

Institutional Equity Plan (2018-2019)

Meeting Agenda

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| NAME OF COUNCIL/TEAM: Institutional Equity Plan (2018-2019) | | |
| OBJECTIVE OF MEETING: Town Hall Planning, Stakeholder Listening Sessions, Facilitation Training | | |
| DATE: 10/12/2018 TIME: 1:00pm-3:00pm | LOCATION/ROOM #: Submarine CALL-IN NUMBER: CALL-IN CODE: | |
| FACILITATOR(S): Joshua Moon Johnson and Pam Chao | | |
| TIMEKEEPER: | | |
| ASSISTANT: Cesar Reyes | | |
| ATTENDEES: | | |
| SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING): | | |
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| UPDATES AND BRIEF REPORTS | | |
| Topic | Person(s) Responsible | Time Allotted |
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| ACTION ITEMS: | | |
| Question | Person(s) Responsible | Time Allotted |
| Town Hall planning o Review set up o Discuss table topics and event timeline o Marketing and communications for the event | Joshua Moon Johnson and Pam Chao | 60 min. |
| Stakeholder listening sessions o Review list and assignments o Review dates, times, locations o Inviting and marketing sessions o Facilitation guide and note taking Facilitation training o Workshop and discussion on how to effectively facilitate | Joshua Moon Johnson and Pam Chao | 60 min. |
| DISCUSSION ITEMS: | | |
| Question | Person(s) Responsible | Time Allotted |
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| ITEMS FOR FUTURE CONSIDERATION: | | |
| Topic | Contact Person | |
| • Facilitation training • Final details on Town Hall • Next steps with Stakeholder listening session • Research and lit review goals | Joshua Moon Johnson and Pam Chao | |
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| OTHER INFORMATION: | | |