

IN THE UNITED STATES DISTRICT COURT FOR THE
NORTHERN DISTRICT OF ALABAMA
SOUTHERN DIVISION

UNITED STATES OF AMERICA,

Plaintiff,

v.

THE STATE OF ALABAMA, et al.,
Defendants.

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CIVIL ACTION NO.
CV-83-C-1676-S

CONSENT DECREE
UNIVERSITY OF SOUTH
ALABAMA

EIGHTEENTH NARRATIVE REPORT OF THE CONSENT
DECREE MONITORING COMMITTEE REGARDING COMPLIANCE
WITH THE CONSENT DECREE ENTERED INTO BETWEEN THE
UNIVERSITY OF SOUTH ALABAMA AND THE UNITED STATES

ENTERED IN THE COURT RECORD ON JULY 12, 1985

FOR THE PERIOD JULY 1, 2002 - JUNE 30, 2003

SUBMITTED BY:

CONSENT DECREE MONITORING COMMITTEE
UNIVERSITY OF SOUTH ALABAMA

MAY, 2004

STATEWIDE MONITORING COMMITTEE - TITLE VI ANNUAL CHANGE REPORT
DUE: MAY 3, 2004

"OTHER RACE" FACULTY AND ADMINISTRATION RECRUITMENT

Does your institution have a program to enhance recruitment of "other-race" faculty and administration?

Yes X (If Yes, please enclose under TAB C of your annual report a summary of that program to include any changes or modifications made to the program between July 1, 2002 and June 30, 2003.)
No _____

ADMISSION POLICIES

Between July 1, 2002 and June 30, 2003, did your institution, in any way, change or modify any policies concerning or affecting admission to your institution?

Yes _____ (If Yes, please enclose under TAB D of your annual report a copy of the previous policy, a copy of the current policy, and a summary of differences, noting the effective date of the change.)
No X

TENURE POLICIES

Between July 1, 2002 and June 30, 2003, did your institution, in any way, change or modify any policies concerning or affecting tenure at your institution?

Yes _____ (If Yes, please enclose under TAB C of your annual report a copy of the previous policy, a copy of the current policy, and a summary of differences, noting the effective date of the change.)
No X

COOPERATIVE PROGRAMS

Between July 1, 2002 and June 30, 2003, did your institution add, modify, or delete any Cooperative Programs?

Yes _____ (If Yes, please enclose under TAB E of your annual report a list of such programs indicating the name of the program, the CIP code assigned, and the cooperating institution(s). Also briefly evaluate the effectiveness of the cooperative program with respect to desegregation efforts.)
No X

BOARD OF TRUSTEES

Between July 1, 2002 and June 30, 2003, has your institution had any new members appointed or elected to its Board of Trustees?

Yes _____ (If Yes, please enclose under TAB B of your annual report a completed Report of Change in Board Membership CoP-2.)
No X

"OTHER RACE" STUDENT RECRUITMENT/RETENTION

Does your institution have a program to enhance recruitment and retention of "other-race" students?

Yes X (If Yes, please enclose under TAB D of your annual report a summary of that program to include any changes or modifications made to the program between July 1, 2002 and June 30, 2003.)
No _____

FACILITIES

Between July 1, 2002 and June 30, 2003, has your institution added any new facilities to its campus?

Yes X
No _____ (All institutions are required to submit annual Space Data Reports covering this time period and enclose under TAB F of their annual reports.)

I certify that the answers given above, and the entire contents of this institution's Title VI Annual Report, clearly and completely describe all changes required to be reported, for the period indicated.

V. G. [Signature] 3/26/04
SIGNATURE OF PRESIDENT DATE
UNIVERSITY OF SOUTH ALABAMA
NAME OF INSTITUTION

Examples of special programs, activities and events which impact the recruitment, admission and retention of minority students are found in this report.

The University's recruitment strategies and continued efforts to assure minority students of central participation in campus life have been successful and can be correlated to programs that were in effect at the time the Consent Decree was entered into by the University, as well as efforts made under the Consent Decree and to additional programs initiated to enhance those earlier efforts.

Hiring - Faculty and Academic/Administrative Positions

The Monitoring Committee has reviewed the practices in recruiting individuals to fill academic, professional and administrative positions at the University. The Monitoring Committee finds that the University has taken the appropriate actions to fulfill the requirements of the Consent Decree with regard to efforts to recruit and hire black faculty and that such actions are in accordance with Title VI.

The Monitoring Committee has reviewed the Future Faculty Loan Program for African-American Graduate Students and a description of actions taken with respect to each person considered. The Monitoring Committee finds that the University has maintained its obligations under the Consent Decree with regard to obtaining prospective faculty for this program. Please refer to a complete discussion under Tab E - Programs.

COMPLIANCE WITH THE CONSENT DECREE

The Monitoring Committee has reviewed data submitted relative to graduate and undergraduate student access, admission, and retention as well as applicants for employment for faculty and academic professional and administrative positions and has determined that the University of South Alabama is operating in full compliance with the provisions of the Consent Decree and Title VI.

