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Minutes for the Affirmative Action Committee

Date and Time: March 5, 2020, 3:30PM

Location: Room B-508

Presiding: Hector Soto, Chair

Present: Jorge Matos, Vice Chair Lauren Gretina, Dir. of Compliance & Diversity; Manuel Livingston, Nelson Torres, Nancy Genova, Chief Bernabe, Raymond Perez (ARC)

Absent: Andrew Connolly, Lauren Wolf, Rosina Asiamah, Leiddy Ogando, Malik Sullivan

Guests: None

Minutes Prepared By: Nelson Torres

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| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Call to Order | Quorum established | Meeting called to order at 3:35PM |
| Acceptance of Agenda | Motion to accept agenda.  Motion seconded. | Agenda accepted with the added provision of item iv (Senate Chair’s Meeting) |
| Approval of Minutes | Motion to accept minutes for the 2/6/2020 meeting.  Motion seconded. | Minutes approved unanimously. |

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| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| **Chair’s Remarks** | Two guest speakers today, Chief Bernabe and from ARC Raymond Perez (Disability Services)  The macroaggression training is online for faculty to access.  This is an exploratory process discussing issues of bullying/harassment and the protocol to notify public safety. | Chief Bernabe and Raymond Perez to address issues of reporting bullying/harassment in the classroom. |
| **Chief Bernabe**  ---------------------------------------  **Raymond Perez** | Many incidents of bullying/harassment are not reported to security.  Cases regarding bullying or harassment against students or faculty are immediately reported to the Title IX representative when public safety makes a report.  University Public Safety Headquarters manage the documentation of complaints.  Categories include complaints against students, faculty, confrontations, harassment, aggravated harassment (electronic device harassment), and workplace complaints.  There were 44 cases of confrontation in 2019. Complaints against staff, 30 in 2018, 10 in 2019. The decrease in complaints against staff saw a significant decrease which may attributed to ongoing workshops and trainings.  Untenured faculty have reported that at times they hesitate to report for fear of backlash from senior faculty about classroom management  issues.  Faculty may report incidents confidentially.  ---------------------------------  Students must provide documentation to the ARC for reasonable accommodation.  Students are to inform the professor with documentation from ARC about any accommodations needed for testing/learning purposes.  A portion of reported incidents in classrooms have been with students on the autism spectrum registered with ARC. Most disruptions are non-threatening and are due to impulse control issues. Faculty coordination with ARC emphasized to place note takers in class along with said students as management strategy to prevent or minimize disruptions. | As far as bullying/confrontation, a faculty member should immediately report it to Title IX, public safety and HR  Students should similarly report to Title IX coordinator, public safety and Dean of Students.  More workshops about reporting would benefit newer faculty to be versed in reporting procedures.  Faculty to report incidents should email the Dean and the Department Chair for documentation purposes.  Faculty should contact the Office of General Counsel for confidential reporting  ------------------------------------  Faculty should never make an individual assessment. Students who are experiencing difficulty in a course should be referred to ARC for assessment.  ARC requests are to be kept confidential  Further meetings/workshops should be held to discuss ongoing issues with ARC students and referring students for assistance when necessary. |
| Old Business | None |  |
| New Business | Professor Manuel Livingston noted that his name was missing from the Committee membership list posted on he website. He asked for his name to be listed. |  |
| Adjournment | Motion to Adjourn 5:09PM | Adjournment motion seconded. Motion passed unanimously.  Meeting adjourned at 5:09 |