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Faculty Diversity, Development, and Equity Committee Agenda, March 5, 2013

Utah State University

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FDDE Agenda 3/5/13
Merrill---Cazier Library,
10:00 to 11:00 a. m.,
Library Rm. 208

1. FDDE Statistics:

Michael Torrens from the Office of Analysis, Assessment and Accreditation forwarded the link < http://usu.edu/aaa/fdde_analysis.cfm > and the following instructions for accessing the underlying data:

I'm hoping that you'll recall how to access the underlying data. All of your options become available by hovering over the "download" icon at the bottom of the page (see screen shot below). It's been a while since you've reviewed this visualization, so if you'd like me to walk you through it, stop by the office (Rm. 302 Old Main), or give me a call: x7-0220.

Click on the chart that you want to download, and hover over the "download" icon (highlighted) to see the data options:



2. Welcome Plus limited implementation

- **Alert Committee Chairs:**

- PeopleAdmin applicant tracking system to alert search chairs about this. Let me ask around about this as an option.

- **Training Members:**

- In terms of training wp members, once we have an lms system, it could sit behind that and you could see who did the training, when, if a test is involved did they pass.... Your committee should be thinking of what that training consists of, so it is ready as soon as the lms is available.

3. FDDE Annual Faculty Senate Report due, April 1, 2013

4. Ideas for next year's FDDE Committee

Faculty Senate:

Supporting Material Due Date And Committee Reports; Faculty Diversity, Development & Equity Committee (FDDE)

Report and Support	Executive Committee	Senate Meeting
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Materials Due To Faculty Senate Executive Secretary Main 302 12 Noon	Meeting Champ Hall, Main 136 3:00 – 4:30 p.m	Merrill-Cazier Library, Room 154 3:00 – 4:30 p.m
April 1, 2013	April 15, 2013	April 29, 2013

Format for Senate Committees' Summary Reports

Introduction:

Included here would be the committee name, charge to the committee, names of committee members and chair. This part could be done as a heading with a standard form.

Outline of Meeting Facts and Discussions:

This section should contains the dates of each meeting with an outline of the items discussed and actions taken by the committee for each meeting. It could also include past work (what's been decided, discussed, and determined) and future work (what's left to do).

Issues:

This section describes problems the committee has encountered and may discuss how the problems have been overcome or how they are expected to be over come. This section is optional.

Recommendations or actions needed before work can continue:

This section could be used for help with problems, to call for Senate action, to ask for more time or information, etc.

Supporting Materials:

The materials in this last section are not intended to be in the body of the report, but should be attached as appendices at the end of the report. They could contain the following:

- Detailed notes of discussions
- Minutes of meetings
- Data collected

All materials are to be made available electronically in order to provide immediate reference for senate members.