**FACULTY AND ADMINISTRATION
DATA**

STATEWIDE MONITORING COMMITTEE
TITLE VI REMEDIAL DECREE REPORT

FALL STAFF SURVEY 2003

INSTITUTION: The University of South Alabama

ADMINISTRATION
(Executive/Administrative/Managerial)
FACULTY
(Instruction/Research/Public Service)

NUMBER OF PERSONS EMPLOYED BY RACE AND PAYROLL STATUS									
FULL-TIME					PART-TIME				
NON- HISPANIC BLACK	WHITE	OTHER	TOTAL		NON- HISPANIC BLACK	WHITE	OTHER	TOTAL	TOTAL ALL
24	234	4	262		0	3	0	3	265
24	611	87	722		19	214	33	266	988

Signature of President or Chancellor

3-26-04
Date

Note: for definitions of employee categories, follow instructions for IPED 2003 Fall Staff Survey.

FACULTY AND ADMINISTRATION DATA

NARRATIVE REPORT ON "OTHER RACE" FACULTY AND ADMINISTRATION RECRUITMENT

The University has taken appropriate steps to obtain names of "other race" candidates for faculty and administrative positions from such sources as the CIC Directory, the Minority and Women Doctoral Directory (MWDD), the Directory of Minority Doctorates and from other major institutions having graduate programs in areas in which the University is seeking new faculty.

Recruitment efforts and their results are described in greater detail under the section entitled CONSENT DECREE REPORT - Informational and Recruiting Activities under TAB C.

CONSENT DECREE REPORTS

EQUAL EMPLOYMENT OPPORTUNITY

A. Informational and Recruiting Activities

The Monitoring Committee has reviewed the practices that are in effect with regard to recruiting faculty and individuals to fill academic professional and administrative positions at the University of South Alabama. The University advertises in The Chronicle of Higher Education and The Affirmative Action Register, and continues to utilize The CIC Directory, The Minority and Women Doctoral Directory (MWDD) and The Directory of Minority Doctorates. Institutions with appropriate graduate programs have been contacted on a routine basis and flyers are distributed at national meetings.

During this reporting period, 77 faculty members, 5 department chairs, and 3 administrators were appointed, excluding the College of Medicine. Of the 85 appointees, 3 black faculty members were hired.

As indicated in last year's report, during this time period, three black individuals were appointed to administrative positions. Dr. Timothy Beard was appointed to the position of Dean of Students effective January of 2003. Dr. Harvey White received a temporary appointment to the position of Special Assistant to the President effective August of 2002, and Victor Cohen was hired as the new arena manager for the USA Mitchell Center as of September of 2002.

It should be noted that four new faculty positions have been added which will be paid for by diversity funds. These positions include one in the College of Arts and Sciences, two in the College of Education, and one in the College of Nursing. The University is currently actively recruiting for these positions.

Due to budget constraints, 26 faculty positions were frozen during this period, including 14 in the College of Arts and Sciences, 6 in Business, 2 in Education, 1 in Continuing Education and Special Programs, 1 in Engineering, 1 in the library, and 1 in Nursing.

From July 1, 2002 through June 30, 2003, 29 faculty were appointed in the College of Medicine, including 2 Asians, 1 Hispanic, and 3 Blacks. To further enhance minority recruiting, the College of Medicine uses the following publications to advertise positions:

Academic Physician and Scientist
The Chronicle of Higher Education
The Affirmative Action Register
Journal of the National Medical Association (a minority publication).

The University of South Alabama currently has 26 minority individuals contracted as Non-Credit Instructors in the Department of Conference Activities, which is a part of the School of Continuing Education and Special Programs. That number includes 17 blacks, 4 Hispanics, and 5 Asians.

The Monitoring Committee finds that the University has taken the appropriate action, that it meets the Consent Decree with regard to efforts to recruit and hire black faculty, and that such actions are in accordance with Title VI.

The Future Faculty Loan Program for African-American Graduate Students is still in place. A summary of the program is as follows:

Total number of scholarships offered since inception of the program	25
Number who have completed the program or received maximum funding	15
Number who have returned to teach	4
Number currently participating	3
Number who have withdrawn, been released, or declined offer	7

The University of South Alabama has expended a total amount of \$331,700.00 on this program since its inception. The University has maintained necessary affirmative steps under the Consent Decree with regard to obtaining prospective faculty for this developmental program.

1. Advertising

Compliance:

- a. Narrative Assessment of Actions Taken: All tenure-track faculty and academic administrative positions are advertised in The Affirmative Action Register and The Chronicle of Higher Education. The Office of Academic Affairs continues to serve as the clearinghouse for all advertising for faculty and administrative positions in all Colleges and Divisions except the College of Medicine.

Each vacancy is advertised in The Chronicle of Higher Education and The Affirmative Action Register. Additionally, ads may be published in journals within a specialized field or area. For local searches, ads are placed in the local newspapers including the traditionally black newspaper, The Mobile Beacon. A second traditionally black newspaper, which was of use in prior years, is no longer in business.

The College of Medicine advertises separately in each of these publications. Notices may also be published in journals within a specialized field or area.

