Autumn Quarter DEI Steering Committee Meetings:

October 26, 2023

1. Welcome & Review of Charge Letter
2. Planning for DEI Office Hours
   a. General plan: 1-2 office hours per quarter, Faculty/Staff + Student/Post-doc hosts
   b. Action Items:
      i. Reserve Rooms
      ii. Advertise – Posters + Bagley Bulletin
   c. Goals: Listen, hear what’s impacting community, share with permission when there are actions to take to improve situations
3. Excellence in Student Mentoring Awards for Faculty
   a. Solicit nominations in November (annually)
   b. Rubric development
   c. InCS & Grad Club involvement over the summer (Thank you!!)
4. Announcement of retreat event from ACS Puget Sound Section
   a. ~25 Graduate & Undergraduate Students from around Puget sound
   b. Off site, collecting info on experiences & obstacles; forum for frank & open discussion
   c. Led by mentor role models: encourage students to stick with it/pep talk
   d. Looking for organizers to develop curriculum for the event
5. Good of the Order
   a. Thinking about how to recruit authentically – other organizations/departments on campus doing a better job of this. Can we develop a “chemistry day” of sorts (spring 2025?)
   b. Targeting HSUs & HBCUs or outreach to area high schools
   c. How to make sure DEI goals are included in all charge letters of all committees in the department – shouldn’t be isolated work

November 17, 2023

1. Welcome/Introductions
2. Planning for Office Hours: Sign-up within Minutes
   a. Autumn
      i. Filip + Sam (10-11am, Nov 28 in CHL 134)
   b. Winter
      i. Rob W. + Doug (10-11am, Jan 23 in Bag 319)
      ii. Jamison + Ed (2-3pm, Feb 15 in BAG 319)
   c. Spring
      i. Kelly + _________ (10-11am, Apr 9 in BAG 319)
      ii. Eden + _________ (2-3pm, May 16 in BAG )
   d. Schedule/Info Distribution (Undergrad Majors ListServ (Sam), Bagley Bulletin (Diana), Posters (Filip)
3. Excellence in Student Mentoring Award for Faculty
   a. A+ to Grad Club & InCS for building out nomination form and rubrics
   b. Goals: Bringing awareness of good mentoring to the forefront – positive feedback loop to say “these are faculty behaviors we want to support”
   c. Discussion of appropriate prize to accompany award
   d. Discussion of fund source for prize
   e. Discussion of rubric items: clarifications on depth vs. magnitude, supporting individuals vs. good mentor for all
   f. Action Items:
      i. Advertising (Bagley Bulletin + UG Listserv + Posters)
      ii. Nomination evaluations (student evaluators)

4. Good of the Order
   a. Check-in from ACS-PSS about future retreat: Dumas Bay Centre in Federal Way

December 7, 2023

1. Welcome/Introductions
2. Planning for Office Hours – Reminders to those hosting soon
3. Winter Quarter Scheduling
4. Excellence in Student Mentoring Awards for Faculty
   a. Timeline: Nomination window has closed, goal to pick awardee prior to first winter quarter meeting
   b. Discussion of rubric edits_updates
      i. Considerations around how many times you can win/whether we’d like to encourage nominator “teams” in the future or building in space for “co-signers” on the nominations and within the rubric
      ii. Relationship between DEI and mentoring award – current nomination form does not explicitly call out race/gender/etc.