



Welcome to the
Staff Diversity Development
Initiative Launch

Tuesday, September 25, 2012

Today's Agenda



Welcome & Introductions

Overview of Staff Diversity Development Pilot Initiative

- Carlos Sneed, Diversity Initiatives Standing Committee/ Hedgeman Center

Interactive Feedback Activity

- Amanda Roll-Kuhne, Provost Office
- Josh Nelson, Financial Aid

How to Get Started

- Amy Luitjens, Law School Admissions

Feedback/ Question and Answer

- DISC Sub-Committee for Staff Development

Diversity Integration Standing Committee



Diversity Initiatives Standing Committee (DISC):

- One of four standing committees of the university, the Diversity Initiatives Standing Committee (DISC) is appointed by the President. It is comprised of faculty, staff and students, each of whom serves a term of two years.
- DISC works through sub-committees on such issues as Staff Development, Faculty Development, Curriculum Review and Development, Diversity and Campus Climate, etc.

Introduction to Inclusive Excellence and Diversity Integration Standing Committee



Last Semester's Staff Diversity Development Pilot Program:

- In January 2012, DISC launched the Staff Diversity Development Initiative, a framework for increasing, incentivizing and recognizing professional development training and educational opportunities among Hamline University staff members.
- In the spring, over 60 staff, representing one-sixth of the staff population participated in the program. This number only represents those who submitted complete participation forms. Therefore, the actual number of staff who participated in staff diversity initiatives is larger.

Of those receiving recognition:

- 11 Staff Members received Bronze Level Recognition
- 7 Staff Members received Silver Level Recognition
- 27 Staff Members received Gold Level Recognition

Sampling of Standard University Programming in Which Staff Participated:

- "This is My Story" Series, NCORE Network events, Safe Zone Network trainings and events, Social Justice Symposium events, Black History Month Keynote Speaker, Martin Luther King, Jr. Commemoration, Wesley Center programming, International Roundtable sessions.

Sampling of New Programs Offered:

- "Making Waves" presentation, Disability as Diversity (2 sessions), Intercultural Conflict Styles Inventory, Reading Group on First-Generation College Students, First-Generation Student Panel.
- Additionally, over 50 staff members participated in the Intercultural Development Initiative, a five-part initiative.

Hamline University Staff Diversity Development Initiative

2012 - 2013



OBJECTIVE

The Staff Diversity Development Initiative is a framework for professional development training and educational opportunities that assist Hamline University staff members in:

- Developing knowledge, awareness and skills for strengthening their work in and with our diverse community of learners and employees;
- Achieving their individual professional and personal diversity goals;
- Supporting student learning, acclimation and success in the university community through staff professional development on diversity issues; and
- Assisting Hamline University to achieve our diversity goals and aspirations in their respective roles, responsibilities and units.

The Diversity Initiatives Standing Committee Sub-Committee on Staff Diversity Development will assist staff in achieving the above objectives by:

- Creating and implementing a Staff Diversity Development Initiative framework;
- Informing and encouraging staff to participate in some of the many diversity development offered at Hamline University;
- Developing new diversity initiatives in response to staff feedback, interests and needs;
- Providing a system for staff to record and reflect upon their participation and professional development in diversity initiatives; and
- Recognizing staff for their participation, commitment and achievement of diversity professional development growth and goals.



Why Is This Initiative and Staff Diversity Professional Development Important?

Who Do These Relate to Our Work, Our Roles, Our University?

It's In Our Revised Strategic Plan ...



Strategic Direction 2

Become an Exemplar in the integration of diversity to achieve and sustain an inclusive community.

Objective 2.1

Hamline University will integrate and put into action diversity principles consistent with our policies and commitment to equity, access and social justice.

Initiative 2.1.C:

Provide training and other resources to assist administrators, faculty and staff in building an inclusive and welcoming classrooms and other learning forums, allowing for rigorous learning and debate.

Objective 2.2

Hamline University will foster a learning environment committed to inclusive excellence.

Initiative 2.2B:

Encourage professional development designed to foster inclusive and rigorous dialogue about diversity and develop multicultural proficiencies in our students.

DEFINITION OF DIVERSITY – (www.hamline.edu/diversity)

Developed by the Cultural Diversity Committee, March 2002



The Cultural Diversity Committee was asked to provide a definition of "diversity." We offer the following as a provisional definition-in-process, meant to serve as the starting point for discussions throughout the university. This definition comes from our initial discussions within and outside of the committee, and draws from Hamline's own existing policies as well as the definition used at the University of Central Florida.

Diversity refers to the variety of backgrounds and characteristics found among humankind; thus, it encompasses all aspects of human similarities and differences. Yet, we recognize that various preconceived notions, especially about our differences, have often resulted in inequitable treatment and discriminatory practices.