Additionally, to enhance minority recruiting in the College of Medicine, positions are advertised in a minority-oriented publication, the Journal of the National Medical Association.

- b. Description of Results Achieved: Please see a. above.
- c. Analysis of the Reasons Any Actions Taken Were Inadequate: Appropriate steps are in place to assure compliance with this aspect of the Decree.

2. Southern Regional Education Board (SREB)

Compliance:

- a. Narrative Assessment of Actions Taken: Effective August 1, 1994, the SREB ceased to operate the Faculty Data Bank service.

The University continues to utilize the CIC Directory of Minority Ph.D. Candidates and Recipients as a recruiting source, as well as The Minority & Women Doctoral Directory and The Directory of Minority Doctorates.

- b. Description of Results Achieved: Please see a. above.
- c. Analysis of the Reasons Any Actions Taken Were Inadequate: The requirements of the Consent Decree have been met, to the extent possible, and new mechanisms have been instituted with the loss of the SREB source.

B. Designation of a Hiring Coordinator

Compliance

- 1. Narrative Assessment of Actions Taken: Dr. Pat Covey, Senior Vice President for Academic Affairs, serves as Affirmative Action Officer and Hiring Coordinator. Responsibility for policies and procedures, which insure affirmative action and non-discrimination are followed by all academic search committees, resides with the dean, department chair, search committee and faculty members. Search procedures are provided in the Faculty Handbook.
- 2. Description of Results Achieved: Please see 1. above.
- 3. Analysis of the Reasons Any Actions Taken Were Inadequate: Appropriate action has been taken with regard to this aspect of the Consent Decree.

STATEWIDE MONITORING COMMITTEE
TITLE VI REMEDIAL DECREE REPORT

RECRUITMENT AND RETENTION
OF BLACK FACULTY AND ADMINISTRATIVE STAFF
ANNUAL COMMITTEE REPORT

INSTITUTION: University of South Alabama

Date Committee Formed: July 11, 2002

List dates Committee met during Current Academic Year:

<u>05/08/03</u>	_____	_____
<u>08/21/03</u>	_____	_____
<u>11/06/03</u>	_____	_____
<u>02/19/04</u>	_____	_____
<u>04/22or27/04</u>	<u>being scheduled</u>	_____
_____	_____	_____

COMMITTEE MEMBERS

(Please list the name, race and title of the committee members below)

NAME	RACE	TITLE
Mr. Keith Ayers	White	Director, Public Relations
Dr. Pat Covey	White	Sr. VP, Academic Affairs
Dr. Barbara Broome	Black	Asst. Dean, Nursing
Dr. Isabel Brown	White	Assoc. Prof., Foreign Languages
Ms. Diane Dixon	Black	Asst. Prof., PA Studies
Dr. David Johnson	White	Dean, Arts and Sciences
Dr. Jeanne Maes	White	Prof., Management
Dr. Hattie Myles	Black	Asst. Dean, College of Medicine
Mr. Shelton Perry	Black	Director, Dpt. of Env. Services
Ms. April DuPree Taylor	Black	Instructor, Communication
Dr. Harvey White	Black	Special Asst. to the President

DUE DATE MAY 3, 2003

Notes:

- 1) This report is not to be completed by Alabama A&M University or Alabama State University.
- 2) This report relates to the Court Order issued March 28, 2002.

Include a detailed report of the results of this committee's efforts relating to the March 28, 2002 Court Order immediately after this form. Minutes relating to the activities of the Committee may be included in the report. Please include information on any programs developed by the Committee to assist in the recruitment and retention efforts.

**REPORT OF THE
UNIVERSITY OF SOUTH ALABAMA ADVISORY COMMITTEE ON DIVERSITY
FOR 2003-2004**

The University of South Alabama Advisory Committee on Diversity has had a productive year. Following considerable deliberation and work effort by a subcommittee, the full committee unanimously adopted a mission statement and a statement of philosophy as follows:

Mission Statement:

To identify and to develop creative strategies and initiatives for facilitating the hiring and retention of African-American faculty and administrators.

Statement of Philosophy:

Recognition of the strength a diverse faculty, staff and administration bring to the institution.

Belief in the importance of diversity in enriching the education, research and community environment.

Commitment to the ongoing recruitment of a diverse faculty, staff and administration.

Commitment to the retention of a diverse faculty, staff and administration.

The Committee agreed upon the following action items for the 2003-2004 academic year:

1. Development of a web-site for the purpose of communicating the committee's mission and action items to the University community.

Status Report: *Completed Fall Semester 2003.*

2. Develop strategies for achievement of key objectives and recommendations and make any additional recommendations to the President.

Status Report: *In progress/ongoing.*

3. The Senior Vice President for Academic Affairs will meet with the college deans to discuss diversity issues and to reinforce the University's commitment to increasing the number of African-American faculty and administrators.

Status Report: *Completed in early Fall Semester 2003.*

4. The dean of the college will remind each search committee of the University's goal of increasing the number of African-American faculty and administrators. Each search committee will be apprised of new policy concerning approval for interviewing additional candidates if they are African-American.

