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ACADEMIC SENATE
http://www.csueastbay.edu/senate
510-885-3671

FACULTY DIVERSITY & EQUITY COMMITTEE

19-20 FDEC 2
March 12, 2020

TO: The Executive Committee of the Academic Senate

FROM: Faculty Diversity and Equity Committee (FDEC)

SUBJECT: 19-20 FDEC 2: FDEC Diversity, Equity, and Inclusion Rubric for Department/Program/Unit Five-Year Reviews

PURPOSE: For action by the Academic Senate

ACTION REQUESTED: Acceptance of the proposed Diversity, Equity, and Inclusion Rubric for the evaluation of Five-Year Department and Program Reviews developed by the Faculty Diversity and Equity Committee. Acceptance of the FDEC DEI Rubric FAQ document. Senate authorizes CAPR to incorporate the FDEC Diversity, Equity, and Inclusion Rubric within its procedures and timelines.

BACKGROUND INFORMATION

FAQ
Rubric Grid

On March 11, 2014 an FDEC document, 13-14 FDEC 2 amended: Diversity, Equity, and Inclusion Rubric for CAPR Five-year Reviews, was referred by the Senate back to FDEC for committee review, citing issues with the document's definition of "multiculturalism" and concern from departments who felt their curriculum was not applicable to some of the Rubric's questions. On October 23, 2014, FDEC edited and updated the document to address the Senate's concerns. On November 20, 2014 FDEC Chair Kim Geron attended CAPR's meeting to discuss FDEC's most recent proposed version of a DEI Rubric for the Academic Program Review Policies and Procedures. An amended Rubric updated from the 13-14 FDEC 2 amended document : DEI Rubric for CAPR Five-Year Reviews was brought forward to the Senate by 14-15 CAPR 8.

Accordingly, as stated in Article XVII Section 6.A.3 of the Bylaws of the University Faculty, "The FDEC shall review and comment upon Five-Year Reports from each department and unit on diversity related issues and efforts, which should include responses to CSUEB institutional research data and the diversity component of CSUEB dashboard data. For each Five-Year report, the FDEC will submit to CAPR a "Diversity, Equity, and Inclusion Response and Recommendation" that will be attached to CAPR's review of the Five-Year Report."

The criteria for what to include in the DEI Rubric is based on statements discussing diversity for the Five-Year Program reviews from the Academic Senate Policy-Academic Program Review Procedures – Effective Date Fall 2014.

FDEC Chair Carlos Salomon's Annual Report for 2018-19 indicates that 14-15 CAPR 8 was put on hold due to Semester Conversion. In Fall 2018, FDEC Chair Carlos Salomon resumed FDEC's response to the Senate's referral of 14-15 CAPR 8. Carlos Salomon contacted CAPR about the requirement for FDEC to comment on departmental Five-Year Reports. The main issues debated by FDEC involved how to explain the process in the Five Year Review guidelines and to have a Rubric that would help departments understand what is required. FDEC discovered that university departments and programs are not required to select the Institutional Learning Outcome of Diversity for their program review, however the FDEC DEI Rubric will encourage departments and programs to report on their activities relating to Diversity, Equity, and Inclusion.

There were a number of important actions taken by FDEC during Spring 2019. On January 24 14-15 CAPR 8 appears for the first time in the FDEC minutes and preliminary work on developing a Rubric was undertaken. On February 28 FDEC reviewed 14-15 CAPR 8 in a working session and invited representatives from Mathematics and Sciences (Dr. Pascale Guiton, Biology) to provide perspectives on how they integrate diversity into their curriculum. Dr. Guiton was able to provide specific edits for the DEI Rubric and classroom activities in a working session. On March 14 Anndretta Wilson and Mariana Guzzardo presented a draft of the rubric in grid format. FDEC discussed processes for implementation including how the DEI Rubric can be effectively applied through different departments and colleges, how to properly scale the Rubric, and how to incentivize participation. FDEC laid out a plan for submitting the Rubric to the Senate for approval by Fall 2019. On March 28 FDEC worked to streamline the document, make certain that the language of the Rubric matched the original document and move it to the Senate. On April 25 the final meeting of Carlos Salomon's term as FDEC, the committee reviewed 14-15 CAPR 8 and decided to pass the document to incoming chair Nicholas Baham and the members of the 2019-20 iteration of the FDEC committee.