While we support diversity as an inclusive concept, reality compels us to focus considerable attention to addressing issues related to those individuals and groups that have historically been excluded or treated unfairly. Attention to diversity must include attention to the categories of race, color, national origin, ancestry, sex, disability, religion, age, sexual orientation, veteran status, marital status, creed, status with regard to public assistance, and socioeconomic class.

Hamline's stated vision calls for us to become a truly welcoming and inclusive community of learners. This vision requires a commitment not only to recruitment and retention, but also to such issues as climate, pedagogy, and curriculum.

DIVERSITY POLICY – (<http://www.hamline.edu/policies/diversity.html>)

Adopted by the Board of Trustees, May 3, 1994



Hamline University commits itself to inviting, supporting and affirming cultural diversity on the campus. All university programs and practices, academic and co-curricular, shall be designed to create a learning environment in which cultural differences are valued.

To ensure the achievement of these policy goals, Hamline University is committed to:

- Encouraging all organizations to have as part of their constitution and by-laws, a cultural diversity policy that states explicitly the organization's commitment to fostering cultural diversity on campus;
- Encouraging inclusiveness in all organizations while respecting the different needs of organizations composed of groups that have been or currently are denied equal opportunity;
- **Developing and maintaining academic/co-curricular programs and university climate that promises a responsible, civil and open exchange of ideas;**
- **Educating all members of the campus community about diversity and forms of discrimination, such as racism, sexism, and homophobia;**
- **Maintaining a respectful environment free from all forms of harassment, hostility and violence;**
- Recruiting and working to retain students, staff and faculty who are members of historically or otherwise under-represented groups; and
- Providing the necessary financial and academic support to recruit and retain diverse students, faculty and staff.

The University's Cultural Diversity Committee shall act as a resource for the implementation of this policy and shall report annually to the President and the University Council. The President shall ensure that procedures are developed to implement this policy. The procedures shall include defined terms and ideas to assist organizations in implementing this policy.

Diversity Dimensions Highlighted in Staff Initiative



“While we support diversity as an inclusive concept, reality compels us to focus considerable attention to addressing issues related to those individuals and groups that have historically been excluded or treated unfairly. Attention to diversity must include attention to the categories of race, color, national origin, ancestry, sex, disability, religion, age, sexual orientation, veteran status, marital status, creed, status with regard to public assistance, and socioeconomic class.”

A	Ability, including Physical and Invisible Disability
B	Age/ Generational Differences
C	Global/ International Issues
D	Immigrant Experiences
E	Gender/ Gender Identity
F	Sexual Orientation/ Gender Identity
G	Socio-Economic Status/ Socio-Economic Class
H	Spirituality/ Religion/ Faith
I	Race and Ethnicity
J	Veteran Status
K	Other Topic or Dimension, if not covered above

Process for Participating in Staff Initiative



Similar to Continuing Education Units (CEUs) acquired through participation in on-going educational opportunities, in this initiative staff members accumulate Diversity Development Points (DDPs) for each diversity initiative in which they participate.

- Diversity initiatives, programs and activities sponsored by Hamline University departments, individuals and student organizations may count towards Diversity Development Points (DDPs).
- Diversity initiatives have been separated into four categories based on the type of engagement and participation provided in the initiative.
- Each category has corresponding Diversity Development Points (DDPs) attached to it.
- Adding the points achieved through participating in staff diversity initiatives will yield a total final DDP which places the staff member in one of three achievement level (e.g., bronze, silver, and gold), each with corresponding incentives and rewards.

In addition to participating in university diversity initiatives, staff members are expected to:

- **Complete the Staff Diversity Development Participation Form** and submit it to the committee by April 12, 2013; and
- **Along with the Participation Form, submit a brief reflective summary** to the Diversity Initiatives Standing Committee (MS-C1945) which captures learning outcomes and how these relate to staff member's role and responsibilities at Hamline by Friday, April 12, 2013. These may also be emailed to us at diversity@hamline.edu.
- Formal acknowledgement of staff members will be recognized the Diversity Initiatives End-of-the-Year Celebration in May 2013.

Levels of Engagement & Point Accumulation

Level 1 – 5 Points

ENGAGEMENT THROUGH ATTENDANCE

Engagement at this level provides staff opportunities to listen, reflect, ask questions and learn with and from the experiences of others surrounding issues of diversity and inclusion.

- This Is My Story
- On-Campus Speakers
- Panel Discussions
- International Roundtable Series
- Dr. Martin Luther King, Jr. Commemoration
- Movie/ Documentary Presentations
- Safe Zone Follow-Up Educational Programs
- NCORE Network programming
- Creative Cultural Programming

Level 2 – 10 Points

ENGAGEMENT THROUGH ACTIVE PARTICIPATION

Engagement at this level provides staff opportunities to listen, reflect, ask questions and learn with and from the experiences of others surrounding issues of diversity and inclusion.

