

Institutional Equity Plan (2018-2019)

Meeting Notes

NAME OF COUNCIL/TEAM: Institutional Equity Plan (2018-2019)		
OBJECTIVE OF MEETING: Equity Plan creation process		
DATE: 09/24/2018 TIME: 3pm-5pm		LOCATION/ROOM #: Submarine CALL-IN NUMBER: CALL-IN CODE:
FACILITATOR(S): Joshua Moon Johnson and Pam Chao		
TIMEKEEPER:		
ASSISTANT: Cesar Reyes		
MEMBERS PRESENT: Tanya Anderson, Pamela Chao, Dronme, Marianne Harris, Kate Jaques, Joshua Moon Johnson, Kelvin Burt, Judy Mays, Angela Milano, Jessica Pressley, Faryal Said, Sara Smith, Bill Lester-Zangeneh		
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):		
UPDATES AND BRIEF REPORTS:		
Topic	Person(s) Responsible	Notes
Check-Ins	All	Weekend Highlights
ACTION ITEMS:		
Question	Person(s) Responsible	Notes and Decision(s)
Charter and 1. Hopes and Hope Nots 2. Expectations for each other 3. Roles of members, chairs, governing bodies. 4. Process for creating a plan 5. Outcomes we will produce 6. Timeline and action items 7. Resources for this year	Joshua Moon Johnson and Pam Chao	<ul style="list-style-type: none"> Discussed hopes and hope nots <ul style="list-style-type: none"> Hopes: Learning and growth, courageous conversations, making a difference, creating friendships/bonds, making it a reality Hope Nots: Talk with no action, lack of direction, judgements, mess anything up, people avoiding meetings. Discussed expectations for ourselves, each other, and co-chairs Roles of members, chairs, governing bodies. Outcomes we will produce Discussion on Equity Plan Creation Process <ul style="list-style-type: none"> Assemble team- Check and done Retreat to set goals, roles, and foundation- Check Solidify charter and process Data gathering (conclude by December 15)
DISCUSSION ITEMS:		
Question	Person(s) Responsible	Notes and Next Steps
		Town hall- October 26, Friday, 10AM <ul style="list-style-type: none"> Back-up time: October 25, Thursday, 12PM Location options: Gym, Black box theater 2, Library Atrium, Student Center Estimated attendance: 100 Set-up: round tables Summits Announcing project Campus-wide feedback

B. Background on our Project C. Operationalizing definitions D. Meetings and meeting structure E. Town Hall Planning 10/26 F. Communication plan and transparency G. Next actions

Joshua Moon
Johnson and
Pam Chao

- ❑ Stakeholder listening sessions- Assign group leads on October 1
- ❑ Literature gathering and benchmarking
- ❑ Campus data gathering
 - Past reports, surveys, and available information on campus climate, hiring statistic, and/or student success information.
 - o Benchmarking
 - o Data and information analysis (Mid-February)
- ❑ Discussion of possibly doing an intensive retreat over two or more days for data and information analysis
- o Action creation
- ❑ Needs identified
- ❑ Prioritization of needs
- ❑ Timeline of plan
- ❑ Success measurement tools
- ❑ Resources needed
- ❑ Systems of accountability and institutionalized
- o Report creation
- ❑ Draft created- March 2019
- ❑ Feedback gathered- April
- ❑ Edits and submission – May
- o Town Hall- Recap: March/April (second round of feedback)

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person
Town Hall Planning 10/26 Background on Project	Joshua Moon Johnson and Pam Chao

2026 - American River College Shared Governance