On September 26, 2019 FDEC Chair Nicholas Baham met with CAPR Chair Kevin Kaatz and Academic Senate Chair Michael Lee to discuss procedures for implementation of FDEC DEI Rubric. These procedures were subsequently

discussed, amended and approved by the Faculty Diversity and Equity Committee September 26, 2019 and incorporated into a draft of the Background Information for 19-20 FDEC 2.

Between September 26, 2019 and October 10, 2019 FDEC tested the DEI Rubric on 4 Five-Year Reviews prepared during 2018-19 from each of the university's four colleges randomly selected by CAPR Chair Kevin Kaatz. FDEC subsequently amended and approved the DEI Rubric for submission to the Executive Committee and Academic Senate as 19-20 FDEC 2.

After Senate approval and subsequent incorporation of the DEI Rubric by CAPR within its procedures and timelines, FDEC will run a second pilot of four Five-Year Reviews randomly selected by CAPR for those prepared in the 2019-20 academic year, one from each College. The purpose of this will be to further improve FDEC familiarity with the Rubric and its application to Five-Year reviews and to get a better idea of the time frame needed for this to be done and outcomes to be discussed at committee in order to execute FDEC's responsibilities in advance of the application of the DEI Rubric to those prepared during the 2020-21 academic year. FDEC will therefore initiate its first live and meaningful evaluation of Five-Year Reviews and implementation of the DEI Rubric as Departments and Programs will be the first to have prepared their documents using the amended CAPR procedures featuring the DEI Rubric submitted to the Academic Senate in 19-20 FDEC 2.

PROPOSED INCORPORATION WITHIN CAPR TIMELINES AND PROCEDURES

- Five-Year Reviews are turned in to CAPR by May 1
- CAPR begins evaluation late Fall/early Spring
- FDEC simultaneously receives Five-Year reviews by May 1 and begins evaluation of Five-Year Reviews with DEI Rubric and submits report to CAPR by December 1
- CAPR confers with Department/Program Chair/Liaisons - mid February
- CAPR makes its decision after meeting with Dept./Program Chair / Liaisons and reading Executive Summary - mid February
- Five-Year Reviews are sent on to ExCom and then Senate for approval March
- Senate approved Five-Year Reviews are send to Provost for Memorandum of Understanding - Spring Semester

PROPOSED TIMELINE FOR TESTING AND FINAL IMPLEMENTATION

September 2019

FDEC received a sample of Five-Year Reviews from CAPR

Fall Semester 2019

FDEC tested the implementation of the DEI Rubric on a random sampling of Five-Year Reviews submitted, one from each of the university's four colleges, and revises DEI Rubric and FAQ. Please note that revisions were required because draft DEI Rubric had not been shared with departments/programs. FDEC determined that an FAQ document was needed.

Spring Semester 2020

FDEC to submit 19-20 FDEC 2 as an Action Item to the Academic Senate for approval and implementation of the DEI Rubric and its incorporation within CAPR timelines and procedures (the CAPR Chair agrees that CAPR will do so and that these timelines and procedures, as amended as per language in 19-20 FDEC 2, need not come back to Senate i.e. the Action item will be crafted with the assistance of the CAPR Chair so that it is clear how the timelines and procedures will change - the CAPR Chair will have been authorized to do so by his committee)

Spring Semester 2020

CAPR to consider incorporation of FDEC DEI Rubric in procedures and timelines for submission of Five-year reviews that will be prepared in 2020-21

May 1, 2020

2019-20 Five-Year Reviews in FDEC and CAPR's possession. Please note that departments/programs will have received the DEI Rubric for the first time and will not have had time to incorporate it into their procedures.

Fall Semester 2020

FDEC to run a second test review of the DEI Rubric with another sample of departments/programs/units, one from each of the university's four colleges from 2019-20

December 1, 2020

FDEC to submit test DEI Rubric Evaluations to CAPR

May 2021

2020-21 Five-Year Reviews in FDEC and CAPR's possession. Please note that departments/programs will have received the DEI Rubric for the first time in advance of their preparation.

Fall Semester 2021

First meaningful implementation of FDEC DEI Rubric for all Five-Year Reviews prepared in 2020-21.

December 1, 2021

FDEC submits to CAPR DEI Rubric evaluations of 2020-21 Five-Year Reviews - December 1

Going Forward - FDEC will regularly receive Five-Year Department/Program Reviews

by May 1 and evaluate them with the DEI Rubric by December 1. Departments/Program are expected to demonstrate DEI improvement over time and will be assessed accordingly.