

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.