

ACCT Diversity Committee Request

Sharing Best Practices Concerning Diversity on SFCC Campus 2007 -2009

EXECUTIVE SUMMARY:

I. Using a highly inclusive process, SFCC adopted Diversity as a Core Value in August 2006

With acceptance, respect, and civility, we create a learning environment that enhances the human potential of all members of the SFCC community without regard to race, ethnicity, gender, age, sexual orientation/gender identity, socio-economic status, physical/emotional abilities, religious beliefs, political beliefs, or other ideologies. We acknowledge the rich dimensions of diversity contained within each individual by creating a safe, positive and nurturing environment.

II. As part of its planning process, SFCC Adopts Diversity as a Strategic Priority within its 2007-2015 Strategic Plan in Fall 2006

“Because the college strives both to reflect the diversity of its community and celebrate its value, we commit to actively promoting diversity in all its aspects in our enrollment, hiring and professional development practices.”

III. SFCC Governing Board Passes Resolution on Diversity –Jan. 2007

“The SFCC Governing Board is committed to achieving diversity on campus that reflects the diversity of the community we serve. Principles of diversity will guide teaching and learning; and will influence all programs and activities of the college, including outreach, curriculum, hiring, communications, policy direction, partnership and student support. Diversity reflects the core value of the college to serve all student population regardless of race, age, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, physical or mental handicap or disability, serious medical condition, veteran’s status or spousal affiliation.”

IV. President Appoints a College Diversity Task Force – Spring 2007

The College Diversity Task Force met through the Spring and developed a set a recommendations

V. Diversity Task Force Recommendations Become The Specific Goals and Strategies of the College Strategic Plan- Summer 2007

In doing so, the goals and strategies then became associated with specific outcomes and Key Performance Measures identified in the college’s Balanced Score Card.

VI. Diversity Task Force Becomes President’s Standing Diversity Advisory Committee Fall 2007- to Present

To continue to work on strategies and initiatives, PDAC began by developing policies and procedures to govern the committee’s work and was assigned a budget, These strategies

involved virtually every division of the college as well as key offices such as Human Resources and the office of Marketing and Public Relations. For example, a sub-committee on the college's Hiring Equity Process was initiated in June 2008 to expand and increase the hiring pool to follow specific diversity related guidelines and requirements (see related report beginning on Page 26 in the action report). PDAC was given a budget of \$12,000 to address SFCC staff and faculty initiatives related to diversity. The Office of Institutional Research began tracking diversity related data on areas of the greatest diversity disparity among the various departments (see report on Page 54 in the attached report).

Attached is a summary of all the key activities undertaken under each of PDAC's nine diversity goals to illustrate more specifically all the actions, programming and activities which have been accomplished to date to support these goals.

In the summer of 2009 a new expansive diversity awareness program was approved entitled "Windows on the World", and is designed to work within PDAC's initiative of promoting sensitivity and appreciation of a diverse campus community to include students, faculty, staff and the greater Santa Fe community as well. Each month, beginning in September of 2009 and running through May of 2010, will highlight a specific area of diversity chosen by the full committee. For example, September will celebrate Hispanic Heritage month, November will honor Native American heritage, February will highlight Black History month and March will honor Women's History month. The ultimate goals of this new initiative are to explore all dimensions of diversity focusing on two primary themes; "celebrating of our differences while wondering about our sameness."

Diversity Action Report

FY Sept 2007- July 2009

Submitted by:

Dr. Aamna Nayyar, Chair 2007-2009 on behalf of

President's Diversity Advisory Committee

- PDAC-

Contents

HIGHLIGHTS	4
Upcoming Events/ Activities:.....	10
Ongoing Activities:.....	11
HISTORY & GUIDELINES	12
I.Policy.....	12
II.Purpose.....	12
III.Mission.....	13
IV.Procedures.....	14
PDAC Members.....	177
PDAC Sub-Committees.....	188
DIVERSITY ACTION PLANS.....	21
Curriculum.....	21
Diversity Activities.....	23
Diversity Budget.....	25
Hiring Process – Action Plan to Increase Diversity.....	26
Tool to Monitor Progress (TTMP).....	29
JACK Diversity channel.....	31
Professional Development – Action Plan to Increase Diversity Awareness.....	32
SFCC Diversity Master Training Plan 2008 - 2009.....	35
Signage in Spanish.....	37
Special Services Diversity.....	39
Bilingual Brochure/Maps.....	41
Signage: “Spanish Spoken Here” in Spanish Language.....	43
World Languages Day.....	45
Spring - Summer 2009 Action Project Status.....	48
Diversity Material in the SFCC Library.....	51
BUDGET	52
SUPPORT MATERIAL	53
SFCC Faculty & Staff Initiatives For Diversity.....	53
SFCC Diversity Data.....	54
SFCC Diversity Data Example:.....	55
A summit celebrating the visit of Jane Elliott.....	57

Data Feedback on Diversity Summit	58
A Class Apart: A Night Together	60
Difference: I am	61
WOW Scheduling (Draft).....	64
NOTES:.....	65

President Diversity Advisory Committee- PDAC

Diversity Action Report

FY Sep 2007- July 2009

Highlights

History:

Feb 07: SFCC Governing Board adopted Diversity Policy

Spring- Sum 07: PDTF organized by Dr. Orlando Griego - Diversity Mission and Goals adopted

Sum 07: Deans contacted SFCC Diversity Committee to take lead on PDTF but the committee declined as they wanted to stay as a diversity awareness entity through celebrations.

Sep 07: PDTF new chair (Aamna Nayyar) nominated by the president.

Oct 07: PDTF Recommendations Presented to the President by Liz Bahe (former Chair PDTF)

PDAC 2007- 2009 Term:

Oct 07: Day of the Dead Celebration by Diversity Committee

Oct 07: PDTF Recommendations were reviewed by the President, VPPIE & PDAC Chair

Oct 07: FREE Cultural Competency Training seminar information forwarded to Dr. Liss

Oct 07: Diversity Webpage formed on SFCC website

Nov 07: PDTF Recommendations included in SFCC Strategic Objective # 6

Nov 07: PDTF changed to PDAC- as task Forces are supposed to be for certain time only

Nov 07: Aamna presented updates on PDTF-PDAC to the SFCC Board in the Board meeting

Nov 07: Diversity Newsletter by Diversity Committee- Languages Diversity

Dec 07: PDAC Policies and Guidelines proposed by the PDAC Chair

Feb 08: PDAC membership updated

Feb 08: PDAC Policies and Guidelines approved and posted on Diversity webpage

Feb 08: Copy of PDAC Policies and Guidelines and SFCC Strategic Objectives presented to PDAC Members and duties assigned (Co-chair (Phyllis/ Debra), budget manager (Phyllis), Webmaster (Aimee Colmery) & Record keeper (Jackie Virgint)

Feb 08: JACK Diversity Channel Started

Feb 08: Andrea Gaytan's presentation on Diversity in Hiring Process/ Suggestions

Feb 08: Proposal for initiative of Diversity Activities approved by PDAC and posted on webpage

Feb 08: PDAC Budget Action Proposal

Mar 08: PDAC Budget approved (\$12,000)

Mar 08: 'Peace Pole' idea proposed by Lyn DeMartin- SFCC Diversity Committee will work on it

Mar 08: Andrea Gaytan facilitated discussion on film; Immigration & Mexican American Culture

Mar 08: Ideas on Women History Month- College currently offer Women Only Fitness Classes- Suggestion on offering Women History Class

Apr 08: AQIP Action Project- presented by PDAC on Diversity in Hiring Process

Apr 08: Diversity Newsletter by SFCC Diversity Committee- Arts & Craft Diversity

Apr 08: Leadership Academy- Diversity Workshop-Revised & more comprehensive the class

Apr 08: Bruno Bornet presented to PDAC- PPT on "Wealth vs. poverty, health, & religion

Apr 08: Ernest Kavanaugh presented proposal on Student Ambassadors making a film for new students including the diverse group of students & faculty on Campus

April 08: SFCC Department stopped budgeting snacks in PDAC meetings

May 08: PDAC members presented to Dean's Council

Jun 08: Extended Committee on Hiring Process formed by Meridee Walters

Jun 08: PDAC meeting dates for summer & fall 2008 sent to the members & room reserved

Jun 08: Workplace Diversity Professional Development Award idea proposed to the president.

Jun 08: Cultural Competence Assessment: A Talent Management Strategy- FREE webinar. attended

Jun 08: "Performance Excellence in Finding and Hiring Excellent Employees – With an Emphasis on Diversity." – Meridee Walter's presentation

Jun 08: Diversity Group formed on JACK (includes files on PADC meeting agendas, minutes, activities, action projects, articles, discussion channels.

July 08: Spanish translation of exterior signage completed

Aug 08: Diversity Demographic Statistics presented to PDAC by Laura Pantano

Aug 08: SFCC Press release to SFCC Community on “**Enrollment Surges at Santa Fe Community College**”

Oct 08: Day of the Dead Celebration by Diversity Committee

Nov 08: Bilingual Exterior Signs posted at campus entrances

Oct 08: Focus Group on needs of Spanish speaking stakeholders by MPR

Oct 08: Report on activities of HED Pre Health group by Kathleen Matta

Oct 08: Debra Sommer’s proposal on requiring a foreign language as part of AA degree plan

Oct 08: PDAC Sub-committees were formed with assigned tasks

Nov 08: SFCC’s First Diversity Summit- Jane Elliot’s Visit to SFCC

Nov 08: Tips for Facilitators- proposed by Jim Spacht

Nov 08: SFCC Special Services Report by Dennis Matsui

Dec 08: Diversity Newsletter by Diversity Committee- Special Services, Diversity & Music

Dec 08: “Strategies for Hiring a Diverse Faculty,” distance seminar attended by PDAC members

Dec 08: Diversity Statistics & Data presented to PDAC by Jackie Virgint & Laura Pantano

Dec 08: Equity in Hiring Process Completed & ready for implementation in spring 2009

Feb 09: PDAC Activities goals for spring and summer 2009 decided

Feb 09: Dr. Rita Purson's presentation to PDAC on UNM Diversity Action Plan

Feb 09: Diversity Newsletter by Diversity Committee- Black History Month

Feb 09: Film Showing & Discussion Panel- A Class Apart, A Night Together

Feb 09: World Book Day- SFCC Library Display on books around the world

Feb 09: World Flags ordered and displayed in hallway following campus main entrance

Feb 09: International Coffee Hour- organized by Enrollment Services & SFCC Diversity Committee- Sponsored by PDAC for food and more world flags order

Feb 09: Stephen Powel presentation to PDAC on Cultural Diversity on proposal on offering seminars

Feb 09: Updates on Equity in Hiring process presented to PDAC by Meridee & Jackie

Mar 09: "Se Habla Espanol" stickers & frames approved and ordered

Mar 09: Dennis Matsui attended two State wide meetings on Special Services- I-CAN, ASL Interpreter Coordinators of NM and NM AHEAD, Assoc. on Higher Ed and Disabilities

Mar 09: Meeting with Dr. Ginger Blalock from UNM & PDAC Sub-committee on Special Services

Mar 09: TTIP- Tool To Monitor Progress on Equity in Hiring Process submitted to Dr. Ron Liss

Mar 09: Dr. Bruno Bornet presented "Diversity Pie" to PDAC and update on what the campus is already doing in terms of Diversity in the Curriculum

Mar 09: Instructor for CPR certificate in Spanish suggested by Consuelo Walker

Mar 09: Equity in Hiring updates by Karla Quintana to PDAC

Mar 09: Review of Strategic Plan objectives- Dr. Jackie Virgint

May 09: Diversity *Tip of the Week* on JACK Channel introduced

April 09: Certificate in Spanish for the Medical Professional- introduced by Debra Sommer (was presented to CC in Fall 08)

April 09: *WCW*- Windows on The World introduced – Series of Seminars & Discussion Panels

April 09: Student Leadership Conference- “Difference I am”- PDAC Sponsored Diversity Workshop and conference support Souvenirs.

May 09: Cultural dances on Discovery Day- Sponsored by PDAC & Campus facilities organizer

May 09: “White Privilege Workshop” sponsored by SGA

May 09: SFCC Diversity Committee came under the umbrella of PDAC as a sub-committee on Diversity Activities. Proposed by Helen Helfer and approved by all PDAC members, accepted by Debra Sommer.

May 09: Conversation with the President- Update on PDAC activities- PPT by Aamna

June 09: SFCC Policy on Hate Crimes revisited. Decided on an intellectual approach by keeping SFCC’s existing policy and UNM’s policy on dealing Hate crimes.

