**LGBTQ Taskforce Meeting NOTES - 05/09/2012**

**In attendance:**
- Gerald Massenburg, Office of the Chancellor
- Joanne Hsu, RBS
- Meda Barker, CLJ
- Maren Greathouse, LGBTQ & Diversity Resource Center
- Jimmy Camacho, CLJ
- Genevieve Sumski, Office of Student Life & Leadership
- Sami Mezger, School of Nursing
- David Edward, OIT
- Christina Ortiz
- Mary Stadelmann, Athletics
- Officer Casey, RUPD
- Officer Cardoso, RUPD
- Officer Sanchez, RUPD
- Robyn Curry, SPAA
- Lisa English, Alumni Affairs
- Bonnie Kenselaar, Alumni Affairs

1. **Old Business**
   a. **Bias Response Protocol Update**
      a. **Finalizing Protocol**
         i. Gerald Massenburg (on behalf of the Academic Schools), Maren Greathouse (LGBTQ & Diversity Resource Center), Chief Lattimore (RUPD), Non-Academic Judicial Affairs (Charnette Hockaday), and Angie Bonilla (Housing) have been working on the Bias Response Protocol.
         ii. We have finalized the first draft of the protocol and now each office is drafting official language regarding how they will serve in working to respond to issues that involve multiple offices (ex, in responding to a bias incident committed by a residential student that qualifies as a crime, or a bias incident that occurs in the classroom).
   b. **Bias Response Team**
      This will be a small team comprised of those administrators who are charged with the responsibility of serving as official campus respondents to incidents of bias. This team will report to the Threat Assessment Committee each semester, via representation by Maren Greathouse.
         i. **Incident Reporting Form**
            1. When an incident happens, any involved parties, witnesses or those who may receive a report will be encouraged to file an incident report on the homepage of the RU-N website electronically. This
report will be received by the Division of Student and Community Affairs and routed to the appropriate staff for response. 

**ACTION ITEM:** The first draft of the Bias Reporting Form is attached to this email. Please review thoroughly and contact Maren Greathouse if you would like to see anything on this changed in any way.

ii. Victim Response
The incident is routed one of two ways depending on who reports it.  

1. Faculty and staff are routed directly to University Human Resources, which is handled confidentially within UHR.
2. Students are routed to the LGBTQ & Diversity Resource Center for referral to appropriate campus and community resources.

iii. Perpetrator Response
All bias incidents that are reported via the incident reporting form will be received by Maren Greathouse and Gerald Massenburg initially. These will then be routed to the relevant offices involved in response:

- Housing - if the student is an on-campus resident
- RUPD - if the incident is a crime
- Non-Academic Judicial Affairs - All incidents will be referred here for investigation and potential sanction
- Academic Deans - if the offense was academic in nature or occurred in an academic setting

c. Bias Prevention & Education Team
This team will be a larger, campus-wide team of staff, faculty, administrators and students who voluntarily commit to working on various projects intending to reduce bias and educate the campus about bias, bias prevention, the impact of bias and bias reporting procedures and policies on campus. Some of the upcoming projects will include:

a. Promotion of Reporting Access
b. Promotion of Bias Policies and Optimal Response Behaviors
c. Promotion of Different forms of Bias to Enhance Bystander Intervention and recognition of bias in its different forms
d. Bystander Intervention Trainings

One question did come up - what should be done if incidents occur off campus. The answer was confirmed that reports should be made even in the case of off-campus incidents.

**ACTION ITEM:** Robyn Curry, David Edward and Jimmy Camacho volunteered to be involved in this effort. Maren would also like the RUPD representatives to be involved in this effort and said she would reach out to Theresa Tantay Wilson and Marie Attis after the meeting to see if they would be interested in being involved in this project during the upcoming academic year. Maren will set up a meeting with this group later in the summer, once the bias protocol is finalized and the incident reporting form is ready to be launched.
d. RUPD/City of Newark Police Department Research & Training Project
   a. Focus Groups Completed
   b. Survey Finalized
      i. Submitted to the IRB for review this month
   c. Survey Roll Out Update
      i. We are hoping to roll out the survey over the summer to the officers
   d. Next Steps
      i. Survey
      ii. Training Creation
      iii. Training Implementation

e. Campus Climate Assessment
   a. Update on Instruments (Lisa English, Melissa Rivera, Lisa Hull and Maren Greathouse)
      i. As a review, the primary goals are to produce an effective measurement tool
      ii. Sue Rankin at Penn State University and other colleagues created a national tool called the Campus Climate Index...we rank 4 out of 5 stars.
         1. We would like to ask Sue if we could get a copy of the survey instrument measures that are used; we need to make sure that it measures what we need it to measure for our campus.
         2. We could also bring in some academic departments who would have a good sense for what we’re asking
      iii. We will probably end up creating our own tool because we want it to be specific to Rutgers Newark’s diverse population.
         1. Just nervous that we wouldn’t have the time to do this.
         2. The Library expressed an interested in this project.

