Members Present: Rowena Crabbe (MKTG); Michelle Seref for Janice Branch Hall, Director of Diversity and Inclusion (Ex-officio); Jingling Huang (ACIS); Eli Jamison (MGT); Julia Acton for Lara Khansa, Associate Dean (Ex-officio); Raman Kumar (NCR); Kristin Lamoureux (HTM); Emily McCorkle, Ex-officio; Hannah Polan for Christina Minford (REAL); Michelle Seref, Chair (BIT); Ammon Ward, President PMDC; Pengfei Ye (FIN)

Members Absent: Elizabeth Oliver (NABA)

Guests Present: Julia Acton, Undergraduate Programs; Lauren Grant (PMDC); Nafisa Sayeeda (CWIB)

I. Welcome by Committee Chair Michelle Seref

II. Updates:

- PMDC – Ammon Ward
  No report available. Lauren also attended as a newly elected officer for PMDC.

- NABA – Elizabeth Oliver
  No report available. Janice plans to work with NABA officers in restructuring their group. Emily reported that Alpha student group is also in the process of rebuilding.

- CWIB – Nafisa Sayeeda
  The committee recommends Nafisa Sayeeda to serve as student member and representative for Collegiate Women in Business.

  Nafisa reported successful growth for CWIB fall semester with a current membership of 300+. CWIB is open to all majors, focused on women, but open to all. CWIB sponsors workshops, resume review, interview tips, and trips to D.C. and Charlotte (fall 2019) and New York (spring 2020).

  The committee was very impressed with CWIB’s success in recruiting and retaining members, organizing various events, hosting guest speakers, creating a mentorship program, and maintaining a large group of leadership officers. The committee recommended that CWIB contact Sookhan Ho (Becky Freemal, Jeremy, or Donna Wertalik) for possible interview for Pamplin magazine. Emily also suggested that student groups meet together to share ideas and learn from each other’s successes.

- Recruitment/Retention – Emily McCorkle
  Application Updates (as of 12-11-19)
  - Total Apps = 3384
- Early Decision (11/1 deadline) = 443
  - Underrepresented Minorities = 31
  - First Generation = 36
- Early Action (12/1 deadline) = 2859
  - Underrepresented Minorities = 344
  - First Generation = 301
- Regular Decision (1/15 deadline) = 82
  - Underrepresented Minorities = 19
  - First Generation = 18
  - Early Decision offers will go out 12/13
  - Fall Visitation: Total = 35
    - 30 offers/recommended offers
      - 3 Early Decision

**PUMP Faculty Mentor Feedback:**
- Students need more direction about how to engage with faculty members. Amman, Lauren, and Nafisa suggested sophomore topics of interest may include explanations of career options within their major.
- Eli suggested that faculty mentors are listed with teaching (courses), research (topics), work-experience (companies/positions) short bios. Then students could sign up for faculty that they think best match their interests (first-come basis).
- Michelle suggested possible group meeting with mentor and all assigned mentees so that students can meet each other as well.

**III. Update on New Committee Name**

The committee made a recommendation to Dean Sumichrast in the November 4 minutes for a new committee name - *Pamplin Community Committee for Diversity, Inclusion, & Equity (PCC)*. Dean Sumichrast will wait to see recommended changes to the committee charge before taking any formal action on the name.

**IV. Finalize Diversity Excellence Awards Selection Criteria**

After committee discussion, the subcommittee will make suggested revisions and provide an approvable draft for the January 29 meeting. Committee suggests the following revisions:
- Should clearly specify that three separate awards will be given: one award for faculty, one award for staff, one award for an undergraduate student.
- No monetary awards should be given (certificate or plaque only).
- Revise examples into categories for faculty, staff, and students so that each award is clear.
- Clarify what is meant by academic units, departments, and student organizations. (Nominations? Individuals or groups of individuals?)
V. POWER – Lara Khansa
Professional Opportunities for Wo(men) Enriching Relationships

POWER is seeking a faculty advisor. This is a new Pamplin student organization created to bring minorities together and to welcome majors outside of Pamplin as well. Their mission is to promote diversity and inclusion and professional development in business. Please contact Lara Khansa, larak@vt.edu, if interested in serving as a faculty advisor. The committee discussed some feedback for the POWER group to consider:

- Possible implications of gender identity inclusion/exclusion in the wording of “Wo(men)” in their title.
- Using the term “minorities” or “under-represented groups” in their mission statement.
- Nafisa will email one of the POWER officers with suggestions.

VI. Review/Discuss – Janice Branch Hall

- **Finalize Committee Charge Draft**
  After committee discussion, Janice will make the suggested revisions.
  - Breakdown first sentence into two separate sentences for clarity.
  - Consider wording of “equality of rights”.
  - Last sentence first paragraph needs correction to “recognizes” (plural).
  - Opportunity section first sentence should be changed to “Diverse, inclusive, and equitable standards must be strategically integrated to support all stakeholders of Pamplin, in order to remain effective, competitive and accredited.”
  - Third bulleted item under Programs should be “Principles” (plural).

The committee recommends approval of committee charge with proposed amendments, and recommends the committee name change, Pamplin Community Committee for Diversity, Inclusion, & Equity (PCC), to be approved by Dean Sumichrast.

- **Principles of Community Week – March 9 – 13, 2020**
  It was noted that March 9 - 13 is spring break week. Janice will contact Menah’s office to consider date changes. Visiting authors should also be notified. A subcommittee will be assigned to coordinate efforts at the January 29 meeting.

- **Undergraduate and Graduate Climate Survey Results**
  A subcommittee will be assigned at the January 29 meeting to evaluate the results, develop an executive summary and recommendations to address the findings, and present to Dean Sumichrast.

- **The Little Book of Racial Healing**
  The Office of Inclusion and Diversity provided each college with this book and Janice provided copies to each committee member. The book provides ideas, theories, guidelines, and suggestions on how to facilitate racial healing and transformation conversations. Authors will be on campus during Principles of Community Week to discuss the book.
VII. Advancing Diversity Mid-Year Summit

The Advancing Diversity Mid-Year summit is scheduled for Friday, January 17th, 2020, from 9:00 am - 3:00 pm at the Inn at Virginia Tech and Skelton Conference Center. Register at:  https://virginiatech.qualtrics.com/jfe/form/SV_5orLtWPtF22zAA5

VIII. Spring 2020 Meeting Dates:

(Note: Tuesday, January 28, 6:00 p.m. – 8:00 p.m. is the Inclusion Dinner event)
Wednesday, January 29, 2020, 1:00 p.m. - 2:00 p.m., Pamplin 1028
Monday, February 24, 2020, 1:00 p.m. - 2:00 p.m., Pamplin 1028
Monday, March 23, 2020, 1:00 p.m. - 2:00 p.m., Pamplin 1028
Monday, April 27, 2020, 1:00 p.m. - 2:00 p.m., Pamplin 1028

IV. Adjourn

With no further business, the meeting was adjourned at 11:33 a.m.

Minutes prepared by Julia Acton 12.11.19, edited by Michelle Seref 12.12.19