June 09: Kathy Trickey’s presentation on ECOTONOS diversity Simulation to PDAC.

June 09: Library on Diversity material found room in Professional Development Department.

July 09: Aamna’s presentation on Islam & Quran to PDAC.

July 09: PDAC Finance Sub-committee proposed by Andrea Gaytan and approved by PDAC. Aamna, Andrea & Emily met for drafting guidelines for PDAC fund usage.

July 09: First Diversity Calendar (Ethnic & Religious Holidays) was drafted by Aamna and sent to MPR for final formatting and poster printing.

July 09: MPR confirmed that they will be using money from Meridee's budget and the bilingual brochures and maps will be ready in 3 weeks.

July 09: International Flags found room on campus- Atrium (in front of VP's offices, Student Activities & Professional Development).

Jul 09: *WW*- Windows on the World – calendar of events final draft.

July 09: PDAC Diversity Action Report 2007-2009 submitted to the President.

July 09: PDAC New Co-Chairs (Emily Smith/ Internal & Lillian Montoya-Real/ External) for 2009-2011 nominated by the President.

Upcoming Events/ Activities:

Oct 09: World Languages Day by World Languages Dept

Nov 09: SFCC Second Diversity Summit- "Ecotonos"- A simulation for collaborating across cultures by SFCC Professional Development

2009: Next Faculty Development Day would have "Diversity" as theme

2009: Restart "Access Club" through Special Services & Student Activities to attract & mentor Students with Special Needs

Oct 09: Diversity Film Festival by Diversity Committee

2009: International Student Club- Enrollment Services – Anna Tupler's suggestion

Ongoing Activities:

The PDAC will participate in a variety of activities:

- PDAC Meetings every other Mondays in the President's Conference room from 3:30 pm- 5:00 pm
- Peer Education on diversity by PDAC Team members during regular meetings
- Day of the Dead Celebration- Diversity sub-committee- Once a year in Oct
- SFCC Diversity Summit- Once in a year - Professional Development Department
- Diversity Newsletter - Diversity sub-committee- Twice a year
- Diversity Film Festival - Diversity sub-committee- Once a year
- Student Leadership Conference by sponsoring seminar on Diversity
- World Languages Day activities- Once in 3 years - World Languages Dept.
- World Book Day- Every Year- Display by SFCC Library
- SFCC Discovery Day- a selected Diversity Awareness Activity
- Diversity Webpage & JACK Channel & JACK Diversity Group Studios updated once a month
- Campus Climate Survey of effectiveness of Diversity Activities by Jackie's Office
- WOW- Window on the World Project finalized, updated and implemented
- Updated Data & Statistics on Diversity from Jackie Virgint Office
- Diversity Tip of the Week on JACK
- Identify Expert Facilitators for Diversity Seminars and maintain a current list for reference
- SFCC Diversity calendar (Ethnic & Religious Holidays Listing) updated every academic calendar
- Award & Recognition in Diversity needs be discussed and implemented
- Diversity Activities Report at end of each two year term- PDAC old chairs
- Diversity Action Plan for every two years- PDAC new chairs

HISTORY & GUIDELINES



President's Diversity Advisory Committee (PDAC)

Guidelines and Procedures



(Previously known as; President's Diversity Task Force- PDTF)

I. POLICY

SFCC Governing Board Diversity Policy 1-24:

The Santa Fe Community College Governing Board is committed to achieving diversity on campus that reflects the diversity of the community that we serve. Principles of diversity will guide teaching and learning and will influence all programs and activities of the college, including outreach, curriculum, hiring, communications, policy direction, partnership and student support. Diversity reflects the core value of the college to serve all student population regardless of race, age, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, physical or mental handicap or disability, serious medical condition, veteran's status or spousal affiliation.

SFCC Strategic Priority #6—Commit to Diversity of Students, Faculty, and Staff

Because the college strives both to reflect the diversity of its community and celebrate its value we commit to actively promoting diversity in all its aspects in our enrollment, hiring, and professional development practices.

II. PURPOSE

The Santa Fe Community College Board and SFCC's president, Dr. Sheila Ortego, have expressed a strong commitment to diversity at SFCC. A demonstration of this commitment has been the establishment of the President's Diversity Task Force (PDTF) in spring 2007. The task force is comprised of staff, faculty, and students that encompass a broad campus community representation.

The PDAC is established in spring 2008 by administrative directive of the college president and reports to the president

III. MISSION

The SFCC PDAC acknowledges the rich diversity of the community we serve. The PDAC will develop, implement, and measure activities in support of achieving the diversity goals.

DIVERSITY GOALS

The PDTF established nine diversity goals for Santa Fe Community College.

- Goal 1: Define diversity for SFCC
- Goal 2: Develop a diversity action plan for SFCC
- Goal 3: Curriculum: Develop, implement and revitalize curriculum to reflect diversity in content, perspectives and pedagogy
- Goal 4: Data and Analysis: Collect and analyze data to enhance and improve programs/policies to meet diversity goals
- Goal 5: Hiring Practices: Increase diversity among faculty, staff and administrators to reflect our community
- Goal 6: Recruitment and Retention: Acknowledging that students come first, increase diversity in student population that reflects diverse cultural backgrounds
- Goal 7: Increase Community Partnerships: Improve and increase partnerships and workforce development within our diverse community
- Goal 8: Campus Climate: Create a campus where sensitivity and respect are demonstrated
- Goal 9: Diversity communication at SFCC

SFCC STRATEGIC OBJECTIVES: (Recommendations from PDTF were reviewed by the President (Dr. Sheila Ortego), VPPIE (Dr. Jackie Virgint) and PDAC Chair (Dr. Aamna Nayyar) and included in the SFCC Strategic planning)

Strategic Objective	Goals	Year 1-2 Strategies	Key performance Indicators
VI: Commit to Diversity of Students, Faculty and Staff	A. SFCC will integrate diversity awareness into its General Education requirements	1. Provide Multicultural Awareness Training to faculty and staff (VPASA/VFA)	Ratios of Hispanics and N.A.s in SF Cnty to those present in SFCC Student and Employee Groups
	B. SFCC will heighten awareness of the diversity of its community and serve it more directly (VPASA/VPASA)	2. Translate "generic SFCC info" into Spanish (MPR)	Ratios of Hispanics and N.A.s in SF Cnty to those present in SFCC Student and Employee Groups
	C. SFCC will establish enrollment and recruitment goals for diverse populations	3. Issue first annual Diversity Data Report(VPPIE)	Ratios of Hispanics and N.A.s in SF Cnty to those present in SFCC Student and Employee Groups
	D. SFCC will establish and maintain a Diversity Task Force (now known as PDAC)	4. Institute Multicultural Celebration w/Discovery Day	Salary Parity
	E. SFCC will seek to hire a more diverse faculty and administration	5. Create a Jack Diversity channel	% of Diversity Plan Completed
		6. SFCC will increase outreach to diverse populations in recruitment and promotion opportunities	Ratios of Hispanics and N.A.s in SF Cnty to those present in SFCC Student and Employee Groups
		7. Diversity Task Force will develop Diversity Plan	
		8. Develop/implement plan to create and maintain a "talent pool" of diverse candidates for future SFCC job openings	
		9. SFCC will develop and implement a recruitment and hiring plan to increase diversity	

IV. PROCEDURES

SFCC PDAC, do hereby adopt the following guidelines and procedures to govern the internal operations and procedures.

I. Responsibilities

The responsibilities of the PDAC shall include, but not be limited to, the following areas:

- **Advises** the President on issues, policies and practices that affect the SFCC's commitment on diversity;
 - Aiding in the implementation of the Diversity Recommendations/ Plan;
- **Reports** regularly to the President and the SFCC community on the status of issues of diversity at SFCC;
 - Writing diversity report;
 - Managing Diversity Webpage, JACK channel and JACK group Studio;
 - Collect and analyze data to enhance and improve programs/policies to meet diversity goals.
- **Offers** recommendations to improve campus climate for a diverse institutional culture;
 - Exploring and reviewing campus diversity issues;
 - Create a campus where sensitivity and respect are demonstrated.
- **Proposes** initiatives to help achieve the strategic goal of ensuring greater racial and ethnic diversity at SFCC, and in this regard to fully engage faculty, staff, and students in the creation of an institutional culture that fosters diversity and is inclusive.
- **Learn and Educate** to satisfy the cultural competence need
 - Diversity communication at SFCC and the community at large
 - Organizing and attending Diversity workshops

II. Members

The members of the PDAC shall consist of a Chairperson, a Co- Chairperson, a Secretary, Treasurer, Record Keeper, a PDTF Webmaster and other members. The Chairperson will be appointed by the President or nominated by the members of the PDAC. The Chairperson and the members may be granted release time (if applicable) to fulfill PDAC responsibilities. The PDAC members shall also serve as liaisons to the campus committees, Diversity Committee, and task force groups as necessary and appropriate.

1. Chairperson

The Chairperson is appointed by the SFCC President. The Chairperson shall preside over meetings of the PDAC and shall appoint ad hoc committees as necessary for the function of the PDAC. The Chairperson shall serve a two-year term and can be reappointed for additional term. The Chairperson shall serve as a liaison for developing and implementing PDAC activities. The Chairperson report to the President as needed on campus diversity issues and PDAC activities.

2. Co-Chairperson

The Co-Chairperson of the PDAC, appointed by the Chairperson in agreement with the President, shall serve in the absence of the Chairperson. The Co -Chairperson shall serve a two-year term with the possibility of reappointment for additional term with no obligation to move to the chair position at the end of the first term.

3. Secretary

The Secretary will assist with the coordination of the meetings and related PDAC activities. The PDAC Secretary shall prepare agendas for all PDAC meetings with the approval of the Chairperson and Co-Chairperson, and record and distribute to PDAC members the official minutes of all the meetings within 10 days of the meeting date; report to the President as needed on campus diversity issues and PDAC activities. The Secretary shall serve a two-year term and can be reappointed for additional term.

4. Treasurer

The Treasurer will prepare and submit to the Chairperson the proposed annual PDAC Budget; maintain a funding subcommittee; attend the SFCC budget committee meetings as needed for campus diversity budget needs and PDAC activities. The treasurer shall serve a two-year term and can be reappointed for additional term.

5. Record Keeper

The PDAC Record Keeper will keep updated record of institutional statistics as it pertains to SFCC Governing Board Diversity Policy 1-24, SFCC Strategic Priority # 6 and PDAC Mission and goals. The Record Keeper will collect and analyze data and will assist the PDAC in writing and implementing Diversity Recommendations/ Plan/ annual report. The PDAC Record Keeper shall serve a two-year term and can be reappointed for additional term.

6. PDAC Webmaster

The PDAC Webmaster shall update and maintain the official Diversity webpage, JACK channel, JACK diversity Group Studio, and list-serve. Both the webpage and list-serve should be updated on a monthly basis.

III. Membership

1. Composition

A. The PDAC shall consist of no fewer than ten (10) members. Membership of the PDAC shall include representation from each of the following: Academic Faculty; Administrative Faculty; Classified Staff; Department Heads/Division Directors; and Students. Membership shall include permanent representation from each of the following offices: Human Resources; Student Activities; Marketing & Public Relationship; Admissions; Faculty Senate, Staff Senate and SGA.

2. Appointments

- A. Appointments of members to the PDAC are made by SFCC President.
- B. All members shall serve two -year terms, with the possibility of reappointment.
- C. All terms of appointment shall be on an academic calendar year schedule.

- D. If a member leaves the PDAC before the end of his or her term, an individual may be appointed for the remainder of the term at the discretion of the Chair and Co-Chair, with the advice of the PDAC membership.
- E. If a member leaves the PDAC for a temporary period during their term, an individual may be appointed for the duration of that temporary period at the discretion of the Chair and Co-Chair, with the advice of the PDAC membership.

IV. Meetings

1. Frequency

The PDAC shall hold meetings at times and places arranged by the Chairperson, usually bi-monthly.

2. Attendance

PDAC officers and members are expected to attend all the meetings. Absences from PDTF meetings shall be reported to the PDAC secretary before the PDAC meeting to be missed or as soon thereafter as is practical.

3. Resignation

A. Voluntary Resignation. A PDAC member may resign from membership on the PDAC at any time by giving notice of resignation in writing addressed to the Chair.