Status Report: *Completed for Fall 2003 but will be ongoing.*

5. Each Vice President and Dean will develop strategies to provide annual progress reports on the hiring and retention of African-American faculty and administrators.

Status Report: *In progress, scheduled for completion April 30, 2004.*

6. Reemphasize that the policy promulgated to deans and search committees that if an African-American is among the faculty applicant "short list" (top 5), funds will be provided for interview.

Status Report: *Repeated in Fall 2003 and ongoing.*

7. A host committee for recruiting African-American faculty and administrators will be appointed.

Status Report: *Completed Fall 2003.*

8. A job web-site will be developed showing positions available at the University.

Status Report: *Completed early Fall 2003.*

9. The Advisory Committee on Diversity will be added to the *Faculty Handbook*.

Status Report: *Completed Fall 2003.*

10. Conduct survey of campus including hospital employees for suggestions on recruitment and retention of African-American faculty and administrators.

Status Report: Complete.

11. Continue to incorporate diversity in our public relations activities.

Status Report: Ongoing.

12. Insure that campus police be provided training in diversity and be made aware of diversity issues.

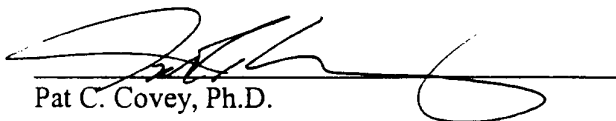
Status Report: Ongoing.

13. Add faculty positions to be paid by diversity funds:

Status Report: President Moulton approved four new positions - one in Nursing, one in Arts and Sciences, and two in Education - to be paid for by diversity funds. All are currently being recruited with the goal to have all filled by no later than August 15, 2004 (start of Fall Semester).

The Committee was provided with and received reports on (1) racial composition of the faculty, and (2) the Consent Decree Report submitted to the U.S. District Court.

Respectfully Submitted By:



Pat C. Covey, Ph.D.
Senior Vice President for Academic Affairs and
Chair of the Advisory Committee on Diversity

APPROVED MINUTES
ADVISORY COMMITTEE ON DIVERSITY
May 8, 2003

Present: Pat Covey, Keith Ayers, Barbara Broome, Isabel Brown, Diane Dixon-Works, David Johnson, Hartie Myles, Shelton Perry, April Dupree-Taylor

Excused: Jeanne Maes, Harvey White

Guests: Bob Shearer, Jean Tucker

Minutes of February 27, 2003 were approved.

A hard copy of the Committee recommendations which were submitted earlier to President Moulton was distributed. The recommendations were developed electronically. All members had an opportunity to have input prior to final approval by the Committee.

The next agenda item discussed was the proposed mission statements. At the previous meeting, the committee discussed the proposed mission statements and then asked Dr. Covey to redraft with recommended changes. Dr. Covey stated that she reviewed the proposed mission statements and concluded that although they were all very good, she realized that there was no way the committee could hope to accomplish all of the goals and objectives incorporated into them. The committee agreed that we should not adopt a mission that we will not be able to carry through. It was also agreed that the mission statement should reflect the committee's charge, which stated simply is that we will do whatever we can to facilitate the retention and hiring of African-American faculty and administrators. It was agreed that we would develop a draft "statement of philosophy" that incorporates a broader view of the goals and objectives. Dr. Covey's motion that the following mission statement be adopted was seconded by Dr. David Johnson and unanimously accepted by the committee: *The mission of the Advisory Committee on Diversity is to identify and to develop creative strategies and initiatives for facilitating the hiring and retention of African-American faculty and administrators.* Dr. Barbara Broome agreed to draft a philosophy statement for committee consideration.

The committee agreed upon action items for 2003-04:

1. Development of a web-site for the purpose of communicating the committee's mission and action items to the University community - Keith Ayers will work on this.
2. Develop strategies for achievement of key objectives and recommendations and make any additional recommendations to the President.

3. The Senior Vice President for Academic Affairs will meet with the college deans to discuss diversity issues and to reinforce the University's commitment to increasing the number of African-American faculty and administrators.
4. The dean of the college will remind each search committee of the University's goal of increasing the number of African-American faculty and administrators. Each search committee will be apprised of new policy concerning approval for interviewing additional candidates if they are African-American.
5. Each Vice President and Dean will develop strategies to provide annual progress reports on the hiring and retention of African-American faculty and administrators.
6. A host committee for recruiting African-American faculty and administrators will be appointed.
7. A job web-site will be developed showing positions available at the University.
8. The Advisory Committee on Diversity will be added to the *Faculty Handbook*.

