



Welcome to the
Staff Diversity Development
Initiative Launch

Thursday, January 12, 2012

Today's Agenda



Welcome & Introductions

Overview of the Diversity Integration Standing Committee

- Poonam Arora, Associate Vice President for Diversity Integration

Overview of Staff Diversity Development Pilot Initiative

- Carlos Sneed, Diversity Integration Office/ Hedgeman Center

Interactive Feedback Activity

- Amanda Roll-Kuhne, Academic and Student Affairs
- Josh Nelson, Financial Aid

How to Get Started

- Amy Luitjens, Law School Admissions

Feedback/ Question and Answer

- DISC Sub-Committee for Staff Development

Introduction to Diversity Integration Office, Inclusive Excellence and Diversity Integration Standing Committee

Dr. Poonam Arora, Association Vice President for Diversity Integration



- **Diversity and Inclusive Excellence:** The American Association of Colleges and Universities (AAC&U) has defined the “Making Excellence Inclusive” initiative as the guiding principle for access, student success and high quality learning as integral to American higher education. Hamline’s Office of Diversity Integration assists the academic and the non-academic units of the university to adopt this principle through well researched, high impact best practices.
- **Diversity Integration Office:** Headed by Poonam Arora, Associate Vice President for Diversity Integration, the Office of Diversity Integration coordinates and promotes university’s diversity initiatives.
- **Diversity Integration Standing Committee:** One of four standing committees of the university, the Diversity Integration 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.

Hamline University Staff Diversity Development Initiative

Spring 2012 Pilot Initiative



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 workers;
- Supporting student learning, acclimation and success in the university community;
- Achieving their individual professional and personal diversity goals; and
- Assisting Hamline University to achieve our diversity goals and aspirations in their respective roles, responsibilities and units.

The Diversity Integration Standing Committee will assist staff in achieving the above objectives by:

- Creating and implementing a Staff Diversity Development Initiative framework beginning with a pilot program in Spring 2012;
- Informing and encouraging staff to participate in some of the many diversity development offered at Hamline University;
- 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.

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 Identified in Pilot 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	Culture
D	Global/ International Issues
E	Immigrant Experiences
F	Gender/ Gender Identity
G	Sexual Orientation/ Gender Identity
H	Socio-Economic Status/ Socio-Economic Class
I	Spirituality/ Religion/ Faith
J	Race and Ethnicity
K	U.S. Regionalism/ U.S. Geographic Diversity
L	Veteran Status
O	Other Topic or Dimension, if not covered above

Process for Participating in Pilot Initiative



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 initiative in which they participate.

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

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

- Track their participation by completing the Staff Diversity Development Participation Form and submit it to the Diversity Integration Office by April 27; and
- Submit a brief reflective summary to the Diversity Integration Office (MS-C1945) that captures learning outcomes and how these relate to staff member's role and responsibilities at Hamline by Friday, April 27.
- Formal acknowledgement of staff members will be recognized the Diversity Integration End-of-the-Year Celebration Lunch on Thursday, May 10.

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 that has restrictions. There is no limit of the number of times a staff member may achieve points in the other three levels.

Recognition Levels

Spring 2012 Pilot Initiative

- Bronze Level – 15 Points
- Silver Level – 30 Points
- Gold Level – 40 Points

Typical Academic Year

- Bronze Level – 30 Points
- Silver Level – 60 Points
- Gold Level – 80 Points

BRONZE Achievement - 15 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 - 30 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 - 40 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 recognition lunch with key university administrators

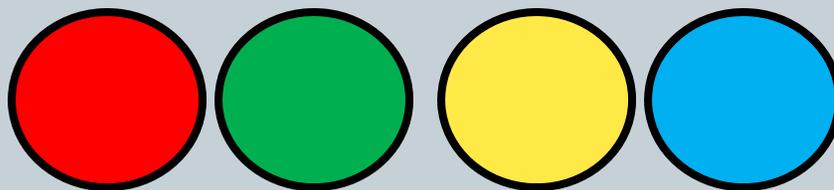
INDIVIDUAL Highest Achievement

- 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 for implementing diversity-related initiatives, as well as the Staff Development Initiatives Committee, are ineligible to receive the professional development grant.



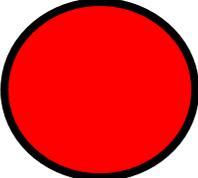
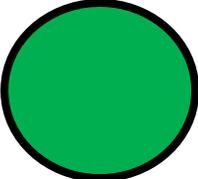
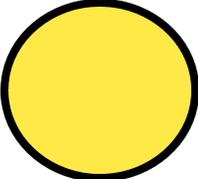
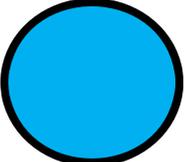
Interactive Feedback Activity

Amanda Roll-Kuhne, Josh Nelson



Connect the Dots ...



	Dimension you know the most about and/or in which you have the greatest comfort.
	Dimension you know the least about and/or in which you have the least comfort.
	Dimension in which you are most likely to attend a training, educational or development session.
	Dimension in which you think that the general staff population has the greatest need.

Feedback Activity



Using the post-it notes provided...

- Write down program suggestions, ideas or questions you would like to have discussed in staff diversity initiatives. These comments could be anonymous if you choose.
- Attach post-it notes to large newsprint paper.
- Additionally, if you are willing to provide leadership or offer assistance in developing initiatives 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 in 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, university departments and student organizations.

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

How to Get Started

Use the Staff Diversity Development Participation Form to track your participation.



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

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

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 initiative in which they participate. The points system provides a standardized method for recording information about your participation and professional development through diversity initiatives.

PROGRAM PARTICIPATION DOCUMENTATION

Date	Name of Diversity Initiative	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

Participation Reflection Notes Example:

1	Date	Name of Diversity Initiative	Diversity Dimension	Engagement Level	Points

Participation Reflection Notes:

2	Date	Name of Diversity Initiative	Diversity Dimension	Engagement Level	Points

Participation Reflection Notes:

Upon completion, please submit this form to the Diversity Integration Office, MS-C1945, no later than April 27.

How to Get Started



Consider These Upcoming Activities ...

- Safe Zone II Training (LGBT awareness) January 13, March 21
- HU Dr. Martin Luther King Jr., Commemoration January 17
- NCORE Winter Mini-Conference January 27
- International Roundtable Series Fridays, Fall & Spring Semesters
- Black History Month Events February 2012
- “This is My Story” Discussion Series February 9, March 1, April 5
- Safe Zone I Training February 22
- Women’s History Month Events March 2012
- SNCC Social Justice Symposium April 2-5
- Rainbow Week (LGBT issues) April 16-20
- Sexual Assault Prevention Awareness Week April 16-20
- Mahle Lecture on Progressive Christian Thought April 17

Things to Remember ...



- This initiative is in the pilot stage, so there's still room for changes.
- Participation in this initiative is voluntary.
- Participating does not require staff to take on additional work.
- Participation in this initiative is related to the annual staff performance review process; the two process are totally separate from each other.
- Staff will not be penalized for not participating in this initiative.
- Our ultimate aim is to support, empower and assist staff is 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 process. Please share feedback and help us continue to improve this initiative.



Questions & Answers

Thank You for Attending and Participating



Staff Diversity Development Initiative Committee

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