B. De Facto Resignation. A PDAC member not attending two (2) consecutive meetings of the Commission without being excused by the Chair and Co-Chair may be deemed to have resigned there-from. Following the second consecutive unexcused absence, the Chair shall notify the person in writing of their de facto resignation from the PDAC.

4. Voting Privileges

Each member shall have one vote.

5. PDTF Decisions

A. A simple majority (fifty-one percent of the membership) is required for all PDAC decisions (where applicable), except bylaw changes when a vote is required.

B. When a decision is needed in less than 24 hours, the Chair/ Co-Chair shall have authority to render a decision and will report to the PDAC at the next meeting.

V. Amendment of the Bylaws

These bylaws may be amended at a regular meeting of the PDAC by a majority vote of present PDAC members and PDAC officers with the approval of the SFCC President.

PDAC Members

By-laws approved by membership on Feb 25, 2008.

By: Chair: Aamna Nayyar

Co-Chair: Sheila Ortego

Secretary /Treasurer: Phyllis Baca

Record Keeper: Jackie Virgint

Webmaster: Aimee Colmery (No more at SFCC)

Member: Debra Sommer

Member: Bruno Bornet

Member: Dennis Matsui

Member: Letty Naranjo

Member: Tiffany Bracamontes

Member: Gordon Fluke (resigned Sp 2009)

Member: Helen Helfer (retired from campus)

Member: Jim Spacht (resigned Sp 2009)

Member: Moweeta Moweeta (resigned fall 200)

Member: Consuelo Walker

Member: Andrea Gaytan

Member: Susan Dugan (resigned Summer 2009)

Member: Karla Quintana

Member: Ernest Kavanaugh

Member: Deni Javas (Spring 2009)

Member: Emily Smith (Spring 2009)

Member: Thomas Romero (Spring 2009)

Member: Dawn Wink (Fall 2008)

Member: Noe Villarreal (Fall 2008)

Member: Cheryl Drangmeister (Spring 2009)

Member: Gerald Clay (Spring 2009)

Member: Michelle Roetzer (Spring 2009)

Member: Irene Edwards (Spring 2009)

Member: Stephen Powell ((Spring 2009)

Member: Edelweis Pailos (Summer 2009)

PDAC Sub-Committees

(1) Professional Development- Diversity:

(Includes *WOW* Sub-committee)

Emily Smith- Lead/ Champion

Helen Helfer (retired from campus)

Aamna Nayyar (resigned summer 2009)

Karla Quintana

Ernerst Kavenaugh

Thomas Romero

Gerald Clay

Consuelo Walker

Tiffany Bracamontes (Inactive)

Noe Villarreal

(2) Special Services- Diversity:

Bruno Bornet- Lead/ Champion

Letty Naranjo

Jim Spacht

Dennis Matsui

Consuelo Walker

(3) Hiring Process- Diversity:

Karla Quintana- Lead/ Champion

Susan Dugan

Andrea Gaytan

Bruno Bornet

Jackie Virgint/ Meridee Walters- Support

(4) Data/ Analysis- Diversity:

Jackie Virgint- Lead/ Champion

Laura Pantano- Support

(5) Budget- Diversity:

(New Name: Funding Sub-Committee)

Phyllis Baca- Lead/ Champion (New Lead: Andrea Gaytan 2009-2011)

Aamna Nayyar (resigned summer 2009)

Emily Smith

Consuelo Walker

(6) JACK Channel/ Webpage/ JACK group- Diversity:

(Includes "Tip of the Week")

Aimee Colmery- Lead/ Champion (Left Campus)

Aamna Nayyar (New Lead 2009- 2011)

Ken McPherson- Support

(7) Curriculum- Diversity:

Debra Sommer- Lead/ Champion

Dawn Wink

Helen Helfer

Susan Dugan

Andrea Gaytan

Gordon Fluke

Jim Spacht

Stephan Powell

Ron Liss- Support

Dean's Council- Support

(7) Diversity Activities:

(Former SFCC Diversity Committee)

Debra Sommer- Lead/ Champion

Aamna Nayyar

Susan Dugan

Gerald Clay

Gerald Friedman

Anna Tupler

Michelle Roetzer

Tanya Story

Cisco

Consuelo Walker

Diversity Action Plans

Curriculum

Develop, implement, and revitalize curriculum to reflect diversity in content, perspectives, and pedagogy

To: Curriculum Committee

From: PDAC

Date: 10/2008

Project Period: 10/08 – 10/09

Executive Summary

Reporting Period	10/08 – 10/09
Progress Reporting Dates	10/06/08 – <u>Kick off meeting</u> @ 3:30 pm in the Board Room
Reference	SFCC Strategic Objective I & VI AQIP Criterion:
Purpose/ Expected outcomes	<ul style="list-style-type: none"> • Helping Students Learn • Develop, implement and revitalize curriculum to reflect diversity in content, perspectives and pedagogy
Key System or Department	Dean's Council Curriculum Committee
Team Members	<ul style="list-style-type: none"> • Curriculum Committee
Support People/Departments	PDAC, SFCC Diversity Committee VPASA, Dean's Council
Diversity Champion Identified	Debra Sommer Other PDAC Members: Aimee Colmery, Andrea Gayton, John LeDoux, Phyllis Baca, John Whitman (from PDTF)
Budget/Resource Requirements	???
Matrices:	<ul style="list-style-type: none"> • Campus Diversity Statistics of staff, Faculty and Students • Campus Climate Survey
Major Barriers Identified	<ul style="list-style-type: none"> • Course credit loads • Budget • Diversity Training of staff & faculty
Major Issues	<ul style="list-style-type: none"> • Timeline • Budget

	<ul style="list-style-type: none"> • Diversity Awareness on campus
PDAC Recommendation:	<ul style="list-style-type: none"> • Using best practices develop a summary paper for integrating diversity awareness into existing courses. • Using best practices, categorize electives (social sciences, humanities) into diversity awareness topics, such as, US Diversity, Multiculturalism, International Perspectives. Institutionally, require electives from one or two topics. • Evaluate existing and investigate future efforts for bilingual endorsements in appropriate AA degrees. • Diversity awareness through physical appearance (learning environment) • Marketing existing resources at the library • Language Lab • Integrate and coordinate efforts with the non-credit Programs, such as, ESL, Basic Literacy, ABE, and GED. • Add an optional diversity awareness component using best practices. • Requiring a foreign language as part of all AA degree plans.
Accomplishments (with dates)	<p>Template for Proposal for Diversity Initiative to involve faculty & staff is approved & will be posted on JACK, once the budget for this area is determined by the PDAC's budget manager.</p> <p>03/30/2009- Bruno Bernet presented to PDAC information about diversity in curriculum in general education courses in SFCC and also the Diversity Pie exercise that he uses with his students.</p> <p>04/27/2009 – Debra Sommer presented a draft of a plan on proposing a Certificate in Spanish Language for medical professionals.</p>
Plans for the Next Period	<p>Work closing with the Curriculum Committee by clarifying the concept that bilingual is Not only Spanish but also other languages and suggesting to offer a choice of taking a foreign language other than English to all degree Students.</p>
Plans for Future Periods	<p>Establishing an “Institute of Bilingual Education” at SFCC, which would be responsible for translating materials and providing education options for bilingual students.</p>

Diversity Activities

To: Debra Sommer

From: PDAC

Date: 1/1/2008

Project Period: 01/01/08 – 12/12/2008

Executive Summary

Reporting Period	01/01/08 – 12/12/2008
Progress Reporting Dates	<p><u>Sub-Project meetings with PDAC:</u> 07/14/2008 @ 3:30 pm in the Board Room 08/11/2008 @ 3:30 pm in the Jemez 3 Room 09/08/2008 @ 3:30 pm in the Board Room 10/06/2008 @ 3:30 pm in the Board Room 11/03/2008 @ 3:30 pm in the Board Room Note: Progress reporting can be done in person or via email/ written correspondence.</p> <p>12/01/2008- A <u>final</u> report on Diversity Activities submitted to PDAC</p>
Reference	<p>SFCC Strategic Objective VI AQIP Criterion:</p> <ul style="list-style-type: none"> • Valuing People
Purpose/ Expected outcomes	<ul style="list-style-type: none"> • SFCC will heighten awareness of the diversity of its community and serve it more directly. • It will create a campus where sensitivity and respect are demonstrated.
Key System or Department	SFCC Diversity Committee
Team Members	Debra Sommer, Antonio F. Vigil, Consuelo Walker, Eva Gallegos, Gerald Friedman, Karla Quintana, Phyllis Baca, Robert Denny, Susan Dugan, Tomas Duran
Support People/Departments	PDAC, Office of Student Development (Justine), Admissions (Anna), OIT (Sam), Library (Sylvia), Planetarium (Juan), Plant Operations, Room booking (Fran), Food Services (Behzad)
Diversity Champion Identified	Debra Sommer
Budget/Resource Requirements	Suggested \$5000 (as per PDTF recommendations)
Matrices:	Campus Diversity awareness statistics of staff, Faculty and Students (Dr. Jackie Virgint)
Major Issues	<ul style="list-style-type: none"> • Budget • Marketing • Awareness
PDAC Recommendation:	<ul style="list-style-type: none"> • Diversity Film festival – Spring/Fall semesters

	<ul style="list-style-type: none"> • Have speakers to talk about diverse issues, e.g. immigration and racism • World language day • Diversity newsletter (quarterly) • Interview key personalities/ guests • International Student Day
Accomplishments (with dates)	<ul style="list-style-type: none"> • Diversity newsletter (May 2008)- Arts & Crafts Diversity • International Student Day (April 2008) • International Coffee Hour (April 2009) • Diversity Film Festival (April & Nov)
Plans for the Next Period	Continue with the plans
Plans for Future Periods	Continue/ revise the plans based on campus diversity awareness statistics

Diversity Budget

To: Meridee Walters

From: PDAC

Date: 5/5/08

Project Period: 07/01/08 – 06/30/2009

Executive Summary

Reporting Period	07/01/08 - 06/30/2009
Reference	SFCC Strategic Objective VI
Purpose/ Expected outcomes	<ul style="list-style-type: none"> • Implementing SFCC Strategic Objective VI • SFCC Faculty & Staff initiative for Diversity (please refer to the attachment)
Key System or Department	Business Department
Team Members	Meridee Walters, Tom Romero, Gilda Espinoza
Support People/Departments	PDAC Chair, Co-Chair(s), SFCC Diversity Committee
Diversity Champion Identified	PDAC Budget Manager- Phyllis Baca (2007- 2009)
Budget/Resource Requirements	\$12,000 requested
Matrices:	<ul style="list-style-type: none"> • Periodic campus diversity communication survey results.
Major Issues	Projecting expected budget Guidelines for using the budget by PDAC Funding sub-committee SFCC Guidelines on using budget monies
Accomplishment for the Period	07/01/08 – 06/30/2009
Plans for the Next Period	Requested Budget amount may increase or decrease based on the upcoming projects
Plans for Future Periods	PDAC will get \$12,000 as their basic budget. They can request any additional amount by having the PDAC budget manager attend the Finance Committee meeting with Meridee Walters.