Other action items suggested for consideration are:

- Conduct survey of campus for suggestions on recruitment and retention of African-American faculty and administrators. Dr. Johnson stated that the USA Polling Group could carry this out. It was suggested that the survey be done before strategies are developed in order to incorporate them. Dr. Covey suggested doing this in the Fall when all the faculty are back. Dr. Covey suggested Keith Nicholls help with designing the survey. The survey should be simple and in two stages with one stage being open-ended and then have a second stage where what was suggested be evaluated. Dr. Johnson will bring Dr. Keith Nicholls, Director of the USA Polling Group, to the next meeting.
- Diversity should be reflected in our public relations commercials. Keith Ayers stated they have tried and he believes we have been very proactive in reflecting a diverse student body and faculty.
- University Police should be involved with any diversity employee training. It was pointed out that the University Police have greatly improved in the last few years and have also become more diverse themselves. It was suggested that Paul Houlsen, Assistant Chief, be asked to assist in any training of awareness and diversity issues.

Keith Ayers asked Dr. Covey about tasking someone in particular to execute some of these issues. Dr. Covey feels that some of this can be absorbed by her office. The survey can be done first and then the committee can work out a strategy for executing plans to carry out the recommendations. This will be worked on in early Fall. In the meantime, Dr. Covey will work on items 3, 4, 5 and 6 and Keith Ayers will work on the web-site and the first two suggested action items. Barbara Broome will work on the philosophical statement.

Dr. Johnson asked about historical data on the percentage of the racial composition of faculty. Dr. Covey did not have historical data but did have and passed out the current racial composition of USA full-time faculty.

Dr. Covey distributed a copy of the Advisory Committee on Diversity Report submitted to the with the University's Consent Decree Report to the United States District Court. Jean Tucker, University Attorney, stated that this report was not "mandated" but requested.

Dr. Covey asked their opinion on meeting during the summer - it was agreed the committee should meet later in the summer and review and follow-up on some of the action items. Dr. Covey stated she felt the committee should meet three or four times a year and work on progress reports and review things that need to be done.

It was asked how the money was being utilized so far. Dr. Covey said the University received around \$135,000 and a good portion was used to fund Dr. Tim Beard's salary and to pay for the costs associated with recruitment of that position (Dean of Students) and a portion was used to cover other African-American salaries. Jean Tucker said that the court had a form that had to be filled out (done by Al Yeager) showing the distribution of funds and that actually the University spent more money than was given.

Dr. Shearer suggested flowing some of this into the Long-Range Planning Committee which will probably meet in August or early September.

Keith Ayers stated his office does try to be consciousness to be sure all of their advertising and media promotions are diverse. He pointed out the articles on Dr. Velma Scantlebury, Dr. Regina Benjamin, Dr. Johnson Haynes, Dr. Tim Beard and others.

Dr. Shearer brought up Dr. Isabel Brown's role on the committee. She was originally appointed because she was President of the Faculty Senate but there is now a new President. He felt that continuity was important and that the Faculty Senate just needed to be represented.

Dr. Covey thanked everyone for coming and welcomes their thoughts and ideas. The meeting adjourned at 3:00 p.m.

APPROVED MINUTES
ADVISORY COMMITTEE ON DIVERSITY
August 21, 2003

Present: Pat Covey, Keith Ayers, Barbara Broome, Isabel Brown, Diane Dixon-Works, David Johnson, Hattie Myles, Shelton Perry, April Dupree-Taylor

Excused: Jeanne Maes, Harvey White

Guests: Keith Nicholls, Kathryn Petersen, Bob Shearer

Dr. Covey introduced Dr. Keith Nicholls, Director of the Polling Center, and Kathryn Petersen, attorney in the University Attorney's office.

1. Motion for approval of Minutes of May 8, 2003, with typo corrections, by David Johnson, unanimously approved by the Committee.
2. Survey of University Community: At the last meeting it was suggested that a survey of faculty and staff be done to solicit ideas or suggestions on how we might recruit and retain African-American faculty and administrators at the University. Ideas on how to reach the faculty and staff to attain their questions in order to compose the survey were discussed: mailings, email (which is not anonymous) or web-site (which is anonymous). Dr. Keith Nicholls, Director of the Polling Center, will help create and conduct the survey. Dr. Nicholls informed the group to not be surprised if the response was low and also people will respond with "feelings" not just suggestions. It was suggested that Deans and Chairs could alert their faculty that the survey would be coming and to please respond. It was also suggested that the web-site be set up with informational items with bullet points of what has been done thus far and ask for ideas or suggestions for the Committee and assure them that they will receive feedback. They may respond better when they see what the Committee has worked on. A suggestion of having a general meeting inviting the University community (with the possibility of inviting an expert speaker) was decided against. Such a forum may get off track of the real issues of the charge of this Committee.

Dr. David Johnson suggested a subcommittee that he volunteered to chair, and invited Keith Nicholls to serve as an ad hoc committee member. This subcommittee will work on finalizing the issues of questions for the survey and the best way to conduct the survey. Shelton Perry, Hattie Myles, Diane Dixon-Works, and Keith Ayers volunteered to serve on the sub-committee.

Dr. Hattie Myles suggested taking the racial composition of faculty and administrators numbers and comparing them with the number of African-American students - more data could be helpful.

