DEI in Staff Recruitment, Retention & Development Subcommittee

November 4th, 2021

Attendance: Allbaugh, Alvarez, Bookman, Daniels, Durr, Garcia, Jones, Martinez, Moses, Okoh, Reyes, Singh, Sudhakar

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2021-22 Subcommittee Objective: Implement DEI training requirements for all management, faculty and staff search committee members.

- **Deliverables:** Evidence of:
  - A formal delineation of DEI training requirements for all management, faculty and staff search committee members
  - A formal policy and or procedure that institutes the DEI training requirements for all management, faculty and staff search committee members.

Meeting Agenda and Minutes:

I. Review process for Subcommittee Work
   a. Once we have identified changes to the Bias in Hiring process, who completes that work? Who approves changes?
      i. Process for approval: subcommittee submits to Steering Committee for approval
      ii. Timeline: Before academic year

II. Review current process for training hiring committees around bias
   a. Current Process
      i. 15-minute training in CSU Learn, hiring manager should ensure that all members have taken the training in the last 12 months, verified with Staff Development Center
   b. Gaps
      i. Accountability gaps with follow up to make sure all committee members' training is validated
      ii. No quiz or certification of learning in the training
      iii. No certificate or verification of training completion for the trainee
      iv. Currently there is no evolution or progression of training for repeat trainees (same training over and over)
   c. Opportunities

        i.   Writing evaluation for trainees (who would score this evaluation?)

       ii.   In-person training may be more engaging or effective

      iii.   Develop advocates/champions of this process to lead this initiative, "train the trainer"

      iv.   In addition to DEI & bias training:

1. Include novice training for preparation for search committees, especially for folks who have never served on a search committee
2. Training about CBA requirements for SC for staff
3. MPP Training for Hiring Managers
4. How to evaluate DEI statements

       v.   Having a full annual training and using the 15-minute training as a refresher course

      vi.   Offer these trainings at the beginning of each academic year (or two/three times a year)

     vii.   Allow SC Chairs to access a list of individuals who have already completed this SC training

   d.

III.   Model Exploration/Brainstorm

   a.   Oregon State University-Bias Advocate Model

        i.   https://searchadvocate.oregonstate.edu/about

       ii.   https://searchadvocate.oregonstate.edu/about/search-advocacy-beyond-osu

      iii.   Overview:

1. Anyone can attend "search advocate training" (4-8 hours)
2. Search committee chairs can select a "Search Advocate" from a list of folks who have completed the training
3. Recommended that SC Chairs select an Advocate from outside their department
4. Advocates must complete yearly training to be in good standing with that program

      iv.

   b.   CSU Fullerton- Bi-yearly Training for all committee members (90 mins)

        i.   https://hr.fullerton.edu/diep/equitable-inclusive-searches-training.php

       ii.   Overview:

1. Bi-yearly Training for all committee members (90 mins)
2. Mandatory training for all search committee members

   c.   Reflections

        i.   Intentionality with the process that is built is important

       ii.   Both models may work for us

      iii.   Bias training should be required for all employees

IV.   Task for next time:

   a.   Overview larger framework and ideas for how to apply these models to CSUSB