Hiring Process – Action Plan to Increase Diversity

To: Meridee Walters

From: PDAC

Date: 5/30/2008

Project Period: 06/04/08 – 10/30/2008

Executive Summary

Reporting Period	06/04/08 – 10/30/2008
Progress Reporting Dates	<p>06/04/08 – <u>Kick off meeting</u> @ 8:30 am in the Board Room (PPT presentation)</p> <p><u>Sub-Project meetings with PDAC:</u> 06/30/2008 @ 3:30 pm in the Board Room (Goal/ aim of hiring system) 07/28/2008 @ 4:00 pm in the Board Room (Revisit aim, System component) 08/25/2008 @ 4:00 pm in the Board Room 09/22/2008 @ 4:00 pm in the Board Room Note: Progress reporting can be done in person or via email/ written correspondence.</p> <p>10/30/2008- Hiring Process amendments to increase Diversity designed, completed and implemented and, a <u>final report submitted to PDAC</u></p>
Reference	<p>SFCC Strategic Objective I & VI AQIP Criterion:</p> <ul style="list-style-type: none"> • Valuing People • Helping Students Learn • Understanding Students’ and Other Stakeholders’ Needs
Purpose/ Expected outcomes	<ul style="list-style-type: none"> • Increase racial/ethnic diversity on campus through hiring policy and procedures. • To increase diversity among faculty, staff and administrators to reflect our community by building bridge based on gaps analysis by key departments, campus climate survey and faculty, staff and student statistics on campus. • To establish goals and strategies to increase diversity on campus through training, events, and policy and procedures • Educate employees with statistical data • Use data to retain employees • Encourage employees to participate in staff dev., e.g. Leadership Academy • Research indicates that students have better outcomes when served by an ethnically diverse faculty. • The need for equity, respect, awareness, and role models in and out of the classroom; the need on the part of the community to see itself reflected in college makeup. • It will create a campus where sensitivity and respect are demonstrated.
Key System or Department	HR Department, Dean’s Council

	Any hiring authority/ dept, Extended cabinet on Hiring Process
Team Members	Plan- Do- Study- Act Cycle: <ul style="list-style-type: none"> • Karla Quintana • Meridee Walters Feedback team: PDAC sub-committee on Hiring Process
Support People/Departments	PDAC, SFCC Diversity Committee VP Finance, Budgeting, Dean’s Council
Diversity Champion Identified	<ul style="list-style-type: none"> • Karla Quintana Other PDAC Members: Dennis Matsui, Susan Dugan, Helen Helfer, John LeDoux, Bruno Bornet and Debra Sommer (from PDTF Sub-committee on Recruitment/ Retention)
Budget/Resource Requirements	Suggested \$2000 (as per PDTF recommendations)
Matrices:	<ul style="list-style-type: none"> • Campus Diversity Statistics of staff, Faculty and Students • Campus Climate Survey • Gap analysis by key departments and SFCC job classification. (Dr. Jackie Virgint)
Major Barriers Identified	<ul style="list-style-type: none"> • Language • Cultural competence • Like Kind • Litigation Balance • Assessment Rubric • Access (Job advertisement, offering incentives)
Major Issues	<ul style="list-style-type: none"> • Timeline • Budget • Diversity Awareness on campus
PDAC Recommendation:	Design and adopt hiring policies, procedures, and training programs for faculty, staff, and human resource personnel that lead to increased diversity of qualified candidates for available faculty, staff, and administrative positions. <ol style="list-style-type: none"> 1. Develop hiring policies and procedures that increase diversity. <ul style="list-style-type: none"> - For example, giving priority to the internal pool of candidates. 2. Organize professional development courses and events. <ul style="list-style-type: none"> - To train faculty, staff and students in diversity and critical cultural competency. 3. Educate faculty, staff, and students, with statistical data on campus diversity. 4. Use statistical data on campus diversity, to retain faculty, staff, and students. <hr/> <ul style="list-style-type: none"> • Establish more inclusive hiring criteria • Establish goals to increase diversity among faculty and staff • Establish partnerships with internal and external minority representatives

	<ul style="list-style-type: none"> • Explore retention strategies • Train and retain internal pool of diverse faculty and staff on campus • Adopt Dr. Beverly Tatum’s selection criteria from her book, <u>Why Are All the Black Kids Sitting Together in the Cafeteria</u> • Hiring procedures require that every Interview Panel include a person of color in it • The Recruiting and Retaining Diverse Faculty - No-Nonsense Tips for Your Campus Audio Conference offered to all the hiring authorities • Create a template for all the Hiring Committees that will evaluate the prospective faculty and staff more clearly in this critical area • Use multi-cultural advertising sources for recruiting qualified faculty & staff from diverse background
Accomplishments (with dates)	<p>06/04/08 – Kick off meeting on PDAC recommendations on Diversity 06/30/2008 - Goal/ aim of hiring system 07/28/2008 - Revisit aim, System component 08/25/2008 - Applicant pool & Notification Recruiting 09/22/2008 - Intake Access & Eligibility 10/06/2008- Selection Approach & final report draft 10/20/2008 - Selection Approach/ Hiring Software/ interview process & final report draft 11/03/2008 -_Final report draft discussion 11/17/2008- final report draft discussion 12/01/2008 - final report update form faculty Senate 02/16/2009 – Final Report on “Equity in Hiring” submitted and implemented</p>
Plans for the Next Period	<ul style="list-style-type: none"> • Based on Disparity Statistics from Office of Institutional Research, HR Department will implement “Equity in Hiring” process. • Areas of greatest diversity disparity re: Hispanic Representation in fall 2008 identified following majors: <ul style="list-style-type: none"> •Biology •Business •Nursing •Paramedics •Physical Sciences
Plans for Future Periods	<p>Increase the percentage of Hispanics, African Americans and Native American and other under-represented minorities among full-time and part-time faculty and administration to begin to reflect our community. TTMP- Tool to Monitor Progress was sent to Dr. Liss as suggestion to be used to monitor progress in hiring process.</p>

President's Diversity Advisory Committee (PDAC)

Tool to Monitor Progress (TTMP)

Hiring Process- Equity in Hiring

PDAC Recommendation:

Design and adopt hiring policies, procedures, and training programs for faculty, staff, and human resource personnel that lead to increased diversity of qualified candidates for available faculty, staff, and administrative positions.

1. Develop hiring policies and procedures that increase diversity.

- For example, giving priority to the internal pool of candidates.

2. Organize professional development courses and events.

- To train faculty, staff and students in diversity and critical cultural competency.

3. Educate faculty, staff, and students, with statistical data on campus diversity.

4. Use statistical data on campus diversity, to retain faculty, staff, and students.

- Establish more inclusive hiring criteria
- Establish goals to increase diversity among faculty and staff
- Establish partnerships with internal and external minority representatives
- Explore retention strategies
- Train and retain internal pool of diverse faculty and staff on campus
- Adopt Dr. Beverly Tatum's selection criteria from her book, Why Are All the Black Kids Sitting Together in the Cafeteria
- Hiring procedures require that every Interview Panel include a person of color in it
- The Recruiting and Retaining Diverse Faculty - No-Nonsense Tips for Your Campus Audio Conference offered to all the hiring authorities
- Create a template for all the Hiring Committees that will evaluate the prospective faculty and staff more clearly in this critical area
- Use multi-cultural advertising sources for recruiting qualified faculty & staff from diverse background

Plans for the Next Period:

- Based on Disparity Statistics from Office of Institutional Research, HR Department will implement "Equity in Hiring" process.
- Areas of greatest diversity disparity re: Hispanic Representation in fall

2008 identified following majors:

- Biology
- Business
- Nursing
- Paramedics
- Physical Sciences

Plans for Future Periods:

Increase the percentage of Hispanics, African Americans and Native American and other under-represented minorities among full-time and part-time faculty and administration to begin to reflect our community.

PROGRESS REPORT:

* Please include data on how many of these new hires were from internal pool of applicants and why or why not were they hired? If the positions are still vacant then why?

Hiring Area (New hires by Division/ Department/ Program, etc.)	Data of last 6 months	Current Strategies	Data of Next 3 months	Data of Next 3 months	Data of Next 3 months	Performance Indicator
e.g. Clinical Coordinator Respiratory Therapy Program						

JACK Diversity channel

To: OIT

From: PDAC

Date: 3/25/08

Project Period: 03/25/08 – 06/30/2008

Executive Summary

Reporting Period	07/01/08 - 06/30/2009
Reference	SFCC Strategic Objective VI
Purpose/ Expected outcomes	<ul style="list-style-type: none"> • Create a campus where sensitivity and respect are Demonstrated • Diversity communication at SFCC
Key System or Department	OIT
Team Members	KC Allen, Ken McPherson (JACK advisory Committee)
Support People/Departments	PDAC Chair, Co-Chair(s), Webmaster
Diversity Champion Identified	PDAC Webmaster- Aimee Colmery PDAC Chair- Aamna Nayyar
Budget/Resource Requirements	-0-
Matrices:	<ul style="list-style-type: none"> • Periodic campus diversity communication survey results.
Major Issues	<ul style="list-style-type: none"> • Campus Community Awareness about JACK • Information must be updated once in a month
Accomplishment for the Period	JACK Channel/ JACK Group studios on since spring 2008. Spring 2009: Tip of the Week added to Diversity Channel.
Plans for the Next Period	Ongoing and up-to date information on JACK Diversity Channel Webmaster 2009- 2011- Aamna Nayyar
Plans for Future Periods	Ongoing and up-to date information on JACK Diversity Channel

Professional Development – Action Plan to Increase Diversity Awareness

To: Thomas Romero/ Emily Smith

From: PDAC

Date: 6/18/2008

Project Period: 06/18/08 – 12/12/2008

Executive Summary

Reporting Period	06/18/08 – 12/12/2008
Progress Reporting Dates	<p>06/18/08 – <u>Kick off meeting</u> @ 2:30 am in room 111 (Meridee’s Office) Meeting participants: Aamna, Emily, Meridee & Thomas</p> <p><u>Sub-Project meetings with PDAC:</u> 07/14/2008 @ 3:30 pm in the Board Room 08/11/2008 @ 3:30 pm in the Jemez 3 Room 09/08/2008 @ 3:30 pm in the Board Room 11/03/2008 @ 3:30 pm in the Board Room Note: Progress reporting can be done in person or via email/ written correspondence.</p> <p>12/01/2008- Professional development to increase Diversity awareness on campus as defined by the SFCC Board and mentioned in SFCC Strategic Plan, a <u>final report (Courses/ Seminars offered, why, when, and how they helped in Diversity Awareness and positive change in campus climate)</u> submitted to PDAC</p>
Reference	<p>SFCC Strategic Objective I, II, III, VI & VII AQIP Criterion:</p> <ul style="list-style-type: none"> • Valuing People • Helping Students Learn • Understanding Students’ and Other Stakeholders’ Needs • Leading & Communicating • Supporting Institutional Operations • Measuring Effectiveness • Planning continuous improvement
Purpose/ Expected outcomes	<ul style="list-style-type: none"> • SFCC will offer ample opportunities for faculty and staff development and Advancement • SFCC will heighten awareness of the diversity of its community and serve it more directly. ----- • Help eliminate inadvertent confusion and offense when interacting with an unfamiliar culture. • It will create a campus where sensitivity and respect are demonstrated.
Key System or Department	Professional Development Department

Team Members	Thomas Romero Emily Smith Consuelo Walker Gerald Clay Andrea Gaytan Letty Naranjo
Support People/Departments	PDAC, SFCC Diversity Committee VP Finance, Budgeting, Dean's Council, HR Department
Diversity Champion Identified	<ul style="list-style-type: none"> Emily Smith
Budget/Resource Requirements	Suggested \$1000 (as per PDTF recommendations)
Matrices:	Campus Diversity awareness statistics of staff, Faculty and Students (Dr. Jackie Virgint)
Major Issues	<ul style="list-style-type: none"> Budget Marketing Awareness
PDAC Recommendation:	<ul style="list-style-type: none"> Provide multicultural awareness training for front-line staff who see students first—training should include do's and don'ts of greetings, body language, etc. Using best practices develop a summary paper for integrating diversity awareness into existing courses. Channel Resources to speed up the Cultural & Gender Studies Program Open meeting with the Assessment Committee Using best practices, categorize electives (social sciences, humanities) into diversity awareness topics, such as, US Diversity, Multiculturalism, International Perspectives. Institutionally, require electives from one or two topics. Evaluate existing and investigate future efforts for bilingual endorsements in appropriate AA degrees Diversity awareness through physical appearance of the library (learning environment) Marketing existing resources at the library Integrate and coordinate efforts with the non-credit Programs, such as, ESL, Basic Literacy, ABE, and GED.
Accomplishments (with dates)	<p>06/18/08 – <u>Kick off meeting</u> @ 2:30 pm in room 111 (Meridee's Office)</p> <ul style="list-style-type: none"> 11/12/2008- "Brown Eyes Blue Eyes" video showing 11/18/2008- Tea & Reception- open dialog with Jane Elliot and campus community 11/19/2008- open dialog and diversity discussion (facilitators: Helen Helfer & Loraine Price). WOW- Windows on the World Project introduced & final draft completed on 07/20/2009. Future diversity classes and programs will need to be funded through the committee
Suggested Professional Development Course Topics on Diversity	<ul style="list-style-type: none"> Effective Interviewing and Hiring Skills inclusive diversity Disability Awareness Faculty and Staff Sign Language Education Diversity Equity and Human Dignity

	<ul style="list-style-type: none"> • Equity in the Workplace • Sexual Harassment • Keepin' It Reel: Race/Ethnicity & Gender in the Media • Diverse teachers for culturally and linguistically diverse classrooms Challenges and Rewards • How do Graduate Students in English (TESL/REFL) and Foreign Languages (Spanish) embrace, foster and celebrate diversity on-and off campus! • Child Abuse • REACH - Respecting Ethnic and Cultural Heritage • No Excuses: Academic Success for Low Income Students • Exploring Our Personal Diversity Character and Makeup
Plans for the Next Period	<p>Based on campus climate survey, PDAC will provide with new recommendations on professional development needs of the campus community to the Office of professional Development</p> <p>PDAC recommendations need to go to the VP for Organizational & Community Development/Tom Romero and his committee, the President's Umbrella Committee on Professional Development and Training.</p>
Plans for Future Periods	New professional development courses/ seminars on diversity

SFCC DIVERSITY MASTER TRAINING PLAN 2008 - 2009

Overall goal of professional development diversity training at SFCC: to increase diversity awareness on campus in order to create a positive and inclusive campus environment where sensitivity and respect are actively demonstrated; and offer ample and equitable opportunities for faculty and staff development. Evaluative tools will be utilized to measure progress toward the goals and objectives stated above.

