

# Institutional Equity Plan (2018-2019)

## Meeting Notes

<b>NAME OF COUNCIL/TEAM:</b> Institutional Equity Plan (2018-2019)			
<b>OBJECTIVE OF MEETING:</b> See Agenda			
<b>DATE:</b> 11/05/2018 <b>TIME:</b> 3:00pm - 5:00pm		<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> 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			
<b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>			
See Notes			
<b>UPDATES AND BRIEF REPORTS:</b>			
<b>Topic</b>	<b>Person(s) Responsible</b>	<b>Notes</b>	
<b>ACTION ITEMS:</b>			
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Notes and Decision(s)</b>	<b>Next Steps</b>
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>	
<b>DISCUSSION ITEMS:</b>			
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Notes and Next Steps</b>	
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>	
● Other campus level data to put in Basecamp for reviewing.	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>
<b>ITEMS FOR FUTURE CONSIDERATION:</b>		
<b>Topic</b>		<b>Contact Person</b>
<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