

# Institutional Equity Plan (2018-2019)

## Meeting Agenda

<b>NAME OF COUNCIL/TEAM:</b> Institutional Equity Plan (2018-2019)		
<b>OBJECTIVE OF MEETING:</b> Town Hall Planning, Stakeholder Listening Sessions, Facilitation Training		
<b>DATE:</b> 10/12/2018 <b>TIME:</b> 1:00pm-3:00pm	<b>LOCATION/ROOM #:</b> Submarine <b>CALL-IN NUMBER:</b> <b>CALL-IN CODE:</b>	
<b>FACILITATOR(S):</b> Joshua Moon Johnson and Pam Chao		
<b>TIMEKEEPER:</b>		
<b>ASSISTANT:</b> Cesar Reyes		
<b>ATTENDEES:</b>		
<b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>		
<b>UPDATES AND BRIEF REPORTS</b>		
<b>Topic</b>	<b>Person(s) Responsible</b>	<b>Time Alloted</b>
<b>ACTION ITEMS:</b>		
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Time Allotted</b>
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 o Facilitation training o Workshop and discussion on how to effectively facilitate	Joshua Moon Johnson and Pam Chao	60 min.
<b>DISCUSSION ITEMS:</b>		
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Time Allotted</b>
<b>ITEMS FOR FUTURE CONSIDERATION:</b>		
<b>Topic</b>	<b>Contact Person</b>	
• Facilitation training • Final details on Town Hall • Next steps with Stakeholder listening session • Research and lit review goals	Joshua Moon Johnson and Pam Chao	

