

Urban Planning and Sustainable Development Program Diversity and Recruitment Strategy

Adopted by UPSD Program Committee, March 2, 2016

Benchmark on Progress	
<i>Total Implementation Activities</i>	24
<i>Activities Completed</i>	6
<i>Activities Started - Ongoing</i>	8
<i>Activities Completed – Ongoing Activity</i>	3
<i>Activities Not Begun</i>	5

Tactical Short-Term Activities

The Urban Planning and Sustainable Development Program Committee (UPSD program committee) has adopted a series of immediate and short-term “tactical and pilot” actions to improve student and faculty diversity in the program. These activities are intended to promote:

- Expanding student recruitment and retention from within Western Washington University (WWU)
- Expanding student recruitment from the region served by WWU (Western Washington)
- Facilitating faculty hires with a commitment to diversity
- Strengthening diversity in the curricula of the Urban Planning program
- Improving coordination with WWU outreach and diversity programs
- Encouraging a department and college-wide commitment to a diversity plan
- Incorporating commitment to diversity as a criteria in faculty and staff review
- Promoting faculty, students, staff, and WWU administration commitment to diversity
- Identifying financial resources to support diversity planning and implementation activities

Tactical short term activities are organized into five categories: 1) Student Recruitment and Retention; 2) Curriculum Review; 3) Faculty Recruitment and Retention; 4) Strengthening ties with local, regional, national, and international communities and interest groups; and 5) Multi-year plan preparation. The following describes these activities, provides a timeline for implementation, and reports on the status of each of activity.

1. Student Recruitment and Retention

Objective: expand undergraduate recruitment from within Western

Implementation Strategies:

Start Date Target Date	Status	Strategy
1. Spring 2015	Completed	UPSD program committee develops an informational brochure to be disseminated to incoming students that includes a description of the urban planning major, course sequences, careers in planning, commitment to diversity, and other pertinent information. Status: The informational UPDS brochure is distributed to inquiring students and to diversity interest groups on campus, including minority student clubs organized under the Associated Student government.
2. Spring 2015	Started;	UPSD program director requests Planning faculty and Western Urban Planners

	Continuous activity	(WUP) student association to attend information and orientation sessions conducted by Western student associations, clubs, and unions beginning in Fall 2015 and each fall quarter thereafter, to provide information about the urban planning program. Identified clubs include, but are not limited to, Black Student Union (BSU), Latino Students Union (LSU), South Asian Student Association (SASA), Ethnic Student Center (ESC), Queer Resource Center (QRC), Social Issues Resource Center (SIRC). Status: UPSD program committee holds annual fall quarter public meetings on campus to review the urban planning program, requirements, career opportunities, admission procedures, recommended course sequencing, and other information to promote student interest in the program.
3. Summer 2015 Fall 2015	Started; Continuous activity	The UPSD program director coordinates with Western Urban Planners (WUP) student association to participate in orientation sessions of incoming WWU students and other student organizations.

Objective: expand recruitment from community colleges in the region and streamline curriculum requirements for transfer students

Implementation Strategies:

Start Date / Target Date	Status	Strategy
4. Winter 2015	Started; Continuous activity	Planning faculty participate with department Core Curriculum Committee (CCC) to identify and mitigate barriers for students transferring from Community Colleges. Status: UPSD Program faculty meets regularly with student advisors to continuously address curriculum obstacles facing transfer students and identifies remedies.
5. Spring 2015	Started; Continuous activity	UPSD program director requests the Urban Planning faculty and Western Urban Planners (WUP) student association to form a group of faculty and students to present informational material to student advisors in Western Washington's regional community colleges to introduce career opportunities in the planning profession and to promote WWU's urban planning program. Community colleges include, but are not limited to: Whatcom Community College, Skagit Community College, North Seattle Community College, Bellingham Technical College. Status: Faculty, students, and/or student advisors have been identified to participate in future scheduled meetings with community colleges.
6. Spring 2015	Completed	UPSD program director provides the undergraduate student advisor informational material highlighting the urban planning program, career opportunities, and the program's commitment to recruiting a diverse student body.

Objective: expand high-school recruitment from the region served by Western

Implementation Strategies:

Start Date / Target Date	Status	Strategy
7. Fall 2015	Started; Continuous activity	UPSD program director promotes the participation by program faculty and students in "Compass 2 Campus" (C-2-C) ¹ to support visits to high schools in the local region. Site visits present information about the urban planning major,

¹ C-2-C is a program that mentors students in under-represented communities from 5th grade till college.

		careers, commitment to diversity, available scholarships, and other information about the program.
8. Spring 2015	Started; Continuous activity	UPSD program director coordinates with undergraduate advisors to encourage planning faculty to participate in annual visits to high schools in the region.
9. Fall 2015 Spring 2016	Not Started	UPSD program director identifies incentives to encourage faculty and students to participation in "Compass-2-Campus" activities.

2. Curriculum Review and Pathways to Excellence

Objective: ensure that urban planning curriculum and contents are inclusive of diversity considerations.

Implementation Strategies:

Start Date / Target Date	Status	Strategy
10. Winter 2015 Fall 2015	Started	UPSD program director identifies how diversity is integrated in Student Learning Objectives (SLO) of the urban planning curriculum and ways to strengthen the integration of diversity in the curriculum.
11. Spring 2015 Spring 2016	Started	UPSD program director seeks recommendations and guidance from the Planning Advisory Board regarding diversity in the planning curriculum.
12. Fall 2015 Fall 2016	Not Started	UPSD program director requests faculty (TT and NTT) teaching core planning courses to indicate how diversity is addressed in their courses.
13. Spring 2015 Fall 2016	Completed	UPSD program director appoints a "Program Curriculum Committee" to review diversity in the planning curriculum.

