

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
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	- Discussed hopes and hope notes - 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 - 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	
		Town hall- October 26, Friday, 10AM - 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	

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	Joshua Moon Johnson and Pam Chao	🔗 Stakeholder listening sessions- Assign group leads on October 1 🔗 Literature gathering and benchmarking 🔗 Campus data gathering • 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 - 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)
ITEMS FOR FUTURE CONSIDERATION:		
Topic	Contact Person	
Town Hall Planning 10/26 Background on Project	Joshua Moon Johnson and Pam Chao	