

MEETING SUMMARY

UTSI Multi-Cultural Advisory Committee Meeting

May 29, 2014; 9:00-10:00 a.m.; Upper A Conference Room

Present: Patricia Burks-Jelks (Chair; UTSI Director/Equity & Diversity Officer), Sabrina Hurlock (Co-Chair; UTSI SGA President and Dorm Resident Assistant), Dr. Ahmad Vakili (President, UTSI Faculty Assembly), Dr. Reza Abedi (Faculty), Dr. Anusonti-Inthra Phuriwat (Faculty), Stuart Steen (Student), Jorge Damian Parra Martinez (Student), Brenda Brown (Staff)

- **Approval of May 7, 2014 meeting summary**

The committee approved the summary of the May 7, 2014 meeting.

- **Open discussion of diversity and inclusion issues at UTSI: students, faculty, staff.**

Stu mentioned an interest in a “diversity survey” being conducted at UTSI. Using a survey company like Survey Monkey, the results would be anonymous. Patricia and Stu will work together to develop a draft survey to submit to the committee following further administrative approval. The group recommends administering the survey in the fall semester. More discussion will follow prior to release.

As mentioned in the 5/7/2014 meeting committee, a suggestion was made regarding development of a survival guide/kit for all new employees; faculty, staff and students. The information contained in these “kits” would benefit anyone new to the area or to the country. Example of information in the “kits”: getting a driver’s license, social security card, basic info about this area, how to get a cell phone, how to purchase a car, health insurance info, opening accounts at a local banks, etc... The kits are being discussed through SGA and other administrative offices

- **Brief discussion of sub-committees.**

We will revisit sub-committees during next meeting (following review of diversity and inclusion materials distributed at today’s meeting).

- **Miscellaneous:**

UTSI HR/Equity and Diversity webpage has been updated to include a link for committee meeting minutes and a link to UTK Diversity Calendar

At this time, Distance Education doesn’t offer a closed captioning option for classes. Further consideration may be discussed if such accommodations are needed.

In the future, all faculty, staff and students will have access to UTSI training sessions offered by the Human Resources office.

- **Fall Diversity and Inclusion Workshop: Ms. Sally Parrish from UTK will facilitate session at UTSI on Friday August 29, 2014.**

Next Meeting: August Date to be Determined at a Later Time

Meeting Time: 9:00 AM – 10:00 AM