Specific Professional Development Training Event Plans

1. Open Space Summit on Exploring and Understanding Our Own Diversity, Related Core Values & Implications for Our Campus Community Fall 2008

Design, develop, and deliver a kick-off educational event for all staff, faculty, and students to participate together in an open space summit environment the meaning of, defining, and appreciating diversity on our campus. Out of this event would come a clearer understanding and increased awareness of what we mean as a community when we talk about diversity on our campus. From this understanding would come programs, services, classes, processes and procedures in a more clear and concise alignment with our core principles concerning diversity. An ideal potential date would be immediately after the Jane Elliott event on November 18th (either on 11/19 a Thursday, or more desirably on Friday 11/20) to build on her presence and awareness of the need for greater awareness about diversity in our campus community.

Actions needed to implement:

- a) obtain agreement by PDAC to sponsor summit this fall, and to piggy back on Jane Elliott event, Jemez Rooms would need to be secured for the desired date
- b) organize small planning committee to plan open space event & roll out marketing plan
- c) select open space facilitator (Rosemary Romero has been suggested) and create a budget
- d) market and hold event, and identify next steps resulting from event for committee
- e) create continued open dialog opportunities to build on outcomes from the summit, perhaps following the successful model of the quality teas and breakfasts

Estimated Budget and source: \$1,500 maximum for the facilitator, supplies, and morning/afternoon refreshments from the PDAC funding source

2. Diversity Awareness Class for Front Line Personnel Fall 2008 – Spring 2009

Create, develop, and deliver a class specifically designed to raise the awareness of frontline personnel to expand their knowledge base on the wide variety of diversity of their customers and related needs. This awareness raising class could be delivered in a half-day format. It would probably need to be offered 3-4 times over a variety of dates, days, and times so as not to burden any one department or service area's coverage. An instructor has already been selected who specializes in this area and topic: Sofiah Ngoran.

Actions needed to implement:

- a) identify key skill and knowledge gaps for tailoring and customizing training
- b) identify participants to invite and decide how to promote – i.e., individuals identified by the job definition of “front line personnel” which would include administrative assistants, front desk clerks, book store staff, receptionists, food service personnel, and cashiers
- c) work with the instructor to create curriculum and educational handouts
- d) market and hold event, and identify next steps for training population and whether to hold as an on-going training event quarterly, etc.

Estimated Budget and source: \$300 per class delivered 4 times for a maximum of \$1,200 from the PDAC budget.

3. Diversity Training for SFCC Hiring Managers

Spring 2009

This diversity/cultural competency training would be required for all managers with hiring authority responsibilities. The overall goal of the training would be to expand their knowledge and awareness concerning the risk management and litigation issues and concerns related to their hiring responsibilities. The Director of Human Resources, Karla Quintana, and the college's corporate lawyer, Rachel King, would be the instructors.

Action Steps:

- a) define purpose, learning objectives and outcomes
- b) decide on dates, duration, frequency of need to be offered, etc.
- c) create invitational list and maintain as new managers with hiring responsibility are hired
- d) create roll out plan, market and hold first training, debrief and create scheduling for on-going training on quarterly or less frequent basis

Estimated Budget and source: None since the resources are internal to the college.

4. Revise SFCC Leadership Academy Level I Diversity Class

(11/13/08)

Work on curriculum for the diversity class, "Managing a Cultural Diverse Workplace" in the Level I program to address issues and concerns relevant to PDAC research and findings. In-class exercises could be designed to ask participants to creatively brainstorm and problem-solve key issues and concerns identified by the committee previously. Best practices already existing on campus could also be designed into the curriculum. Karla and Aamna are the leads for the afternoon, and Sofiah Ngoran will be the morning instructor for exploring the more global issues.

Action Steps:

- a) Emily works with both morning and afternoon instructors to help design, create delivery strategies and educational handouts for the one day class.
- b) Invitations to attend this class could be expanded to staffs who have not previously signed up as an academy participant. This could include all new managers and supervisors hired in the last 9 – 12 months.

Estimated Budget and source: None since the resources for the leadership classes come from the staff development line item.

Signage in Spanish

To: Janet Wise

From: PDAC

Date: Wed 3/12/2008 8:17 PM

Project Period: 03/12/08 – 06/30/2009

Executive Summary

Reporting Period	03/12/08 - 06/30/2009
Progress Reporting Dates	06/16/2008 @ 3:30 pm in the Board Room 07/28/2008 @ 3:30 pm in the Board Room 08/25/2008 @ 3:30 pm in the Board Room 09/22/2008 @ 3:30 pm in the Board Room 12/01/2008 @ 3:30 pm in the Board Room 06/20/2008 (will be notified) Note: Progress reporting can be done in person or via email or written correspondence.
Reference	SFCC Strategic Objective VI
Purpose/ Expected outcomes	<ul style="list-style-type: none"> • SFCC will heighten awareness of the diversity of its community and serve it more directly. • Increase outreach to diverse populations to attract new students and build the college's reputation for diversity • Increased access for community members by fostering a greater sense of inclusion in community. • Major signage in Spanish language will increase interest of our students.
Key System or Department	MPR Outreach
Team Members	Janet Wise, Tom Romero
Support People/Departments	PDAC Chair, Co-Chair(s), SFCC Diversity Committee VP Finance, Budgeting
Diversity Champion Identified	Ernest Kavanaugh (from PDTF Sub-committee on Campus Climate)
Budget/Resource Requirements	Will be defined by MPR- Janet Wise
Matrices:	<ul style="list-style-type: none"> • Periodic campus diversity communication survey results.
Major Issues	<ul style="list-style-type: none"> • Timeline • Budget
PDAC Recommendation:	<ul style="list-style-type: none"> • Some major SFCC signage can be translated into Spanish language • Must have same font size for English and Spanish wordings on the Signage • See attached recommendations.

Accomplishments (with dates)	<ul style="list-style-type: none"> • Recommendations about Signage in Spanish Language were Sent to Tom Romero and Janet Wise on Wed 3/12/2008 8:17 PM via Email • Tom & Janet came to PDAC meeting on 03/24/08 <p>“Thomas & Janet thanked the PDAC for providing them recommendation on signage in Spanish and also translating it for them. They said that it is a good start. Based on Truth in advertising concept, MPR will focus on where most of our Spanish speaking stakeholders go on our campus. And based on the same concept, they decided that similar sounding English & Spanish words will not be translated. Instead they will take the suggestion of making campus map and direction pamphlets in other languages and also setting up some areas on campus where Spanish speaking staff will be available. (PDAC-MeetingMinutes03/24/08)</p> <ul style="list-style-type: none"> • “From: Janet Wise Sent: Tuesday, April 29, 2008 2:52 PM To: Aamna Nayyar Subject: RE: Today's PDAC meeting- Spanish Signage <p>Aamna, nothing has changed since the last update, so I don't plan on attending the meeting. Things are moving rather slowly on the project, but I will keep you informed when we have some progress. Janet”</p> <p>Nov 2008- All external bilingual signage posted on campus</p>
Plans for the Next Period	Translating & posting some key internal signage
Plans for Future Periods	Will depend upon the progress of the current project

Special Services Diversity

To: Jill Douglass

From: PDAC

Date: 07/01/2008

Project Period: 07/01/2008 – 12/01/2008

Executive Summary

Reporting Period	07/01/2008 – 06/30/2009
Progress Reporting Dates	<p>07/01/2008- Kick Of meeting @ 11 am (Jill, Aamna & Dennis) 07/14/08 –@ 3:45 pm in the Board Room 10/20/2008- @3:30 pm in the Jemez rooms</p> <p>Note: Progress reporting can be done in person or via email/ written correspondence.</p> <p>12/01/2008- Special Services needs identified and, a <u>final report submitted to PDAC</u></p>
Reference	<p>SFCC Strategic Objective I & VI AQIP Criterion:</p> <ul style="list-style-type: none"> • Valuing People • Helping Students Learn • Understanding Students' and Other Stakeholders' Needs
Purpose/ Expected outcomes	Special Services needs identified and then plans are made to fulfill those needs.
Key System or Department	Special Services
Team Members	Jill Douglass Dennis Matsui
Support People/Departments	<p>SFCC Diversity Committee VP Finance, Budgeting, Dean's Council</p> <p>PDAC- Special Services- Diversity: Bruno Bornet- Lead/ Champion Letty Naranjo Jim Spacht Dennis Matsui Consuelo Walker</p> <p>NOTE: This sub- committee will start with an initial research on what other colleges are doing to serve their special need population.</p>
Diversity Champion Identified	Bruno Bornet
Budget/Resource Requirements	??

Matrices:	Statistics on Special Need Students and their satisfaction Survey
Major Issues	Budget & Under Staffed Special Services Department
PDAC Recommendation:	Restarting Student Access Club Revisiting all that is offered on campus for special students New certificate programs to accommodate special students
Accomplishments (with dates)	<ul style="list-style-type: none"> • Meeting with Dr. Blalock on suggestions for special services dept. • Fall 2009 - Dennis Matsui presented statistics on special students • Spring 2009- Dennis Matsui presented wish list to the PDAC
Plans for the Next Period	Revitalize Access Club
Plans for Future Periods	Explore certificate programs to accommodate special students

Bilingual Brochure/Maps

To: Janet Wise

From: PDAC

Date: 2/16/2009

Project Period: 02/16/09 – 6/30/2009

Executive Summary

Reporting Period	02/16/09 – 6/30/2009
Progress Reporting Dates	<p>02//02/09 – <u>Kick off meeting:</u> Decision on spring 2009 PDAC Action Projects</p> <p><u>Sub-Project meetings with PDAC:</u> 03/02/2009 @ 3:30 pm in the Board Room (Overview of Project/ Price Quote) 03/30/2009 @ 3:30 pm in the Board Room (First Draft of Project) 04/27/2009 @ 3:30 pm in the Board Room (Second Draft of project) 06/08/2009 @ 3:30 pm in the Board Room (Final draft approved & ready for printing) Note: Progress reporting can be done in person or via email/ written correspondence.</p> <p>06/30/2009- Printed material ready to be shelved at appropriate locations</p>
Reference	<p>SFCC Strategic Objective I, II, II & IV AQIP Criterion:</p> <ul style="list-style-type: none"> • Understanding Students’ and Other Stakeholders’ Needs
Purpose/ Expected outcomes	<ul style="list-style-type: none"> • Improve and increase partnerships and workforce development within our diverse community • Diversity communication at SFCC
Key System or Department	<ul style="list-style-type: none"> • MPR • PDAC Sub-committee on Diversity in Curriculum
Team Members	Plan- Do- Study- Act Cycle: PDAC Members
Support People/Departments	PDAC, SFCC Diversity Committee SFCC World Languages Department
Diversity Champion Identified	<ul style="list-style-type: none"> • Thomas Romero
Budget/Resource Requirements	Suggested; \$1000
Matrices:	<ul style="list-style-type: none"> • Campus Climate Survey
Major Barriers Identified	<ul style="list-style-type: none"> • Identified major minority languages
Major Issues	<ul style="list-style-type: none"> • Timeline • Budget

	<ul style="list-style-type: none"> • Diversity Awareness on campus
PDAC Recommendation:	<ul style="list-style-type: none"> • Consider developing more materials in Spanish—focusing on the “generic information” we give out about the college.
PDAC Goals:	<ul style="list-style-type: none"> • Goal 8: Campus Climate: Create a campus where sensitivity and respect are demonstrated <p>Goal 9: Diversity communication at SFCC</p>
Accomplishments (with dates)	<p>02//02/09 – <u>Kick off meeting</u></p> <p>Decision on spring 2009 PDAC Action Projects</p> <p>Janet Wise informed that the material will be ready in 4-6 weeks (by beginning of fall 2009).</p>
Plans for the Next Period	Will depend upon the progress of the current project
Plans for Future Periods	Will depend upon the progress of the current project

