

# Institutional Equity Plan (2018-2019)

## Meeting Notes

**NAME OF COUNCIL/TEAM:** Institutional Equity Plan (2018-2019)

**OBJECTIVE OF MEETING:** See Agenda

**DATE:** 11/05/2018  
**TIME:** 3:00pm - 5:00pm

**LOCATION/ROOM #:** Submarine  
**CALL-IN NUMBER:**  
**CALL-IN CODE:**

**FACILITATOR(S):** Joshua Moon Johnson and Pam Chao

**TIMEKEEPER:**

**ASSISTANT:** Cesar Reyes

**MEMBERS PRESENT:** Joshua Johnson, Lisa Lawrenson, Pamela Chao, Thubten Davis, Martin Gomez, Marianne Harris, Judy Mays, Angela Milano, Christopher Olson, Jessica Pressley, Cesar Reyes, Faryal Said, Sara Smith

**SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):**

See Notes

**UPDATES AND BRIEF REPORTS:**

| Topic | Person(s) Responsible | Notes |
|-------|-----------------------|-------|
|       |                       |       |
|       |                       |       |

**ACTION ITEMS:**

| Question         | Person(s) Responsible            | Notes and Decision(s)  | Next Steps |
|------------------|----------------------------------|--|------------|
| Town Hall Review | Joshua Moon Johnson and Pam Chao | <ul style="list-style-type: none"> <li>■ Bigger Space. Too close together to hear each other.</li> <li>■ Technology was good for folks who were able to access not at the table.</li> <li>■ Time update sooner                             <ul style="list-style-type: none"> <li>○ Where to find Town hall Notes</li> </ul> </li> <li>■ Has been consolidated</li> <li>■ Will be uploaded onto Basecamp for review by Project Team.                             <ul style="list-style-type: none"> <li>○ How to distribute campus-wide: IGOR</li> </ul> </li> </ul> |            |
|                  |                                  |  |            |

**DISCUSSION ITEMS:**

| Question  | Person(s) Responsible            | Notes and Next Steps   |
|---|----------------------------------|--|
| Stakeholder Listening Sessions  | Joshua Moon Johnson and Pam Chao | <ul style="list-style-type: none"> <li>○ Review list and assignments: Occur by end of fall semester.</li> <li>○ Review dates, times, locations: Move forward with scheduling Latinx independently.</li> <li>○ Inviting and marketing sessions: Continue to outreach to campus to invite to join stakeholders.</li> </ul>                         |
| Lit Review  | Joshua Moon Johnson and Pam Chao | <ul style="list-style-type: none"> <li>○ Benchmark</li> <li>○ Complete by Dec 15.</li> <li>○ Link to the library reference of journals (Marianne)</li> <li>○ Reference librarians (Marianne) should be able to help.</li> </ul>  |
| <ul style="list-style-type: none"> <li>● Other campus level data to put in Basecamp for reviewing.</li> </ul> | Joshua Moon Johnson and Pam Chao | <ul style="list-style-type: none"> <li>○ Summit focus group notes</li> <li>○ PRIDE campus climate study</li> <li>○ Refugee survey</li> <li>○ Beaver Food Pantry survey</li> <li>○ Reports from Betty G at LRCCD research.</li> <li>○ Environmental scanning documents (might be useful)</li> <li>○ Chancellor scorecard oriented data</li> </ul> |

|   |                                  |  |
|---|----------------------------------|--|
|   |                                  | <ul style="list-style-type: none"> <li>○ Purchased a data on demand system (mid-spring with multiple parameter options)</li> <li>○ Create a folder in basecamp for data drop off</li> </ul>  |
| <ul style="list-style-type: none"> <li>● Overall process of analyzing findings, recommendations, and structure</li> </ul> | Joshua Moon Johnson and Pam Chao | <ul style="list-style-type: none"> <li>○ Themes and put them on the wall and see what is the same and what is different then match them to structures.</li> <li>■ What are the structures that we have in place that are creating these themes. Identifying barriers/pathways.</li> <li>○ Design something differently</li> <li>■ More around institutional structures, policies, training, roles and organizational structures - could move to programs offices and staffing (may not get that detailed)</li> </ul> |
| <ul style="list-style-type: none"> <li>● Student Equity and Achievement Plan 2019-2022</li> </ul>                         | Joshua Moon Johnson and Pam Chao | <ul style="list-style-type: none"> <li>○ What this group is coming up with to align with SEA.</li> <li>■ Not contradictory with one another</li> <li>○ Slides in Basecamp</li> </ul>   |

**ITEMS FOR FUTURE CONSIDERATION:**

| Topic  | Contact Person                   |
|--|----------------------------------|
| <ul style="list-style-type: none"> <li>○ Continued discussion on stakeholders</li> <li>○ Continued discussion on lit review and benchmarking</li> <li>■ Where can Library help out</li> <li>○ Update on knowledge from Facing Race Conference</li> <li>○ Discussion on process moving from data analysis to recommendations</li> </ul> | Joshua Moon Johnson and Pam Chao |
|  |                                  |