

# Institutional Equity Plan (2018-2019)

## Meeting Notes

<b>NAME OF COUNCIL/TEAM:</b> Institutional Equity Plan (2018-2019)			
<b>OBJECTIVE OF MEETING:</b> Equity Plan creation process			
<b>DATE:</b> 09/24/2018 <b>TIME:</b> 3pm-5pm		<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> 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			
<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>Notes</b>	
Check-Ins	All	Weekend Highlights	
<b>ACTION ITEMS:</b>			
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Notes and Decision(s)</b>	<b>Next Steps</b>
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"><li>• Discussed hopes and hope nots<ul style="list-style-type: none"><li>o Hopes: Learning and growth, courageous conversations, making a difference, creating friendships/bonds, making it a reality</li><li>o Hope Nots: Talk with no action, lack of direction, judgements, mess anything up, people avoiding meetings.</li></ul></li><li>• Discussed expectations for ourselves, each other, and co-chairs</li><li>• Roles of members, chairs, governing bodies.</li><li>• Outcomes we will produce</li><li>• Discussion on Equity Plan Creation Process<ul style="list-style-type: none"><li>o Assemble team- Check and done</li><li>o Retreat to set goals, roles, and foundation- Check</li><li>o Solidify charter and process</li><li>o Data gathering (conclude by December 15)</li></ul></li></ul>	
<b>DISCUSSION ITEMS:</b>			
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Notes and Next Steps</b>	
		<p>Town hall- October 26, Friday, 10AM</p> <ul style="list-style-type: none"><li>• Back-up time: October 25, Thursday, 12PM</li><li>• Location options: Gym, Black box theater 2, Library Atrium, Student Center</li><li>• Estimated attendance: 100</li><li>• Set-up: round tables</li><li>• Summits</li><li>• Announcing project</li><li>• Campus-wide feedback</li></ul>	

<p>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</p>	<p>Joshua Moon Johnson and Pam Chao</p>	<ul style="list-style-type: none"> <li>🔗 Stakeholder listening sessions- Assign group leads on October 1</li> <li>🔗 Literature gathering and benchmarking</li> <li>🔗 Campus data gathering               <ul style="list-style-type: none"> <li>• Past reports, surveys, and available information on campus climate, hiring statistic, and/or student success information.</li> </ul> </li> <li>o Benchmarking</li> <li>o Data and information analysis (Mid-February)</li> <li>🔗 Discussion of possibly doing an intensive retreat over two or more days for data and information analysis</li> <li>o Action creation</li> <li>🔗 Needs identified</li> <li>🔗 Prioritization of needs</li> <li>🔗 Timeline of plan</li> <li>🔗 Success measurement tools</li> <li>🔗 Resources needed</li> <li>🔗 Systems of accountability and institutionalized</li> <li>o Report creation</li> <li>🔗 Draft created- March 2019</li> <li>🔗 Feedback gathered- April</li> <li>🔗 Edits and submission – May</li> <li>o Town Hall- Recap: March/April (second round of feedback)</li> </ul>
<p><b>ITEMS FOR FUTURE CONSIDERATION:</b></p>		
<p><b>Topic</b></p>	<p><b>Contact Person</b></p>	
<p>Town Hall Planning 10/26 Background on Project</p>	<p>Joshua Moon Johnson and Pam Chao</p>	