3. Faculty Recruitment and Retention

Objective: develop tools to facilitate faculty hires with a commitment strengthening diversity in teaching, scholarship, and service.

Implementation Strategies:

Start Date / Target Date	Status	Strategy
14. Fall 2015 Winter 2017	Not Started	UPSD program director recommends guidelines to the department to ensure that future job searches for tenured and tenure-track appointments include evidence of demonstrated abilities and commitments to working effectively with diverse student populations and advance scholarship that addresses diverse social groups. Such policy guidelines should be consistent with the President's Task Force on Equity, Inclusion and Diversity (TFEID) and guidelines from the Office of Equal Opportunity & Employment Diversity. Status: While the guidelines have not been formally introduced at this time, the current Department search for a tenure-track faculty position has been defined as a "diversity" opportunity with an emphasis on social and environmental justice.
15. Fall 2015 Winter 2017	Not Started	UPSD program director works with the department to promote the inclusion of "bridge" funding for opportunity hires in the department's hiring plan. "Bridge" funding is available from the Office of Equal Opportunity & Employment Diversity to support opportunity hires that promote diversity. Status: The department is currently negotiating for a TT faculty line to replace a faculty vacancy that contributed to the planning program. Urban Planning program director shall work with the Department chair, faculty, and Huxley Dean

		to support the leveraging of funds to promote increased faculty diversity hiring.
16. Fall 2015 Fall 2016	Not Started	<p>UPSD program director convenes a review of Non Tenure Track (NTT) faculty to address diversity considerations in courses taught by NTT faculty, including:</p> <ul style="list-style-type: none"> ▫ Propose guidelines for applicants to the NTT faculty vacancy pool to submit evidence of the candidate’s ability and commitment to work effectively with diverse student populations. ▫ Propose criteria for the review of Non Tenure Track (NTT) faculty performance to include demonstrated ability and commitment to work effectively with diverse student populations. ▫ Propose a process for the recruitment of NTTs to strengthen diversity in urban planning.
17. Fall 2015	Completed; Continuous activity	<p>UPSD Program Committee adopts procedures for tenured planning faculty members to provide recommendations to the Department regarding the promotion and tenure of urban planning faculty.</p> <p>Status: The tenured faculty members of the UPSD program committee conducted a tenure and promotion review for a planning faculty member in Fall 2016, submitting its recommendations on tenure and promotion to the Faculty Development Committee, the Chair, and the College Personnel Committee, concurrent with the university procedures for faculty promotion and tenure review.</p>

4. Community Outreach and Engagement

Objective: Expand engagement with local interest groups

Implementation Strategies:

Start Date / Target Date	Status	Strategy
18. Spring 2015	Completed	<p>UPSD program director works with planning faculty and students to establish an advisory board of alumni and professionals that are representatives of the diverse interests that constitute the region.</p> <p>Status: the UPSD Advisory Committee was appointed jointly by the Dean and the program director in Spring quarter 2015. The Advisory Committee has convened quarterly meetings to carry out its responsibilities in the review of USPD program activities and application for PAB accreditation.</p>
19. Fall 2015	Started; Continuous activity	<p>Urban Planning program director promotes an outreach and marketing program to engage under-represented communities and organizations, in student recruitment activities. Groups may include:</p> <ul style="list-style-type: none"> ▫ Lummi Nation ▫ The Swinomish Indian Tribal Community ▫ Nooksack Tribal Council ▫ Northwest Indian College ▫ Whatcom Hispanic Organization ▫ Max Higbee Center ▫ Whatcom PFLAG ▫ West Coast Poverty Center at the University of Washington in Seattle. <p>Status:</p> <ul style="list-style-type: none"> • The program director has met with representatives of the Swinomish Indian Tribal Community in January 2016 and secured a commitment letter from the

Tribe to recruit qualified Swinomish students to enroll in the urban planning program. The Tribe also committed a fully paid scholarship for all qualified students, and a guaranteed paid internship with the Swinomish Tribal planning office.

- A proposal for curriculum partnership with the Northwest Indian College was developed and submitted to NWIC for consideration. The proposal provides NWIC students majoring in the BA in Tribal Governance program to participate in Huxley’s urban planning program in order to form a degree specialization in tribal governance and planning. The proposal is under review.
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5. Multi-Year Diversity Plan

Objective: Establish a Diversity Task Force (DTF) to conduct pre-planning efforts

Implementation Strategies:

Start Date / Target Date	Status	Strategy
20. Spring 2015	Completed	Urban Planning faculty, faculty from other majors, student representatives forms a Diversity Task Force (DTF).
21. Spring 2015	Completed; Continuous activity	DTF identifies existing diversity programs, initiative, partnerships, and best practices at WWU.
22. Spring 2015 Fall 2015	Completed; Continuous activity	DTF researches and identifies best practices, factors of success, and challenges in planning and implementation of diversity program in other institutions. Findings to be shared with faculty and staff for review and feedback.

Objective: Engage and prepare Huxley College and the Department of Environmental Studies for the launch a department-wide diversity planning and implementation process

Implementation Strategies:

Start Date / Target Date	Status	Strategy
23. Spring 2015	Completed	DTF develops a roadmap to assist Huxley College and Environmental Studies department in launching the planning and implementation process
24. Spring 2015	Started	DTF mobilizes support within the department and college administration for initiating a diversity planning and implementation program.