COMMITTEE ON EQUAL OPPORTUNITY
Francis Lu, MD, Chair

MINUTES DRAFT
Meeting of October 25, 2004

PRESENT: F. Lu (Chair), A. Stewart (Vice Chair), P. Bacchetti, J. Chen, D. Fried, R. Taylor, E. Lobo,

ABSENT: J. Fike, L. Santiago, D. Weiss, P. Braveman,

EXCUSED: D. Fried, H. Brody, S. Youmans

GUEST: Michael Adams, Office of Affirmative Action

Chair Lu called the meeting of the Committee on Equal Opportunity to order on Monday, October 25, 2004
at 10:07AM in Room S-30. A quorum was present.

Michael Adams, Office of Affirmative Action
M. Adams gave an overview of the Office of Affirmative Action, their mission and their charge. Primarily,
the Office is charged with maintaining the current data on diversity. The current data, even with its
inaccuracies, still provides good trend information and an indication of where the problems areas are.

M. Adams distributed a handout outlining academic underutilization by job group (Attachment A) and a
communication from the Faculty Subcommittee of the Chancellor’s Advisory Committee on Diversity
(Attachment B). The communication reported on the committee’s completion of review of the aggregate
data on the underutilization of racial/ethnic groups in the faculty and the Diversity Progress reports that were
submitted by planning units. The Subcommittee found that the School of Medicine, which had the highest
underutilization, also had only 16 out of 33 planning units respond to provide an Academic Affirmative
Action/Diversity Progress Report. Accordingly, the Subcommittee recommended that the Chancellor urge
planning units to complete their Progress Reports so that we have a 100% response rate. Since the letter
got out, Progress Report response has increased – most notably in the School of Medicine where 23 out of
33 planning units responded. (Attachment C)

Evaluation of Ambassador Program
A. Stewart distributed a first draft of a proposed evaluation of the ambassador program that she, Chair Lu
and H. Brody have been working on. She informed the committee that she and H. Brody will be meeting in
the coming weeks to finalize the proposal and welcomed any input from other members.

Update on 2004 Faculty Handbook Revision
S. Patel reported that the Senate Office has hired a temp employee, Wilson Hardcastle who is working on the final editing and formatting of the handbook. The handbook should be ready for publishing at the end of December.

**UCAAD October 8th Meeting Report**
Chair Lu distributed a copy of the input he gave to UCAAD regarding the Graduate Diversity Report. The Committee reviewed the transmittal and agreed it was an accurate representation of the Committee’s discussion at the October 4th meeting.

**Review of October 8th UCAAD Minutes**
Chair Lu distributed the minutes from the October 8th UCAAD meeting (Attachment D) and recapped important issues discussed. Some highlights included: a report on the current state of University Outreach, a message from the Academic Senate Chair, a message from the Academic Senate Executive Director, and a report on graduate and professional school enrollment.

**Old Business**
- Chair Lu reminded the Committee that January’s extended meeting will focus on discussion of three reports: “In the Nation’s Compelling Interest,” “Strategies for Improving the Diversity of Health Professions,” and “Missing Persons: Minorities in the Health Professions.”
- Lastly, Chair Lu informed the Committee that he has been appointed to the Task Force for Underrepresented Minorities created by Dean Kessler.

There being no more business, Chair Lu adjourned the meeting 12:01pm.
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