Signage: “Spanish Spoken Here” in Spanish Language

To: Janet Wise/ Thomas Romero

From: PDAC

Date: 2/16/2009

Project Period: 02/16/09 – 6/30/2009

Reporting Period	02/16/09 – 6/30/2009
Progress Reporting Dates	<p>02//02/09 – <u>Kick off meeting</u>: Decision on spring 2009 PDAC Action Projects</p> <p><u>Sub-Project meetings with PDAC:</u> 03/02/2009 @ 3:30 pm in the Board Room (Overview of Project/ Price Quote) 03/30/2009 @ 3:30 pm in the Board Room (First Draft of Project) 04/27/2009 @ 3:30 pm in the Board Room (Second Draft of project) 06/08/2009 @ 3:30 pm in the Board Room (Final draft approved & ready for printing) Note: Progress reporting can be done in person or via email/ written correspondence.</p> <p>06/30/2009- Printed material ready to be shelved at appropriate locations</p>
Reference	<p>SFCC Strategic Objective I & VI AQIP Criterion:</p> <ul style="list-style-type: none"> • Valuing People • Helping Students Learn • Understanding Students’ and Other Stakeholders’ Needs
Purpose/ Expected outcomes	<ul style="list-style-type: none"> • It will create a campus where sensitivity and respect are demonstrated. • Help eliminate inadvertent confusion and offense when interacting with an unfamiliar culture.
Key System or Department	<ul style="list-style-type: none"> • MPR • HR • PDAC Sub-committee on Diversity in Curriculum
Team Members	Plan- Do- Study- Act Cycle: PDAC Members
Support People/Departments	PDAC, SFCC Diversity Committee SFCC World Languages Department
Diversity Champion Identified	<ul style="list-style-type: none"> • Aamna Nayyar
Budget/Resource Requirements	\$50

Matrices:	<ul style="list-style-type: none"> • Campus Climate Survey
Major Barriers Identified	<ul style="list-style-type: none"> • Language • Cultural competence
Major Issues	<ul style="list-style-type: none"> • Timeline • Budget • Diversity Awareness on campus
PDAC Recommendation:	<ul style="list-style-type: none"> • Provide multicultural awareness training for front-line staff who see students first—training should include do's and don'ts of greetings, body language, etc.
Accomplishments (with dates)	<ul style="list-style-type: none"> • 02//02/09 – <u>Kick off meeting:</u> • Decision on spring 2009 PDAC Action Projects • Stickers & Signs posted at various locations on campus where Bilingual Staff/ faculty are available.
Plans for the Next Period	Bilingual Maps
Plans for Future Periods	Bilingual Brochures/ Maps in other identified minority languages on campus

World Languages Day

To: Debra Sommer, Chair World Languages Department
Library Staff
Rebecca Estrada/ Justine carpenter (Student Outreach)

From: PDAC

Date: 5/11/2009

Project Period: 04/16/09 – 10/22/2009

Reporting Period	04/16/09 – 10/22/2009
Progress Reporting Dates	<p>02//02/09 – Decision on spring 2009 PDAC Action Projects</p> <p><u>Sub-Project meetings with PDAC:</u></p> <p>03/30/2009 @ 3:30 pm in the Board Room (First Draft of Project) 04/13/2009 @ 3:30 pm in the Board Room (Final Draft of project) Note: Progress reporting can be done in person or via email/ written correspondence.</p> <p>04/27/2009- Report on project</p>
Reference	<p>SFCC Strategic Objective I, II, IV, V & VI</p> <p>AQIP Criterion:</p> <ul style="list-style-type: none"> • AQIP Category One, HELPING STUDENTS LEARN, focuses on the design, deployment, and effectiveness of teaching-learning processes that underlie your organization's credit and non-credit programs and courses and on the processes required to support them. • AQIP Category Three, UNDERSTANDING STUDENTS' AND OTHER STAKEHOLDERS' NEEDS, examines how your organization works actively to understand student and other stakeholder needs. • AQIP Category Four, VALUING PEOPLE, explores your organization's commitment to the development of your faculty, staff, and administrators. • CAQIP Category Seven, MEASURING EFFECTIVENESS, examines how your organization collects, analyzes, distributes, and uses data, information, and knowledge to manage itself and to drive performance improvement. • AQIP Category Nine, BUILDING COLLABORATIVE RELATIONSHIPS, examines your organization's relationships – current and potential – to analyze how they contribute to the organization's accomplishing its mission.
Purpose/ Expected outcomes	<ul style="list-style-type: none"> • Student awareness & communication on diversity • Help eliminate inadvertent confusion and offense when interacting with an unfamiliar culture.

	<ul style="list-style-type: none"> • Increased campus awareness regarding the diversity of our student body • Creating a sense of welcome. • Develop community awareness of diversity.
Key System or Department	<ul style="list-style-type: none"> • World Languages Department (Which includes American Sign Language(Poetry), Arabic, Chinese, French, German, Italian, Japanese, Portuguese, Spanish (Time-line celebrating 400years) • Other departments on campus such as Math(Robert Shankin) and Science(Gerald Friedman), Culinary Arts (Tanya will work on food preparation), Fitness Center (Tomás Duran and Gerald Clay will have sports demo etc.), Student Services will help with the financing of this event (Justine Carpenter).
Team Members	Members of the Diversity Committee: Gerald Clay, Tomas Duran, Jerry Friedman Aamna Nayyar, Anna Tupler, Eva Gallegos, Phyllis Baca, Tanya Story, Susan Dugan
Support People/Departments	PDAC, SFCC Diversity Committee SFCC World Languages Department Library, Planetarium
Diversity Champion Identified	<ul style="list-style-type: none"> • Debra Sommer
Budget/Resource Requirements	Suggested: \$1500 (This includes a \$50 stipend for adjunct faculty involved and present during the event), international foods to be served, two films to be shown, and money for advertising event to be held from 11:00am to 1:00pm.
Matrices:	<ul style="list-style-type: none"> • Campus Climate Survey
Major Barriers Identified	Physical Plant set-up (tables, booths etc) Microphone to be set up by OIT
Major Issues	<ul style="list-style-type: none"> • Timeline • Budget • Diversity Awareness on campus
PDAC Recommendation:	<ul style="list-style-type: none"> • The utilization of the library resources <ul style="list-style-type: none"> ▪ Diversity awareness through physical appearance (learning environment) ▪ Marketing existing resources at the library ▪ Language Lab • Provide multicultural awareness training for front-line staff who see students first—training should include do’s and don’ts of greetings, body language, etc. • “Multicultural Fair”
Accomplishments (with dates)	05//028/09 – Kick off meeting: 04/2009 – Proposal for action was submitted to PDAC 10/2009 – Event is planned.
Plans for the Next Period	Will depend upon the success of the current project
Plans for Future Periods	PDAC will continue Sponsoring World Languages day in every 3 years.

Spring - Summer 2009 Action Project Status

	PDAC Action Projects	Concerned Authorities/ PDAC Sub-Committees	Status
1	Bilingual Brochure/ Maps	PDAC Lead: Aamna Nayyar MPR PDAC Sub-committee on Diversity in Curriculum	From: Janet Wise Sent: Monday, July 13, 2009 2:26 PM To: Sheila Ortego Subject: RE: Question re: Translation I'm not asking PDAC for anything now. They made it clear the committee will not be funding this project. Meridee is finding money for both the printing and the translation. Total cost will be about \$1,200. I estimate it will take four to six weeks from now. The first step, which we doing now, is verifying some room locations. Janet
2	"Spanish Spoken Here" signage in Spanish Language	PDAC Lead: Thomas Romero MPR	PDAC budgeted \$23.50 for buying stickers and signs and posted in spring 2009, at various locations on campus where bilingual staff/ faculty area accessible.
3	MA Certificate in Spanish	PDAC Lead: Debra Sommer MA Department PDAC Sub-committee on Diversity in Curriculum Curriculum Committee	Need more discussions
4	PDAC support for June 4, 5 & 6, 2009 Chinese cultural program in Jemez rooms, sponsored by Council on International Relations of Santa Fe. * PDAC May offer honorarium (Books on Diversity training) to the key attendees or faculty & staff who want to incorporate Diversity in their curriculum	PDAC Lead: Jim Spacht PDAC Sub-committee on Professional Development	Jim never brought additional information on the event and hence PDAC was unable to help with the event.
5	Diversity in Special Education * Needs to be identified	PDAC Lead: Bruno Bornet PDAC Sub-committee on Special Education	Needs were identified and a wish list was drafted by Dennis Matsui and presented to PDAC in spring 2009. PDAC still need to know

			budget need on wish list. PDAC decided supporting revitalizing “Access Club” through student activities department and seek help form Letty Naranjo.
6	<p>PBS Film showing, “A Class Apart”</p> <ul style="list-style-type: none"> • PDAC will offer an open discussion facilitated Seminar on film topic. Faculty, staff, students, and public will be invited. 	<p>PDAC Lead: Emily Smith/ Thomas Romero</p> <p>PDAC Sub-committee on Professional Development</p>	The film was shown on Feb 23, 2009 from 6-9 pm in SFCC Jemez rooms, followed by a discussion panel. The event was open to public.
7	<p>PDAC will sponsor approved Diversity activity (speaker/ honorarium, etc) - April 17, 2009 event on campus on “College Leadership Conference.”</p>	<p>PDAC Lead: Ernest Kavanaugh</p> <p>Student Development Department PDAC Sub-committee on Professional Development</p>	PDAC budgeted \$900.30 for supporting the event by purchasing tees and sponsoring seminars on diversity by Stephen Powell and Akeem Anayaniyi.
8	<p>PDAC will sponsor ‘world Book Day’ (March 5, 2009) (http://www.worldbookday.com/) event(s).</p> <ul style="list-style-type: none"> • Putting posters/ banners with statements from books from around the world in different languages. • SFCC Library may want to display books in other languages 	<p>PDAC Lead: Aamna Nayyar</p> <p>SFCC Library & Bookstore</p>	<p>SFCC Library hosted a display on diversity on the week of World Book Day. Announcement was posted on JAK channel.</p> <p>*Diversity Material in SFCC Library is listed below*</p>
9	<p>PDAC will sponsor “International Coffee hour” hosted by SFCC Diversity Committee on Feb 25, 2009 in Campus Center</p> <ul style="list-style-type: none"> • International food sampling through SFCC Food services • Short Speeches by International students about their experience at SFCC & what they want others to know about their culture (Honorarium for speeches) • Meet & greet International students 	<p>PDAC Lead: Debra Sommer</p> <p>SFCC Diversity Committee Enrollment & Student Services Media Services (Mic & Sound System) Food Services</p>	PDAC budgeted \$534.84 for purchasing food and buying international flags for the event. The event was attended by the president, Vps, Deans, faculty, staff, and students. Culinary Art department supported by free international food sampling. Anna Tupler & Debra Sommer introduced the international students. International students shared their experiences on campus and what they wanted others to know about them.
10	<p>Diversity Summit</p> <ul style="list-style-type: none"> • Ideas from Dr. Rita Purson • “Ecotonos”- A Simulation for Collaborating Across Cultures 	<p>PDAC Lead: Emily Smith</p> <p>PDAC Sub-committee on Professional Development</p>	<p>Dr. Rita Purson presented to PDAC the Diversity Action Plan and ideas from UNM.</p> <p>“ECONTONOS” was introduced to PDAC by Kathy Tricky. The event is scheduled in August as part of WOW series.</p>
11	<p>PDAC will sponsor “World Languages Day” hosted by SFCC Languages Department.</p>	<p>PDAC Lead: Aamna Nayyar/ Phyllis Baca/</p>	Debra presented the plan to PDAC and also the draft