ACTION ITEM: Lisa will contact Sue Rankin’s office to see if we can review a sample of the campus climate survey she uses that measures multiple metrics of student diversity.
Maren will reach out to Minglu Wang in the Dana Library for guidance in terms of other instruments we may be interested in using for the student. Further, Gerald will bring this up at the next student affairs directors meeting to invite possible strategies and ideas. Maren will set up meeting with Lisa English, Bonnie Kenselaar, Melissa Rivera, Merve Fezjula and herself for mid-June to discuss in more detail.

b. Student Data Collected in April 2012 via Student Forum and Online Survey
   i. Results attached
   ii. Letter about Lounge Space
      1. Maren and the co-president of RU Pride are in the process of drafting a letter to submit to the Chancellor requesting a dedicated space for an LGBTQ student lounge, per the comments made at the Student Forum held on April 11th. More will be discussed regarding that as they develop.

c. Sending Annual Report to Chancellor on behalf of Committee about progress
f. CACP Diversity Conference 2013
   a. Date- March 1, 2013
      i. At Paul Robeson Center
      ii. All Day Conference
   b. Theme: Cultural Competency

g. Educational Programming
   a. Responding to Homophobia in the Classroom- Any Interest?
      i. David Edward and Maren Greathouse will draft a brochure that will provide
guidance to faculty addressing homophobia in the classroom.
      ii. Additionally, we will create a brochure on “mentoring” to inform professors
how to properly mentor LGBTQ students.
         1. There were some reports of mentors “crossing the line” with
students, and it would be useful to create something to guide them
how to interact and mentor students.
         2. David will work on this with Maren.
   b. Website Updates
      i. Faculty/Staff Toolkit
         1. Maren met with a website designer who will try to get
running by Fall 2012. Once this is up, we will be able to begin talking
about learning materials for LGBTQ faculty & staff
         2. Maren also mentioned creating a smart phone app where LGBTQ
students can find one another, talk to their mentors, get updates on
events, etc.
   c. LGBTQ/Faith Film Festival-Fall, 2012- Films being considered:
      i. http://www.sgamovie.com/
      ii. http://www.forthebibletellsmeso.org
      v. http://www.8themormonproposition.com/
      x. Others?

h. LGBTQ & Diversity Resource Center
   a. Out and Proud Month
      This year was a great success. We had a great turn out for each event and hope to
have an even bigger turn out next year.
   b. National Coming Out Day/October Programming for Fall 2012
      i. Next year we are hoping to hold a Faculty/Staff “Coming Out” party
         1. Chancellor’s office hosts a party for LGBT faculty and staff every
year- This year it will be held in the University Club on Wednesday,
October 10, 2012 at 2:30pm.
      ii. We would like to create a list by department or unit that would list faculty or
staff members that are open to LGBTQ students
         1. This would all be completely voluntary (done with their permission)
c. OUTspoken Speakers Bureau Program- Book a panel for next fall!
d. OUTfront Mentor Program
   i. Welcome to the Gayborhood- August/September- 19 Mentors Trained
e. Transgender Resource Guide-Launch by August 2012
f. Development Partnership
g. Alumni Partnership
h. Youth Partnership with HMI/EOF
i. Student Activism Archive Project and Queer Newark Project

2. New Business
   a. Meeting Schedule for Fall 2012-Spring 2013- Chancellor’s Office Large Conference Room
      i. Sept 19th
      ii. October 17th- Student Forum
      iii. November 14th
      iv. January 16th
      v. February 20th
      vi. March 13th
      vii. April 17th- Student Forum
      viii. May 15th
   b. Liaisons for the LGBTQ Taskforce for Fall 2012/Spring 2013
      ACTION ITEM: If your office will be changing or adding any liaisons, please contact Maren Greathouse before the beginning of the academic year

3. Announcements
   a. Jersey Pride, June 3rd
   b. Philly Pride, June 10th
   c. NYC Pride, June 16-24th
   d. Newark Pride, July 19-22nd
      i. July 19th: Flag Raising and Reception/Music at 5:30pm at City Hall Rotunda
      ii. July 20th: Religion and Sexuality Panel and Double Feature Outdoor Movie (Brother Outsider and Pariah) at Rutgers-Newark in the Essex Room and Samuels Plaza, 6pm
      iii. July 21: Family Cookout, Festival and Mini-Ball, 11am-9pm @ Weequahic Park
      iv. July 21: Shorts & T-Shirt After Party, $10, Club Harlem 9pm-Close
      v. July 22: Interfaith Service 1:30pm @ Liberation in Truth
      vi. July 22: Pride Fashion Show at 6pm@ Club Harlem
      vii. July 22: Brick City Ball & After Party at African Stand $20, 6pm