

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)	Next Steps
<p>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</p>	<p>Joshua Moon Johnson and Pam Chao</p>	<ul style="list-style-type: none"> Discussed hopes and hope notes <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	
		<p>Town hall- October 26, Friday, 10AM</p> <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 	

<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"> 🔗 Stakeholder listening sessions- Assign group leads on October 1 🔗 Literature gathering and benchmarking 🔗 Campus data gathering <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> 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)
<p>ITEMS FOR FUTURE CONSIDERATION:</p>		
<p>Topic</p>		<p>Contact Person</p>
<p>Town Hall Planning 10/26 Background on Project</p>		<p>Joshua Moon Johnson and Pam Chao</p>