3. Proposed Statement of Philosophy: Dr. Barbara Broome submitted a proposed Philosophy Statement:

*The philosophy of the University of South Alabama includes the following ideals:
Recognition of the strength a diverse faculty, staff and administration bring to
the institution*

Belief in the importance of diversity in enriching the education, research and community environment

Commitment to the ongoing recruitment of a diverse faculty, staff and administration

Commitment to the retention of a diverse faculty, staff and administration

The Committee unanimously approved the Philosophy Statement.

4. Progress Report and Discussion on Action Items:

1. Keith Ayers and David Johnson are working on the web-site.
 2. Any new strategies for key objectives and recommendations will ultimately be sent to the President.
 3. The Senior Vice President is in the process of meeting with the college deans and their respective chairs to discuss diversity issues and to reinforce the University's commitment to increasing the number of African-American faculty and administrators.
 4. The deans will remind each search committee in their respective college of the University's goal of increasing the number of African-American faculty and administrators and each search committee will be apprised of new policy concerning approval for interviewing additional candidates if African-American.
 5. By asking each Vice President and Dean to develop strategies and provide progress reports on the hiring and retention of African-American faculty it will keep them conscious of reinforcing our commitment to diversification of faculty and Administration.
 6. A host committee for recruiting African-American faculty and administrators has not been appointed yet. Dr. Covey will work on this.
 7. A job web-site showing positions available at the University has not been set up yet due to some technicalities. It will be in place by mid-Fall semester. Dr. Covey will keep the Committee informed.
 8. The Advisory Committee on Diversity has been added to the 2003 *Faculty Handbook*.
 9. Reemphasize that the policy promulgated to deans and search committees that if an African-American is among the faculty applicant "short list" (top 5), funds will be provided for interview.
5. USA Racial Composition of Faculty and Administrators: Important to provide update at least once a year.

Other:

Dr. Hattie Myles would like to know if we could get information on African-American faculty - tenured or non-tenured. Dr. Covey answered affirmatively. To the best of her

recollection she thinks that during her tenure in Academic Affairs, all African-American faculty in Academic Affairs that have been up for tenure have been granted. She does not know how many, if any, African-American faculty were "non-reappointed" prior to tenure. Dr. Covey said to get this information may take some digging but it will be worked on, because it is important information. Dr. Myles stated that potential recruits would like to know whether or not they may be able to make tenure.

Meeting Schedule: It was decided to wait until after the subcommittee meets. The next meeting will be the end of October or first part of November.

Dr. Myles distributed an article out of August 15, 2003 issue of *The Chronicle of Higher Education* entitled "10 Questions College Official Should Ask About Diversity."

The meeting adjourned with Dr. Covey stating she will come get back to them about the date of the next meeting.

**APPROVED MINUTES
ADVISORY COMMITTEE ON DIVERSITY
November 6, 2003**

1. Minutes of August 21, 2003 were approved.
2. The following action items were reviewed:
 - A. Develop a web-site for the purpose of communicating the committee's mission and action items to the University community.
 - B. Develop strategies for achievement of key objectives and recommendations and make any additional recommendations to the President.
 - C. The Senior Vice President for Academic Affairs will meet with the college deans to discuss diversity issues and to reinforce the University's commitment to increasing the number of African-American faculty and administrators.
(Completed)
 - D. The dean of the college will remind each search committee of the University's goal of increasing the number of African-American faculty and administrators. Each search committee will be apprized of new policy concerning approval for interviewing additional candidates if they are African-American.

Dr. Covey does have a commitment from the President of approval for four new faculty positions to be paid for by diversity funds (1 in English, 2 in Education, and 1 in Nursing).
 - E. Each Vice President and Dean will develop strategies and will provide annual progress reports on the hiring and retention of African-American faculty and administrators.

Discussion followed - these reports will be very important in a few years because we will be able to go back and do a comparison of what works and what doesn't and what progress has been made .
 - F. A host committee for recruiting African-American faculty and administrators will be appointed.
(Completed - Committee Membership attached)

Dr. Covey stated that if an African-American is a candidate for a position, she will notify the Host Committee for inclusion in their recruitment.
 - G. A faculty job web-site will be developed showing positions available at the University.
(Completed)
 - H. The Advisory Committee on Diversity will be added to the *Faculty Handbook*.
(Completed)

- I. Campus survey for suggestions regarding increasing the number of African-American faculty and administrators e-mailed to the University community 11/5/03 with a response deadline of November 28, 2003.

Dr. Harvey White brought up the idea of mentoring. April Dupree-Taylor said the Faculty Senate is working on a mentoring program for new faculty. Discussion followed concerning academic mentoring within departments not being the same as mentoring culturally and across disciplines.

There was a consensus of the committee that progress is definitely being made.

The meeting adjourned at 4:15 p.m.

APPROVED MINUTES
ADVISORY COMMITTEE ON DIVERSITY
February 19, 2004

Present: Pat Covey, Keith Ayers, Barbara Broome, Diane Dixon-Works, David Johnson, Jeanne Maes, Harvey White

Absent: Isabel Brown (on sabbatical), Hattie Myles, Shelton Perry, April DuPree-Taylor

Guest: Jean Tucker

1. Tabled Minutes of November 6, 2003 until next meeting.
2. Dr. Covey announced that each college is actively working on their strategic plans for recruitment and retention.
3. The meeting was turned over to Dr. David Johnson to lead the review and discuss the results of the University of South Alabama Employee Survey (previously distributed to the committee members). Dr. Johnson prepared the report.

