillis, Tyra Simpson, and Angela Webster

Ex-Officio Sub-Committee Member: Reesa Ramsahai, Coordinator of UCA's student LGBT+ Initiative

Results: Please see attached tables.

Recommendations for Consideration:

- All UCA Applications and Forms
 - If gender identity is requested, allow LGBT+ applicants and employees the opportunity to self-identify
 - Gender: Male/Female/_____
 - Self-identification is more LGBT+ friendly
 - Self-identification allows UCA to identify the LGBT+ population and help to determine the level and scope of services needed

- Human Resources
 - Employment Applications: Only Compliance Officer sees gender
 - Once Hired: In the future, gender will be populated to all healthcare vendors
 - Gender: Male/Female/_____
 - Name _____ Preferred Name _____

- Admissions
 - Typically determines how gender is populated throughout campus
 - Admissions
 - Name _____ Preferred Name _____
 - Gender: Male/Female/_____
 - Pronoun (Optional) _____
 - This will serve as friendly for classroom rosters and other campus interactions

- Campus Housing
 - Residence Life currently uses the self-identification model (Gender: _____)
 - Residence Life makes room assignments on a case-by-case basis, according to students' gender identity
 - There is no certain hall assignment for LGBT+ students
 - LGBT+ students are paired with another LGBT+ student or ally
 - LGBT+ students may pay extra for a private room, absent an ADA-approved accommodation letter

 - The next step would be to offer an option that positions UCA to systematically identify the needs of LGBT+ housing applicants (and allies) in order to more readily pair and match roommates
 - *I am interested in living in a LGBT+ friendly/inclusive housing community*
 - As students request this option, allocate a wing for LGBT+ students to create community living

The final DAC recommendations will be shared with the SGA, the Faculty Senate, the Staff Senate, the General Counsel, the Executive Staff, and the Board of Trustees, as applicable.

Arkansas Universities	University of Arkansas (Fayetteville)	University of Arkansas (Little Rock)	University of Central Arkansas (Conway)	Arkansas State University (Jonesboro)	Arkansas Tech University (Russellville)
Employment Application	Male Female	Male Female	Male Female	Male Female	Male Female
Admissions Application	Male Female	Male Female	Male Female	Male Female	Male Female
Housing Forms	Male Female	Male Female	Gender _____	Male Female	Male Female
Student Health	Male Female Self-identification	Male Female Self-identification	Male Female (Populated by Admissions but form can be updated for transgender, by request)	Male Female	Male Female
Counseling Center	Male Female Self-identification	Male Female Self-identification Orientation: Homosexual Heterosexual Bisexual, etc.	Gender _____ Preferred/Nickname	Male Female Self-identification	Male Female

LGBT Identification on University Forms

Exhibit C (pg.2)

Sampling of Southland Conference Universities	Nicholls State	Northwestern State University	Texas A&M Corpus Christi	University of the Incarnate Word	University of New Orleans
Employment Application	Male Female	Male Female	Male Female	Male Female	Male Female
Admissions Application	Male Female Not Specified	Male Female		Male Female	Male Female
Housing Forms	Male Female	Male Female	Male Female	Male Female	Male Female
Student Health	Male Female	Male Female	Male Female	Male Female	Male Female Transgender Self-Identify Prefer not to answer
Counseling Center	Male Female	Male Female Self-identification	Male Female	Male Female	Self-identification

LGBT Identification on University Forms

Exhibit C (pg. 3)

	Missouri State University	Murray State University	San Jose State University	Texas State University
A Sampling of Aspirant Institutions				
Employment Application	Male Female	No Gender Question	Male Female	No Gender Question
Admissions Application	Male Female	No Gender Question Preferred Name	No Gender Question	Male Female
Housing Forms	Male Female	Male Female	Male Female	Male Female
Student Health	Male Female	Male Female	Male Female	Male Female Self-identification
Counseling Center	Male Female	Male Female Self-identification	No Gender Question	Male Female Self-identification

A Sampling of Universities of Similar Size from CampusPride.Org	Bridgewater State University	Napa Valley College	Princeton University	University of Northern Iowa	University of Wisconsin – La Crosse
Employment Application	Male Female	No Gender Question	No Gender Question	No Gender Question	No Gender Question
Admissions Application	No Gender Question	Male Female	Male Female	No Gender Question	Male Female
Housing Forms		No residence halls on campus		Gender _____ Offers gender inclusive housing	Male Female
Student Health		Adheres to insurance policy requirements		No Gender Question on intake form Male/Female on insurance forms	Male Female
Counseling Center		Adheres to insurance policy requirements	No Gender Question		Male Female