

Institutional Equity Plan (2018-2019)

Meeting Notes

NAME OF COUNCIL/TEAM: Institutional Equity Plan (2018-2019)			
OBJECTIVE OF MEETING: See Agenda Attachment See Notes Attachment			
DATE: 10/19/2018 TIME: 1:00pm - 3:00pm		LOCATION/ROOM #: Aquarium CALL-IN NUMBER: CALL-IN CODE:	
FACILITATOR(S): Joshua Moon Johnson and Pam Chao			
TIMEKEEPER:			
ASSISTANT: Cesar Reyes			
MEMBERS PRESENT: Tanya, Kelvin, Pam, Dronme, Kate, Joshua, Judy, Angela, Jessica, Cesar, Faryal, Sara, Bill			
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):			
UPDATES AND BRIEF REPORTS:			
Topic	Person(s) Responsible	Notes	
Final Details on Town Hall	Joshua Moon Johnson and Pam Chao	<ul style="list-style-type: none"> o Elaborating is A-ok. Explain as much as possible to get a conversation going. o Sheet of definitions will be provided for no confusion. 3 minutes of reading of definition for group. o Addendum practices that facilitate a more fair etiquette discussion. Ground rules. <ul style="list-style-type: none"> ▪ Balanced listening when speaking out ▪ Speak for yourself rather than other people ▪ Challenge ideas not the person ▪ Understand how your identity impacts other people ▪ Part 1 table hosts: <ul style="list-style-type: none"> • Jessica, Judy, Angela, Faryal, Kelvin, Tanya, Bill, Maryanne, Alejandra, Gladis ▪ Note takers: <ul style="list-style-type: none"> • Dronme, Caitlyn Spencer, Anita F, Yesenia Castellon, Patricia Jimenez, Kevin, Bee, Karla Oacampo • Anyone else? We need 2 more. ▪ Floaters: <ul style="list-style-type: none"> • Cesar ▪ Part two: Breakouts • Human resources (Faryal and Angela) o Recruitment and hiring o Retention and support • Professional Development (Bill) o Capacity building o Allyship development o Awareness building • Organizational structures (Pam) o Institutionalizing equity work • Student support services (Tanya Anderson) • Academic achievement (Kelvin and Marianne) • Mental health and wellness (Judy) • Overall campus climate and culture (Dronme and Jessica) • Curriculum and development (Kate) o Teaching strategies/pedagogy • Other topic not named (Joshua) <ul style="list-style-type: none"> ▪ Interpreters • Language (Joshua will ask) • Healthcare interpreting students Krista Hess in ESL • Request an ASL interpreter; Lilia-(Pam will contact) o Email for publicity has been sent out to staff. <ul style="list-style-type: none"> ▪ Share to your network as much as possible. ▪ In meetings make announcement, make accommodations for staff. 	
ACTION ITEMS:			
Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
		<ul style="list-style-type: none"> o See Handout: Going over the “Unlocking the Magic of Facilitation” guide ▪ Be aware of cell phone use and looking for understanding to bring 	

Facilitation Training	Joshua Moon Johnson and Pam Chao	them into the group. o When facilitating you must be a listening, prompting, and guiding agent and not be partial to one particular idea. o Revisit ground rules for facilitation	
DISCUSSION ITEMS:			
Question	Person(s) Responsible	Notes and Next Steps	
Next Steps with Stakeholder Listening Sessoin	Joshua Moon Johnson and Pam Chao	o Solidify dates, times, and locations by October 24th.	
ITEMS FOR FUTURE CONSIDERATION:			
Topic		Contact Person	
Continue facilitation conversations ▪ Common barriers Research and lit review goals		Joshua Moon Johnson and Pam Chao	