- Safe Zone I Training (introductory four-hour training)
- Safe Zone II Training (intermediate 2-hour training)
- Book Club Discussions/ Reading Groups
- “Making Waves” Diversity Theatre Troupe Presentations
- NCORE Network Annual Mini-Conference (Winter)
- Intercultural Development Inventory Initiative

Level 3 – 15 Points

ENGAGEMENT THROUGH ASSISTANCE AND SERVICE

Engagement at this level provides opportunities to assist with the development of policies, procedures and programs that assist other staff in developing diversity awareness, knowledge, skills or that helps Hamline University live its diversity mission.

- Participation in Diversity Committees (e.g., Diversity Integration Standing Committee, Student Affairs Diversity Committee, Law School Diversity Committee)
- Assistance in the development of university diversity initiatives (e.g., event coordination, serving as a panelist, discussion leader)
- Community Service/ Volunteering Opportunities
- Participation in formal mentoring opportunities

Level 4 – 15 Points

ENGAGEMENT THROUGH EVENT LEADERSHIP

Engagement at this level provides staff opportunities to assume leadership in the creation of on-campus staff diversity initiative or at a regional or national forum.

- Leading an on-campus staff development initiative (e.g. leading/coordinating discussions, workshops, reading circle);
- Presenting a diversity initiative at an off-campus event (e.g., local, regional or national conference)

Staff Member may only achieve Level 4 points twice during a year. This level is the only one with restrictions. There is no limit on the number of times staff members may achieve points in the other levels.

Recognition Levels



BRONZE ACHIEVEMENT - 30 Diversity Development Points

- Letter with Certificate of Achievement submitted to Human Resources file
- Name published on Hamline website, in Inside Hamline and in the Oracle

SILVER ACHIEVEMENT - 60 Diversity Development Points

- Letter with Certificate of Achievement submitted to Human Resources file
- Name published on Hamline website, in Inside Hamline and in the Oracle
- Eligibility for prize drawing (e.g., Hamline souvenirs, tickets to events and local establishments, books and other resources, etc)

GOLD ACHIEVEMENT - 90 Diversity Development Points

- Letter with Certificate of Achievement submitted to Human Resources file
- Name published on Hamline website, in Inside Hamline and in the Oracle
- Eligibility for prize drawing (e.g., Hamline souvenirs, tickets to events and local establishments, books and other resources, etc)
- Participation with supervisor in diversity initiatives standing committee celebration with key university administrators

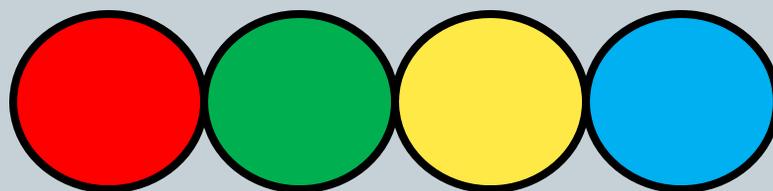
HIGHEST INDIVIDUAL ACHIEVEMENT

- In addition to receiving the items from the Gold level, the single individual with the highest number of points accumulated will also receive a \$150 professional development grant, which could be used for training opportunities, conferences and professional development materials.
- Staff members whose primary responsibilities involve implementing diversity-related initiatives, as well as the Staff Development Initiatives Committee, are ineligible to receive the professional development grant.



Interactive Feedback Activity

Amanda Roll-Kuhne, Josh Nelson



Feedback Activity



Using the note cards provided...

- Write down program suggestions, ideas or questions you would like to have see included in staff diversity initiatives. These comments could be anonymous if you choose.

On the Large Newsprint ...

- If you are willing to provide leadership or offer assistance in developing programs, activities or workshops in a particular area, please write your name on the large newsprint paper.



HOW TO GET STARTED

Amy Luitjens, Law School Admissions

How to Get Started



Consider Your Diversity Professional Development Goal(s).

~ *In our annual performance reviews, diversity is always the first goal listed.*

Accordingly, staff are asked to identify the following:

- Area(s) of diversity/inclusion in which you will continue your growth and learning;
- The action steps that you will undertake to achieve the growth and learning (i.e., programs/events which you will participate);
- Way in which achievement of this goal will contribute to the growth and learning will contribute to your job responsibilities;
- Any tools/resources and opportunities necessary to achieve this goal.

~ *Participating in this initiative might help you articulate, plan for and reach your goal.*

Consider areas, issues and/or communities in which you have a great deal of knowledge, experience and comfort and those which are areas for growth.

Consider the many activities, events and initiatives in which you already participate as well as those you always wanted to attend, including those sponsored by HUSA, faculty members, Hedgeman Center, Wesley Center and student organizations.

~ *Consult Inside Hamline, the Hamline events calendar and the diversity website (www.hamline.edu/diversity) for information on programs and events.*

How to Get Started

Use the Staff Diversity Development Participation Form to keep track of your participation in university events.