	<ul style="list-style-type: none"> Buying flags of different countries to represent international students, faculty & staff on campus ESS & World Languages department will identify the countries which are represented on campus Flags will stay with Enrollment & Student Services <u>or</u> Student Development Department <u>or</u> ??? 	<p>Debra Sommer</p> <p>World Languages Department Student Development Department Enrollment & Student Services</p>	<p>budget request.</p> <p>The event is scheduled in Oct 2009. It will include booth on different languages, international food sampling, diversity film festival, learning experiences about different cultures through discussions.</p>
12	<p>Hiring Process- Diversity</p> <ul style="list-style-type: none"> Revisited for implementation update 	<p>PDAC Lead: Karla Quintana</p> <p>HR Department PDAC Sub-committee on Hiring Process</p>	<p>New Hiring Process finalized and in place; determination of 'Diversity Gaps' based on Institutional Research's data analysis.</p>
13	<p>Data Analysis Diversity</p> <ul style="list-style-type: none"> Ongoing 	<p>PDAC Lead: Jackie Virgint</p>	<p>PDAC can request the office of Institutional Research on Statistics on Diversity.</p>
14	<p>JACK Channel on Diversity</p> <ul style="list-style-type: none"> Ongoing 	<p>PDAC Lead: Aamna Nayyar/ Aimee Colmery</p> <p>JACK Committee</p>	<p>JACK channel is up and running with WOW updates and Tip of Week. Aamna will be the PDAC webmaster for 2009-2011.</p>
15	<p>Diversity Calendar</p>	<p>PDAC Lead: Aamna</p>	<p>Calendar on Ethnic & Religious Diversity drafted and requisitions sent to MPR for formatting it for the JACK channel & also making 2 posters to be posted in campus center & Atrium.</p>
16	<p>International Flags on Campus</p>	<p>PDAC Lead: Aamna</p>	<p>48 International Flags hosted in the atrium.</p>

Diversity Material in the SFCC Library

GENERAL COLLECTION: Diversity material in the SFCC Library

- Diversity Across the Curriculum: A Guide for Faculty
- Building on the Promise of Diversity
- War and Peace
- Diversity: Leaders Not Labels
- Readings for Diversity and Social Justice
- Peace Be Upon You: The Story of Muslim, Christian, and Jewish Coexistence
- The American Indian & Alaska Native Student's Guide to College Success
- Hidden Heritage: The Legacy of the Crypto-Jews
- 1,000 Signs of Life: Basic ASL
- Children with Disabilities
- Survival Spanish for Social Services
- The Faith Club: A Muslim, A Christian, A Jew – Three Women Search for Understanding

BUDGET

PDAC Expenses

11000 1028 XXXX 131

Exp Amount 12,000

<u>Date</u>	<u>Expense</u>	<u>Requisition</u>	<u>Amount</u>
11/12/2008	PAN-Lorraine Price	PSA	300.00
11/18/2008	Duplicating-Emily Smith	Duplicating	2.50
11/18/2008	Helen Helfer-Video Discussion	PAN	300.00
2/6/2009	Flags of Countries On-line store	P-Card	402.65
2/6/2009	Map of the world -All Posters	P-Card	12.98
2/10/2009	Flags of Countries On-line store	P-Card	119.21
			1,137.34
Total as of 03/10/09			
4/8/2009	Se habla Espanol Stickers	R0028347	23.50
4/14/2009	Desert Tees	R0028431	295.30
4/16/2009	Akeem Annayaniyi	PSA	205.00
4/16/2009	Stephen Powell	PSA	400.00
			923.80
6/18/2009	Kathy Trickey/Global Assoc	PSA	500.00
7/15/ 2009	Diversity Calendar Posters	Duplicating	10.00
			9428.86 (06/18/09)

SUPPORT MATERIAL

SFCC FACULTY AND STAFF INITIATIVES FOR DIVERSITY

For faculty and staff members who wish to promote initiatives that are in keeping with the mission/goals of the President's Diversity Advisory Committee- PDAC, you are invited to apply for nominal funding to assist in this process.

Please submit your letter of request with the following information to PDAC Secretary/
Treasurer @ pbaca@sfccnm.edu

- Identify the event/initiative.
- The number of guests the initiative will address.
- The expected cost associated with the initiative.

To acquaint you with the goals of the President's Diversity Task Force,
Please refer to the Strategic Plan; Strategic Priority #6—Commit to Diversity of Students,
Faculty and Staff

Because the college strives both to reflect the diversity of its community and celebrate its value we commit to actively promoting diversity in all its aspects in our enrollment, hiring, and professional development practices.

For further information, please contact PDAC Secretary/ Treasurer
pbaca@sfccnm.edu

SFCC Diversity Data

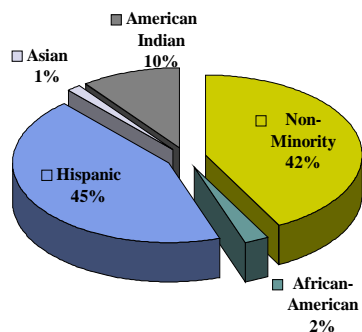
Areas of Greatest Diversity Disparity re: Hispanic Representation in Fall 2008

1. Executive/Managerial, particularly in Academic Areas
2. Professional:
 - In Academic Departments
 - In Academic and Student Affairs
 - In Distance Learning
 - In Continuing Education and Workforce Development
3. All categories (Exec/Managerial; Professional; Clerical and Faculty) in School of Arts and Design
4. All categories (Exec/Managerial; Professional; Clerical and Faculty) in School of Health Sciences

Specific major areas in which Faculty diversity versus course-taker diversity is most disparate:

Major	# of Course Takers	# of Undup Instructors
Biology	391	4
Business	497	13
Criminal Justice	111	2
Environmental Tech.	54	5
Fashion & Interior Design	184	7
Nursing	484	23
Nutrition	113	2
Paramedicine	284	14
Performing Arts/Dance	98	4
Physical Science	257	6
Sign Language/Interpreting	259	4

State of New Mexico Demographics



Total population - 1.9 million (U.S. Census Bureau 2005 population estimates)
Note: 58% Historically Underrepresented

SFCC Diversity Data Example:

Term Desc	Classification	Business Area	Ethnicity	SF CO	SFCC	Total
Fall 2008	Continuing Education and Workforce Development	Executive	White-Non Hispanic	22%	100%	1
Fall 2008	Continuing Education and Workforce Development		Hispanic	51%	0%	
Fall 2008	Continuing Education and Workforce Development		American Indian/Alaskan Native	1%	0%	
Fall 2008	Continuing Education and Workforce Development		Other Minority/Multiple Races	25%	0%	
Fall 2008	Continuing Education and Workforce Development	Professional	White-Non Hispanic	22%	100%	4
Fall 2008	Continuing Education and Workforce Development		Hispanic	51%	0%	
Fall 2008	Continuing Education and Workforce Development		American Indian/Alaskan Native	1%	0%	
Fall 2008	Continuing Education and Workforce Development		Other Minority/Multiple Races	25%	0%	
Fall 2008	Continuing Education and Workforce Development	Clerical/Paraprofessional	White-Non Hispanic	22%	67%	3
Fall 2008	Continuing Education and Workforce Development		Hispanic	51%	33%	
Fall 2008	Continuing Education and Workforce Development		American Indian/Alaskan Native	1%	0%	
Fall 2008	Continuing Education and Workforce Development		Other Minority/Multiple Races	25%	0%	
Fall 2008	Continuing Education and Workforce Development	Faculty	White-Non Hispanic	22%	76%	56
Fall 2008	Continuing Education and Workforce Development		Hispanic	51%	14%	
Fall 2008	Continuing Education and Workforce Development		American Indian/Alaskan Native	1%	0%	
Fall 2008	Continuing Education and Workforce Development		Other Minority/Multiple Races	25%	10%	

Term	School	Ethnicity	SF Co	All Course Takers	Students with Declared Majors	All Course Instructors
Fall 2008	Continuing Education and Workforce Development	White-Non Hispanic	22%	43%	0%	63%
Fall 2008	Continuing Education and Workforce Development	Hispanic	51%	6%	0%	28%
Fall 2008	Continuing Education and Workforce Development	American Indian/Alaskan Native	2%	1%	0%	0%
Fall 2008	Continuing Education and Workforce Development	Other Minority/Multiple Races	25%	51%	0%	10%
Fall 2008	School of Arts and Design	White-Non Hispanic	22%	57%	46%	83%
Fall 2008	School of Arts and Design	Hispanic	51%	21%	26%	9%
Fall 2008	School of Arts and Design	American Indian/Alaskan Native	2%	3%	8%	1%
Fall 2008	School of Arts and Design	Other Minority/Multiple Races	25%	19%	19%	6%
Fall 2008	School of Business and Applied Technologies	White-Non Hispanic	22%	38%	25%	69%
Fall 2008	School of Business and Applied Technologies	Hispanic	51%	42%	58%	23%
Fall 2008	School of Business and Applied Technologies	American Indian/Alaskan Native	2%	4%	4%	0%
Fall 2008	School of Business and Applied Technologies	Other Minority/Multiple Races	25%	17%	13%	8%
Fall 2008	School of Education	White-Non Hispanic	22%	53%	40%	83%
Fall 2008	School of Education	Hispanic	51%	25%	46%	14%
Fall 2008	School of Education	American Indian/Alaskan Native	2%	4%	3%	0%
Fall 2008	School of Education	Other Minority/Multiple Races	25%	17%	12%	3%
Fall 2008	School of Health and Sciences	White-Non Hispanic	22%	44%	35%	78%
Fall 2008	School of Health and Sciences	Hispanic	51%	37%	48%	16%
Fall 2008	School of Health and Sciences	American Indian/Alaskan Native	2%	2%	3%	0%
Fall 2008	School of Health and Sciences	Other Minority/Multiple Races	25%	16%	14%	6%
Fall 2008	School of Liberal and Core Studies	White-Non Hispanic	22%	32%	37%	67%
Fall 2008	School of Liberal and Core Studies	Hispanic	51%	46%	44%	25%
Fall 2008	School of Liberal and Core Studies	American Indian/Alaskan Native	2%	4%	3%	1%
Fall 2008	School of Liberal and Core Studies	Other Minority/Multiple Races	25%	18%	16%	7%

A summit celebrating the visit of Jane Elliott

The Santa Fe Community College President's Diversity Advisory Committee presents

The SFCC Diversity Summit

A summit celebrating the visit of Jane Elliott, internationally renowned pioneer in diversity awareness education, and enhancing opportunities to increase diversity awareness on campus.

“Brown Eyes, Blue Eyes” Video

11:30 a.m. – 1 p.m. Wed., Nov. 12

SFCC Boardroom

Jane Elliott's famous educational video is a work exposing prejudice and bigotry. Follow-up discussion & dialogue co-facilitated by SFCC faculty and committee member Helen Helfer and Santa Fe public school teacher Loraine Price.

Refreshments.

“Power, Perception and Prejudice” Diversity Workshop with Jane Elliott

Sponsored by the Student Development Office and Student
Government Association

Tea and Reception

2:30 – 4 p.m. Tues., Nov. 18

Jemez Rooms

Informal opportunity to dialog with Jane Elliott on workshop and other discussion topics. Co-facilitated by Ernest Kavanaugh & Emily Smith, SFCC staff and committee members.

Refreshments.

“Open Dialogue on Diversity” Discussion

11:30 am – 1 p.m. Wed., Nov. 19

Lecture Hall Room #216

Informal open discussion to build on awareness raised by the Jane Elliott workshop.

Co-facilitated by Helen Helfer and Loraine Price.

Refreshments.

All events are free and open to SFCC students, faculty, and staff.

To learn more about the SFCC Diversity Summit contact Emily Smith at (505) 428-1843 or esmith@sfccnm.edu. To learn more about Jane Elliott's workshop contact Justine Carpenter at (505) 428-1266 or jcarpenter@sfccnm.edu.

DATA FEEDBACK ON DIVERSITY SUMMIT

Tea (celebrating Jane Elliot's Visit) for PDAC

- | | | | |
|----|--|---|-----|
| 1. | Attendance at showing of video on 11/12 | - | 27 |
| 2. | Attendance at diversity tea | - | 40 |
| 3. | Attendance at follow up session | - | 32 |
| 4. | Attendance at Jane Elliott workshops (2) | - | 100 |

Observation: was struck by the number of students in all events, and how few faculty, staff, and committee members attended the events. When planning for Summit II will need to utilize other promotional avenues and vehicles to reach these audiences.

Eval comments from tea:

Student – 1, 1	Staff/ faculty – 1,1	Community - 1	
Wonderful – 1,1,1,1,1,1,1,1	liked it -	okay - 1	didn't like it – 0

Comments:

Good information about how to fight and avoid racism and prejudism.

As an application, plan to talk more about racism with all.

Good awareness and change for me and my students. Great! More! We need and deserve it!

The movie last week transformed my own experience of gender relations. I plan to explore “servant leadership” more and use this information more in my teaching.

She is extraordinary, however, not enough publicity in the school or community. The people who should have been here were not! She is phenomenal. She should receive a Nobel Prize!

More diversity events on campus would be fantastic. Muslim speakers – Indian issues. And how does one become a member of the diversity committee?

