

# Institutional Equity Plan (2018-2019)

## Meeting Notes

<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>MEMBERS PRESENT:</b> Kelvin Burt, Pam Chao, Dronme Davis, Kate Jaques, Joshua Moon Johnson, Lisa Lawrenson, Judy Mays, Angela Milano, Cesar Reyes, Faryal Said			
<b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>			
<b>UPDATES AND BRIEF REPORTS:</b>			
Topic	Person(s) Responsible	Notes	
<b>ACTION ITEMS:</b>			
Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
		<ul style="list-style-type: none"> <li>• Communication           <ul style="list-style-type: none"> <li>o Share more on what it is</li> <li>o Short video possibly</li> <li>o Email campus</li> </ul> </li> <li>• Food           <ul style="list-style-type: none"> <li>o Coffee for 100</li> <li>o 11:15AM snacks for 100</li> </ul> </li> <li>• Supplies needed           <ul style="list-style-type: none"> <li>o Name tags</li> <li>o Note paper and pens at tables.</li> <li>o Post its (8x10) for parking lot ideas</li> <li>o Google docs</li> <li>o Encourage people to bring laptops, tablets or a phone with Google Docs app.</li> </ul> </li> <li>• Timeline of event           <ul style="list-style-type: none"> <li>o Welcome- Thomas</li> <li>↳ What is project team</li> <li>↳ Expectations of equity plan team</li> <li>↳ Long-term commitment to equity; this plan will influence other project teams, lead off of social justice strategic plan</li> <li>↳ We can't implement best practices without best/effective practitioners, transforming our institution includes transforming our people.</li> <li>o Instructions and basic terminology (what do we mean by equity and equitable)</li> <li>o Round 1: General questions on equity and campus climate (60 minutes)</li> <li>↳ Sign in. Have each member introduce themselves, pronouns, role, why they came today. We will be taking notes, but not using names.</li> <li>↳ Provide questions with a few definitions for each person.</li> <li>↳ Questions               <ul style="list-style-type: none"> <li>• What do you need for ARC to be an equitable campus?</li> </ul> </li> <li>o What do you need to be successful at ARC?</li> </ul> </li> </ul>	

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

- What does an equitable campus look like? Feel like?
- What are challenges you have observed or experienced at ARC?
- o What could change to make ARC more welcoming and inclusive?
- When it comes to equity and inclusion, what is working well right now at ARC?
- What tools or resources do you need to be equipped to create a campus that is equitable?
- Break- snacks
- o Round 2: Table topics (Intro, we are talking about many communities who are historically oppressed and underserved). (60 minutes)
  - ↳ Overall question, what do each of these areas need to do, change, or keep doing in order to make ARC an equitable campus?
  - Human resources (Faryal and Angela)
  - o Recruitment and hiring
  - o Retention and support
  - Professional Development
  - o Capacity building
  - o Allyship development
  - o Awareness building
  - Organizational structures
  - o Institutionalizing equity work
  - Student support services
  - Academic achievement (Academic achievement)
  - Mental health and wellness (Mental health and wellness)
  - Overall campus climate and culture (Dronme)
  - Curriculum and development (Kate)
  - o Teaching strategies/pedagogy
  - Other topic not named
  - o Wrap-up: Next steps in our process. How to stay informed and connected. Timeline.
  - o Q&A: Pam, Joshua, Adam Karb and Bill Simpson join.

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

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- ↳ Arrange by 10/24
- ↳ Post date, time, and location in the google doc
- ↳ 45-1 hour session
- o All should take place by end of Fall semester
- o Inviting and marketing sessions
- ↳ Email campus
- ↳ Provide hand out at Town Hall
- Start out with a few basic definitions and goals (equity and equitable). No right or wrong answers. We are collecting broad concepts. Your name will not be put next to it. We value your experiences and opinions. Thank you for sharing.
- What do you need for ARC to be an equitable campus?
- o What do you need to be successful at ARC?
- What does an equitable campus look like? Feel like?
- What are challenges you have observed or experienced at ARC?
- o What could change to make ARC more welcoming and inclusive?
- When it comes to equity and inclusion, what is working well right now at ARC?
- What tools or resources do you need to be equipped to create a campus that is equitable?

#### DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps

#### ITEMS FOR FUTURE CONSIDERATION:

<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

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