This form will be available at www.hamline.edu/offices/diversity/staff/.

Hamline University Staff Diversity Development Initiative
STAFF DIVERSITY DEVELOPMENT PARTICIPATION FORM
 September 2012 – April 2013

Name:	Email Address:
Title:	Telephone Number:
Department:	Total Points Accumulated:

ABOUT THE DIVERSITY DEVELOPMENT INITIATIVE POINTS

Similar to Continuing Education Units (CEUs) acquired through participation in on-going educational opportunities, in this initiative staff members will accumulate Diversity Development Initiative Points for each diversity event in which they participate. The points system provides a standardized method for recording information about your participation and professional development through diversity programming.

PROGRAM PARTICIPATION DOCUMENTATION

	Date	Name of Diversity Event	Diversity Dimension	Engagement Level	Points:
	<i>EXAMPLE</i> January 17	<i>EXAMPLE</i> MLK Commemoration	<i>EXAMPLE</i> Race	<i>EXAMPLE</i> Level 1	<i>EXAMPLE</i> 5 Points
<i>Participation Reflection Notes Example:</i> I really enjoyed the King Commemoration and especially appreciated the candor and the deep reflection of the speakers. The speakers, the music and the video of Dr. King made me think deeper about my role in diversity at the university and as a U.S. citizen in general. I left the program in awe of our students and their ability to articulate their values and expectations of Hamline and the country. Their reflections challenged me to think about these issues as a staff, parent and citizen. I want to learn more about King's lesser known speeches and writings because they still very relevant to today's issues.					
1	Date	Name of Diversity Event	Diversity Dimension	Engagement Level	Points
Participation Reflection Notes:					
2	Date	Name of Diversity Event	Diversity Dimension	Engagement Level	Points
Participation Reflection Notes:					

Upon completion, please submit this form to Hedgeman Center, MS-C1945, no later than April 12, 2013.
 Updated 9/24/2012

Consider Attending These Upcoming Activities ...



Staff Diversity Development Initiative Kick-Off

Today, Tuesday, September 25

Reading Circles

- Fall Staff-Faculty Reading Circle on Michelle Alexander's *The New Jim Crow*
- Winter Staff-Faculty Reading Circle of King's *Letter from a Birmingham Jail*.
- Spring Staff-Faculty Reading Circle on Beemyn and Rankin's *The Lives of Transgender People*.

Activities and Programs

- | | |
|---|--|
| • International Roundtable Series | Fridays, Fall & Spring Semesters
week of September 24 |
| • World Fest Activities | September 27 |
| • 2012 Commitment to Community Keynote Address | October 10, 12:30-3:00 PM |
| • First Generation Film & Discussion | October 17; 4:00 PM |
| • African Heritage Week Speaker | Oct 4, Nov 1, Dec 6, Feb7, Mar 7, Apr 4 |
| • "This is My Story" Discussion Series | October 3, November 29, Spring Dates |
| • Safe Zone I Training Opportunities | October 30, Spring Dates |
| • Safe Zone II Training Opportunities | October 9, November 29, Spring Dates |
| • Safe Zone Educational Programs (shorter than trainings) | October 16-30 |
| • "We Have Faith" - LGBT People of Faith Exhibit | December 4; 4:00 PM |
| • Kwanzaa Celebration | January 12; 4:00 PM |
| • Dr. Martin Luther King Jr., Commemoration | January 25; 9:00 AM-4:00 PM |
| • NCORE Winter Mini-Conference | February 2012 |
| • Black History Month Events | March 2013 |
| • Women's History Month Events | April 2013 |
| • Asian Heritage Month Events | April 1-5 |
| • Social Justice Symposium | April 15-19 |
| • Rainbow Week (LGBT issues) | April 15-19 |
| • Sexual Assault Prevention Awareness Week | April TBA |
| • Mahle Lecture on Progressive Christian Thought | |

Things to Remember ...



- This initiative is a work in progress, so there's still room for changes and your input.
- Participation in this initiative is voluntary.
- Participating does not require staff to take on additional work.
- Participation in this initiative is **NOT** related to the annual staff performance review process; the two process are totally separate from each other.
However, you could connect the two if you want to.
- Staff will not be penalized for not participating in this initiative.
- Our ultimate aim is to support, empower and assist staff in diversity development and meeting their goals.
- This initiative is a tool for helping staff grow, develop and strengthen diversity competencies through expanding and increasing knowledge, awareness, skills and opportunities.
- We value feedback, ideas, suggestions and volunteers throughout the program. Please share feedback and help us continue to improve this initiative.



Questions & Answers

Thank You for Attending and Participating



Development Initiatives Standing Committee Sub-Committee on Staff Diversity Development

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Hedgeman Center: 651-523-2423