Dr. Johnson explained that the survey was sent by Dr. Covey to every University of South Alabama employee with a known email address. The text of the email is as follows:

The USA Advisory Committee on Diversity requests your assistance in identifying possible strategies to enhance diversity on our campus by participating in a very brief web based survey (a link to the survey appears at the bottom of this message).

The Advisory Committee on Diversity is a university wide committee, with representation from all units of the campus, including Academic Affairs, the Medical School, and USA Hospitals.

The mission of the committee "is to identify and develop creative strategies and initiatives for facilitating the hiring and retention of African American faculty and administrators."

During the 2003-04 academic year, the committee plans to take the following actions to enhance diversity at USA, some of which have already been accomplished:

1. The University will develop a web-site for the purpose of communicating the committee's mission and action items to the University community.
2. The Senior Vice President for Academic Affairs has met with college deans and chairs to discuss diversity issues and to reinforce the University's commitment to increasing the number of African-American faculty and administrators.

3. The dean of each college is meeting with all search committee, reminding members of the University's goal of increasing the number of African-American faculty and administrators. Each search committee is being apprised of the new University policy allowing the addition of an extra name to the short list of candidates, if the additional candidate is African-American.

4. Each Vice President and Dean will develop strategies and will provide annual progress reports on the hiring and retention of African-American faculty and administrators.

5. A host committee to assist with recruitment of African-American faculty and administrators has been appointed and will be utilized during campus visits of candidates.

6. A web-site has been developed to advertise positions available at the University.

7. A description of the mission and purpose of the Advisory Committee on Diversity has been added to the Faculty Handbook.

8. The committee will consider additional strategies for the achievement of key objectives, and, as appropriate, submit new recommendations to the President for the enhancement of diversity at USA.

Our committee is very interested in soliciting suggestions from the University community. To help identify additional strategies for enhancing diversity at USA, we ask you to complete a brief, web-based, survey. Please click on the link below to make your suggestions:

[Http://comm.southalabama.edu/survey/diversity/htm](http://comm.southalabama.edu/survey/diversity/htm).

Submissions will be accepted through the end of business on Friday, Nov. 28. If you have difficulty accessing the site (probably due to network congestion), please wait a few minutes and try again. Thank you.

A total of 227 employees participated in the survey. Dr. Johnson compiled the frequency of responses to the survey by: campus unit, sex, and race/ethnicity. Employee suggestions were compiled and then categorized into the following types of recommendations:

1. Change Attitudes/Need for Diversity Training
2. Recruit African Americans from Within the Institution
3. Improved Internal Promotion Opportunities
4. Recruitment should be Color-Blind
5. Target Recruitment Using African American Organizations, Colleges, and Social Networks
6. Improve Advertising and Marketing
7. Expand Definition of Diversity
8. Current Efforts are Satisfactory
9. Improve Salaries and Other Inducements
10. Interview Existing and Previous Employees

11. Enhance Cultural Offerings
12. Improve Mentoring
13. Add Positions That may Be Filled with African Americans
14. Eliminate Discrimination
15. Other Suggestions
16. Other Responses

Following Dr. Johnson's review of the report, Committee discussion followed. First, the Committee felt it important to thank the participants - Dr. Covey will send a thank you.

The Committee discussed what should be done to move forward with the report. Dr. White would like to have the report made available to the University community. It was decided that a summarized report (without making it rosy) would be made available to the community in the future since some suggestions made could not be feasibly carried out. The Committee decided to divide up among themselves the above compiled suggestions to review and decide which should become action items. The above recommendations were divided as follows:

Recommendations 1 and 2:	Barbara Broome
Recommendations 3 and 4:	Diane Dixon
Recommendations 5 and 6:	Harvey White
Recommendations 7, 8, 15 and 16:	Jeanne Maes
Recommendations 9 and 10:	Pat Covey
Recommendations 11 and 12:	Keith Ayers
Recommendations 13 and 14:	David Johnson

Dr. White asked if other people know we have a diversity committee. Discussed followed on how to make the University community more familiar with the Committee. Barbara Broome suggested the Midweek Memo and Keith Ayers said Public Relations could do an article about the Committee and include a picture. Diane Dixon said the community needs to be made aware that this is an actual working committee, not just a court-ordered committee.

The meeting adjourned at 3:40 p.m.

