

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	■ Bigger Space. Too close together to hear each other. ■ Technology was good for folks who were able to access not at the table. ■ Time update sooner ○ Where to find Town hall Notes ■ Has been consolidated ■ Will be uploaded onto Basecamp for review by Project Team. ○ How to distribute campus-wide: IGOR	
DISCUSSION ITEMS:			
Question	Person(s) Responsible	Notes and Next Steps	
Stakeholder Listening Sessions	Joshua Moon Johnson and Pam Chao	○ Review list and assignments: Occur by end of fall semester. ○ Review dates, times, locations: Move forward with scheduling Latinx independently. ○ Inviting and marketing sessions: Continue to outreach to campus to invite to join stakeholders.	
Lit Review	Joshua Moon Johnson and Pam Chao	○ Benchmark ○ Complete by Dec 15. ○ Link to the library reference of journals (Marianne) ○ Reference librarians (Marianne) should be able to help.	
● Other campus level data to put in Basecamp for reviewing.	Joshua Moon Johnson and Pam Chao	○ Summit focus group notes ○ PRIDE campus climate study ○ Refugee survey ○ Beaver Food Pantry survey ○ Reports from Betty G at LRCCD research. ○ Environmental scanning documents (might be useful) ○ Chancellor scorecard oriented data	

		○ Purchased a data on demand system (mid-spring with multiple parameter options) ○ Create a folder in basecamp for data drop off
● Overall process of analyzing findings, recommendations, and structure	Joshua Moon Johnson and Pam Chao	○ Themes and put them on the wall and see what is the same and what is different then match them to structures. ■ What are the structures that we have in place that are creating these themes. Identifying barriers/pathways. ○ Design something differently ■ More around institutional structures, policies, training, roles and organizational structures - could move to programs offices and staffing (may not get that detailed)
● Student Equity and Achievement Plan 2019-2022	Joshua Moon Johnson and Pam Chao	○ What this group is coming up with to align with SEA. ■ Not contradictory with one another ○ Slides in Basecamp
ITEMS FOR FUTURE CONSIDERATION:		
Topic		Contact Person
○ Continued discussion on stakeholders ○ Continued discussion on lit review and benchmarking ■ Where can Library help out ○ Update on knowledge from Facing Race Conference ○ Discussion on process moving from data analysis to recommendations		Joshua Moon Johnson and Pam Chao