

March 1, 2024 | ARTF Meeting

Attendees: Lorette Oden, Derek Watts, Jim LaPrad, Alisha Looney, Jeff Hamer, Carl Ervin, Kishor Kapale, Andrea Henderson, Katy Valentin, Fiifi Godwyll

**Agenda:**

- A. Review meeting minutes from Feb. 16, 2024
  - a. Minutes approved
- B. Request for data - Updates
  - a. HR - Andrea met with Cassandra for information on how HR addresses DEI. She learned about exit surveys, UPI and other contracts. Andrea submitted this in a written report to the ARTF committee. It has been downloaded to the ARTF Google folder.
    - i. Andrea reported that her subcommittee met yesterday. They will put the information in the IBHE document. She also asked about the Salary Survey report that was shared on campus this past week. Those ARTF members that attended reported that the information shared was not broken down to provide information on race and gender. It was suggested that HR be contacted to see if that information was collected, but simply not shared in the report to the campus. Andrea will contact HR to see if that information is available. When she asked if numbers were required as part of the information requested, Lorette explained that it can be more powerful to have numbers and if they can be provided it would be helpful.
    - ii. Katy, who is also a member of the subcommittee, reported their recommendation for a feedback survey. Create a faculty satisfaction survey every year as opposed to waiting for an exit interview so as to have ongoing information for evaluation. Examine the impact of service activities on faculty and who controls the expectation and requirement. Perhaps include information at new faculty orientation. Jim noted that it is usually the Dept. Chair that leads the discussion. He also suggested that this is something that could also be beneficial to staff.
  - b. Climate Survey Results - Lorette stated that following a few changes the report will be added to the ARTF Google folder next week. Kishor noted that he had reviewed the report and that it was ready for use by the Task Force. Members are asked to review the report and use the information to complete subcommittee assigned areas in the IBHE report. The Group agreed with the suggestion to recognize Jeremy Robinett and Craig Tollini on the front page of the report for the work that they did on the report. A

link will be created to the report when it is approved by the ARTF to go on its webpage.

- c. Disability Services - Samantha Klingler has forwarded information that has been placed in the ARTF folder
  - d. Retention - Justin Schuch has forwarded materials that have been placed in the ARTF folder
  - e. Financial Aid - Lorette and Carl met with Bobbi Smith who will provide the requested data, but explained that it takes time
  - f. WIU Policy Committee - Lorette and Carl met with Russ Morgan who will provide the requested data, but explained that it takes time. A follow-up request will go out to Russ who had mentioned a quicker turn around
  - g. Results from the Spring 2023 Campus Climate Survey - Craig Tollini and Jeremy Robinette with the assistance/direction of Kishor have created a draft of an executive report. A completed draft is expected to be provided next week
  - h. IBHE State-Wide Data - Universities met individually with members of the IBHE in the fall 2023 semester to review and create a Big Picture report on their institutions. The Chief Diversity Officer at Governors State University provided a copy of their report to the members of the state diversity officers' monthly meeting and explained how they are using this information to complete their IBHE Equity Framework Plan. Copies of the GSU and the WIU Big Picture Plans are in the ARTF folder. WIU information and GSU formatting can be used to complete the WIU Framework Plan. Any additional information received from IBHE will be incorporated in the Plan.
  - i. Notes
    - i. Big Picture Plan appears to provide both a state and WIU status report. The Equity Plan will look at the strategies to close the gaps in success by the underrepresented groups
    - ii. FAFSA and covid will impact the WIU data. Mention of this will be add to reports provided by the Financial Aid office
    - iii. There is a lot of data provided by Samantha, Justin and the Big Picture report. Members are encouraged to review the collected information so that we may complete the framework.
    - iv. A template for the Equity Plan Framework, where information can be added or notes made, is located in the ARTF folder in the 2023-2024 file. The Big Picture reports are also in that file.
    - v. The information provided by Justin and Samantha will be moved into the 2023-2024 file
- C. Admissions and Registrar - Lorette and Carl have meetings scheduled next week
- a. ARTF members are encouraged to reach out to offices when they need information from that office to complete a section of the IBHE report.

- D. WIU Policies - Dividing the assignments
  - a. ARTF members are asked to check the wording of a policy for a possible concern when it comes to DEI language and inclusiveness
  - b. Jeff will create an Excel sheet that ARTF subcommittee members can use to note the policies reviewed and which ones the ARTF recommends be reviewed by the WIU Policy Committee. The WIU Policy Committee are the ones to write any language changes.
- E. Identify Constituency Groups to Review the Plan - Campus and Community (Jeff, Andrea, Mayor, SCA)
  - a. Suggested groups include Faculty Senate and SGA. Individual meetings with individual groups across WIU and their calendars may not be possible.
  - b. Town Halls to discuss and gather feedback was approved by the Task Force members. Sharing the Plan with the various groups ahead of time and inviting them to come to the Town Hall with their feedback is the plan.
- F. Subcommittees - Updates
  - a. Effective and Sustained Communication - Derek reported that he and Alisha have added information to the IBHE template
  - b. Faculty & Staff Retention and Promotion - Andrea and Katy reported at the beginning section of today's meeting.
  - c. Student Success and Retention - Fiifi, an alum who graduated WIU in Dec., has not heard from the subcommittee members. Both Lorette and Fiifi will reach out to Tracy and Tim the co-chairs
  - d. Access and Inclusion - no updates
  - e. Curriculum - no updates
  - f. ARTF subcommittees are encouraged to use the information in the Climate Survey Results Report to fill in their sections of the Equity Plan
  - g. Carl will send an email announcement when the Report has been added to the ARTF Google folder
- G. Announcement
  - a. A Meet & Greet with the Black Faculty is today at 5:30 pm in the Lamoine Room, University Union. Refreshments provided. All are invited and welcomed
- H. Next Meeting - March 15, 2024 - ZOOM only

## University Policies

<https://www.wiu.edu/policies/#D>

Section	Subcommittee
A-C	Access and Inclusion
D-H	Curriculum
I-P	Effective and Sustained Communication
R - Sponsored Credit Classes Policy	Faculty & Staff Retention and Promotion
Student Absence Policy Clarification - W	Student Success and Retention