STATEWIDE MONITORING COMMITTEE
TITLE VI REMEDIAL DECREE REPORT

RECRUITMENT AND RETENTION
OF BLACK FACULTY AND ADMINISTRATIVE STAFF
ANNUAL FINANCIAL REPORT

INSTITUTION: UNIVERSITY OF SOUTH ALABAMA

Amount received Fiscal Year 2002-2003 (Oct 1, 2002-September 30, 2003) \$ 270,560

Method in which Funds were spent	Amount
Recruitment Efforts Black Faculty	\$ <u>4,857</u>
Retention Efforts Black Faculty	\$ <u>133,223</u>
Recruitment Efforts Black Administrative Staff	\$ <u>9,973</u>
Retention Efforts Black Administrative Staff	\$ <u>122,507</u>
Total amount spent Fiscal Year 2002-2003	\$ <u>270,560</u>

Were any black faculty members recruited and hired using these funds? YES If so, how many? 6
 Were any black administrative staff members recruited and hired using these funds? YES If so, how many? 3

Please provide the total amount spent of the Court Ordered Recruitment and Retention funds FY 2002-2003 below:

General Recruitment Efforts**	Salary amounts for New Black Faculty Paid with Funds	Salary amounts for New Black Administrative Staff Paid with Funds	Salary amounts for Existing Black Faculty Paid with Funds	Salary amounts for Existing Black Administrative Staff Paid with Funds	Equipment for Black Faculty	Equipment for Black Administrative Staff	Funds for Research support for Black Faculty**	Funds to cover Departmental costs for Travel, Release Time, etc.**	Other**
\$ 4,857	133,223	122,507							9,973

DUE DATE MAY 3, 2004

Notes:

- 1) This report is not to be completed by Alabama A&M University or Alabama State University.
- 2) This report relates to the Court Order issued March 28, 2002.
- 3) For definitions of employee categories follow instructions for IPEDS 2003 Fall Staff Survey.

Include a detailed report on how all the funds ordered in the March 28, 2002 Court Order were spent immediately after this form.

**Include a comprehensive and specific listing of how these funds were spent in the attached report.

STATEWIDE MONITORING COMMITTEE
TITLE VI REMEDIAL DECREE REPORT

RECRUITMENT AND RETENTION
OF BLACK FACULTY AND ADMINISTRATIVE STAFF
ANNUAL FINANCIAL REPORT

INSTITUTION: UNIVERSITY OF SOUTH ALABAMA

Amount received as of May 1 of Current Fiscal Year (FY 2003-2004) (Oct 1, 2003-May 1, 2004) \$ 135,280

Method in which Funds were spent Amount

Recruitment Efforts Black Faculty \$ _____

Retention Efforts Black Faculty \$ 135,280

Recruitment Efforts Black Administrative Staff \$ _____

Retention Efforts Black Administrative Staff \$ _____

Total amount spent as of May 1 of Current Fiscal Year

Were any black faculty members recruited and hired using these funds? YES If so, how many? 6 (4 of which are new appointments this year)

Were any black administrative staff members recruited and hired using these funds? _____ If so, how many? _____

Please provide the total amount spent of the Court Ordered Recruitment and Retention funds as of May 1 of the Current Fiscal Year below:

General Recruitment Efforts**	Salary amounts for New Black Faculty Paid with Funds	Salary amounts for New Black Administrative Staff Paid with Funds	Salary amounts for Existing Black Faculty Paid with Funds	Salary amounts for Existing Black Administrative Staff Paid with Funds	Equipment for Black Faculty	Equipment for Black Administrative Staff	Funds for Research support for Black Faculty**	Funds to cover Departmental costs for Travel, Release Time, etc. **	Other**
106,701		28,579							

DUE DATE MAY 3, 2004

Notes:

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Include a detailed report on how all the funds ordered in the March 28, 2002 Court Order were spent immediately after this form.

**Include a comprehensive and specific listing of how these funds were spent in the attached report.

**Recruitment and Retention
of Black Faculty and Administrative Staff
Expenses
Fy 2002-2003 and Fy 2003-2004**

BPN	Account Number	Name	Title	Position		Expenses October, 2002 Thru Sept, 2003	Expenses October, 2003 Thru April, 2004
				Faculty	Adm		
Black Faculty:							
3251	2-00150	Dr. Bruce Alford	Instructor		Fac	40,505	23,373
4447	2-00140	Dr. Cecil Jones	Asst Prof		Fac	69,416	30,156
3474	02-03008	Ms. Althea Pennerman	Instructor		Fac	6,028	27,601
6087	02-00200	Dr. Leonard Bright	Asst Prof		Fac	7,264	33,474
8589	02-00250	Mr. Set Ankraah	Lab Instructor		Fac	4,969	15,635
3250	02-00150	Mr. Kerr Jackson	Instructor		Fac	5,041	5,041
						<u>133,223</u>	<u>135,280</u>
Black Administrators:							
3669	2-06050	Dr. Barbara Broome	Asst Dean, Nursing		Adm	28,856	
	2-40012	Dr. Harvey White	Spec Asst to the Pres		Adm	55,754	
8716	2-30012	Dr. Timothy Beard	Dean of Students		Adm	37,897	
						<u>122,507</u>	
General Recruiting Efforts:							
		Affirmative Action Register Advertisements				4,404	
		Mobile Beacon				100	
		Minority and Women Doctoral Directory				353	
						<u>4,857</u>	
Administrative Recruiting Efforts:							
		Dean of Students				9,973	
						<u>270,560</u>	<u>135,280</u>