My first exposure – fantastic!

Reminded me of issues that I easily forget about in my daily life. Thank you for bringing her here to speak to us.

As a result of being here, I will be more adamant about racist and sexist jokes.

To learn the differences in our society should bring us (closer) together. I might write a song on it. Tea could be exchanged with food or something else, but otherwise it was awesome.

Her absolute commitment to personal responsibility reinforces my own beliefs. I will be looking for opportunities to establish relationships with diverse people

Other speaker suggestions:

Tim Wise (2), Bill Maher, speakers from Colorado, Noam Chomsky, Howard Zinn, Robert

Mondragon, Juan Uranga – Center for Community Advocacy (contact Tom Woodland at 474-4229 for more contact and background info)

(NOTE: Only one negative comment on the speaker on SFCC First Diversity Summit)

Dear Ms. Zelda Trujillo,

Thank you for your email received today December 1, 2008 regarding the Jane Elliott Diversity Summit. It is always good to be able to speak our views and we on the Diversity Committee appreciate your feedback. I was curious as to whether you had seen the videos featuring the discrimination exercise Ms. Elliott initiated in 1968 - either *Eye of the Storm* or *Brown Eyes/Blue Eyes*. While Ms. Elliott is hard hitting, and passionately outspoken on the subject of how we treat each other; having seen her videos on this important subject would have helped put things in context. The feedback we have received so far has been overwhelming positive and yet we know not everyone is going to agree with everything Jane said. Our motive was to generate attention and discussion regarding this important issue. We appreciate you taking the time to share your sincere reactions and views with us. Jane Elliott would be pleased you spoke your truth, as are we.

Sincerely,

Aamna Nayyar, Chair
President's Diversity Advisory Committee- PDAC
Santa Fe Community College
6401 Richards Ave
Santa Fe, NM 87508

A Class Apart: A Night Together



Banner photo credit: Lee (Russell) Photograph Collection, Center for American History UT-Austin; John J Herrera Collection, Houston Public Library; San Antonio Light Collection, UTSA's Institute of Texan Cultures, Courtesy of the Hearst Corporation.

A CLASS APART, A NIGHT TOGETHER: FEBRUARY 23, 2009 AT SANTA FE COMMUNITY COLLEGE

On February 23, 2009, people around the country will gather to watch *A Class Apart* on PBS's "American Experience" at 9 p.m. In Santa Fe, there will be a showing of the film and a follow up panel discussion at Santa Fe Community College. Hear how a group of Mexican American attorneys from Texas changed history at a special night-of-broadcast screening of *A Class Apart*:

"A Class Apart, A Night Together"

February 23, 2009 7 – 9 pm

Jemez Complex Santa Fe Community College

Hosted by President's Diversity Advisory Committee (PDAC)

Featuring Steve Martinez, Ph.D., Director of NM Highlands University, Santa Fe Center and moderated by Thomas Romero, Associate Vice President for Organizational and Community Development, SFCC

For more information, Please contact Emily Smith at 428-1843 or Thomas Romero at 428-1204

Premiering on PBS's "American Experience" on Monday, February 23, 2009 from 7 – 9 pm at SFCC, this new documentary by celebrated filmmakers Carlos Sandoval and Peter Miller is the first major film to bring to life the heroic post-World War II struggle of Mexican Americans against the Jim Crow-style discrimination targeted against them. Raising questions about inclusion, American identity, and equality before the law that are as important today as ever, *A Class Apart* dramatically interweaves the story of its central characters - activists and lawyers, returning veterans and ordinary citizens, murderer and victim- within the broader history of Latinos in America during a time of extraordinary change.

For more information, visit:

ACTIVE
voice®

Active Voice
www.activevoice.net

CAMINO
BLUFF
PRODUCTIONS, INC.

Camino Bluff Productions
www.caminobluff.com

AMERICAN
EXPERIENCE 

American Experience
www.pbs.org/wqbh/amex/

[ITVS]

Independent Television Service

www.itvs.org

The *A Class Apart* Project in Texas is supported by The Meadows Foundation. To get involved, please contact ana@activevoice.net.

**DIFFERENCE: I AM
LEADERSHIP conference
Friday, April 17, 2009**

Conference at a Glance

- 8:30 – 9:00** Continental Breakfast
- 9:00 – 9:30** Welcome & Opening Remarks
Dr. Sheila Ortego, SFCC President
Letty Naranjo, Student Activities Coordinator
Shawna Chavez, Connecting to Courage
Ernest Kavanaugh, Retention Specialist
- 9:30 – 10:00** Ice Breaker
SFCC Student Ambassadors
- 10:00 – 10:45** Guest Speakers
NM Senator Cynthia Nava
Lt. Governor Diane Denish
Congressman Ben R. Lujan
U.S. Senator Tom Udall
- 10:45 – 11:00** Beverage Break
- 11:00 – 12:15** Diversity Workshops
- 12:15 – 1:30** Lunch
Buffalo Dancers
Native American & African Drummers
- 1:30 – 2:45** Community Workshops
- 2:45 – 3:00** Beverage Break
- 3:00 – 4:15** Education Workshops
- 4:15 – 4:45** Student Recommendations to College Presidents Panel
- 4:45 – 5:15** Closing Remarks
Ron Martinez, Enlace Director
- 5:15 – 6:00** Tribal Funk Music by Stephen Powell

DIFFERENCE: I AM Leadership Conference Friday, April 17, 2009

Diversity Workshops

Time: 11:00 – 12:15

W1 – Topic: ENLACE Youth Voice

The Northern New Mexico ENLACE Youth Initiative will conduct a highly interactive, culturally sensitive dialog representative of the issues impacting youth from the rich and diverse culture connections shared by all New Mexicans.

Presenters: ENLACE Students

Location: LL 304

W2 – Topic: Empowerment vs. Marginalization

Often the mechanisms of society leave us feeling victimized (marginalized) and helpless or unable to actively participate in making decisions that support our well being as people. This workshop will introduce a process of turning that around by demonstrating, thru activity, how we can identify marginalization and react in a healthy and holistic way for personal and community empowerment.

Facilitator: Robert Salazar

Presenters: Kelsi Felson and Theresa Greenfield

Location: 225

W3 – Topic: White Privilege

Learn about how we can work together to dismantle systems of power, prejudice, and privilege in our society. Three SFCC students who attended the White Privilege Conference in Memphis, Tennessee will be presenting a forum for critical discussions about diversity, multicultural education and leadership, social justice, race/racism, sexual orientation, gender relations, religion and other systems of privilege and/or oppression.

Facilitator: Helen Helfer

Presenters: Mambo Acuma, Mauricio Lopez and Matt Scarborough

Location: Room 221

W4 – Topic: The Role of Youth in Ending Racism

Young people are in a perfect position to help end racism. As young ones, we were all revolutionaries; before we ever adapted to racism, we defied its messages and conditioning. Listening to each other's earliest experiences of racism and how we reacted, we will explore tools for supporting each other in what all humans know inherently, and which young people have not forgotten.

Presenters: Juan Carlos Deoses, Cindy Nava and Trish Rodriguez

Location: Room 212

W5 – Topic: Bringing the Inside Out

We live in a world that is full of diversity and it is our job as leaders to try to understand, accept, and respect that diversity. Too often we neglect to see beyond the surface of those we interact with, and make assumptions that our society teaches us to make. This interactive workshop is intended to show how stereotypes in society affect our views of one another. We also explore what it is that defines identity, and how that affects those individuals in groups or societies.

Presenters: Erika Arvizo, Kathlyne Gish and Laura Lopez

Location: Room 216

W6 – Topic: Cultural Diversity in a Nutshell

What is Diversity? Is it important to everyone? How can we be empowered and valued by being a diverse society? Come learn and share your views on our diverse world.

Facilitator: Stephen Powell

Presenters: Estevan Archibeque and Carmen Rodriguez

Location: Room 214

Community Workshops

Time: 1:30 – 2:45

W1 – Topic: Getting Involved and Serving the Community

This workshop will provide information on how to earn college credit in volunteering as well as bridging the classroom into the community. Help others and take your learning beyond the classroom. Learn how to save money and time by volunteering in a field that you are interested in pursuing. Find out first hand how it works to assist you in making a better career decision.

Facilitator: Martha Sorensen

Presenter: Alma Perez and Isaac De Luna, Martha Sorensen

Location: Room 225

W2 – Topic: Living in Harmony

This workshop will look at social issues that affect community. Ethnic and cultural similarities and differences will be discussed. We will identify how different cultures have the same struggles and how we can help each other through these struggles to live in harmony.

Presenters: Oman Cooper, Ekatarina Gerasimova and Jessie Parker

Location: Room 221

W3 – Topic: Generation Change

Through this workshop we will explore and discuss the “nut and bolts” of community organizing. The “What, Where, Who, How, and Why” in community organizing. The following topics will be covered: Challenges and Obstacles, What Motivates You to be a Community Organizer, Victories and Changes in the Community, and Present and Future Projects.

Facilitator: Marcella Diaz, Somos Un Pueblo Unido

Presenters: Juan Carlos Deoses and Cindy Nava

Location: Room 212

W4 – Topic: SFCC Sustainability/Green Initiative

Learn how to go green in your community and school environment. What is cutting edge in green jobs for the future, how to plan for a better and safer tomorrow. It’s our responsibility as role models to leave behind a clear path for future generations to follow.

Facilitator: Patty Armstrong

Presenters: Linda Alejo, Clemente McFarland, and Keith Trent

Location: Room 214

W5 – Topic: Positive Youth Development through Cultural Teachings And Community Collaborations

Tribal Leaders will facilitate a panel discussion.

Presenters: Pablo Padilla and Cornell Tchosa

Location: Jemez Rooms

W6 – Topic: Walk the Plank

This interactive, teambuilding activity concentrates on collaboration, active listening skills, and trust. Participants have to work together to achieve a common goal.

Presenters: Roberta Rael-Solis and Carmen Rodriguez

Location: Courtyard

WOW SCHEDULING (DRAFT)

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	
Crosswinds ▼ Monthly Themes	WOW Launch	Green Gala	Hispanic Heritage Month		American Indian Month			Religious Freedom Day	Black History Month	Women's History Month/ Spiritual Wellness Month	Book & Language Month/ National Volunteer Month	Graduation	

Generational					X								
(Date/timing)													
History			X		X								
(Date/timing)													
Cultural	WOW Launching Press Release	ECOTONS	X	Death & Living	X	A Culture of Sharing		Celebration of new beginnings		Quilting & Cooking Traditions	Bilingualism- Round Table	Healthy Communities	
(Date/timing)		(August 20)											
Language				World Languages Day							Indigenous Languages		
(Date/timing)				(Oct 20)									
Socio Economic Status													
(Date/timing)													
Religion													
(Date/timing)													

Events – Internal SFCC		2 hour Simulation Workshop		Trick & Treat by Student Ambassadors Displays about Death & Dying in different Cultures The day of the Death Celebration by Diversity Sub-Committee (last week of Sept to first week on Oct)	Day 1: Pueblo Prayer & Blessings- Rest of the week: Arts, Literature, Film POWWOW	Displays & looped PPT presentations about gift giving & different Cultures/ Gift giving among communities and individuals	WINTER BREAK	Seminar/ Panel Discussion. Reflection of new beginnings in cultures and beliefs around the world	Civil Rights, Slavery, Freedom of Speech				Health & wellness concept in different cultures. Eastern, Western, Chinese, Islamic, Native medicine.
Events – External			9/4-7: 400th Celebration 9/10-13: Fiesta 9/15: Hispanic Heritage Month										

Partners				El Museo Cultural	IAIA ABQ Health/Wellness Org SF Indian Center ABQ Intertribal Group								
----------	--	--	--	-------------------	---	--	--	--	--	--	--	--	--

Budgets		\$500											
---------	--	-------	--	--	--	--	--	--	--	--	--	--	--

PDAC Champion/ Lead Person	Emily Smith/ Thomas Romero/ Aamna Nayyar	Emily Smith	Noe Villarreal	Ernest/ Debra/ Consuelo	Irene Edwards	Andrea Gaytan		Emily Smith	Gerald Clay	Thomas Romero/ Martha Sorenson	Letty Nararjo		
----------------------------	--	-------------	----------------	-------------------------	---------------	---------------	--	-------------	-------------	-----------------------------------	---------------	--	--

Windows on the World (WoW) -- Promoting Awareness of Diversity, through Education on Diversity, Leading to an Embracing of Diversity at SFCC.

NOTES: