Equity Committee Meeting Notes
Thursday, December 8, 2016   1:00-2:30 p.m. / Room 808A

Committee members present: **Faculty:** Kathy Standen, Mary Bogan (co-chair), Megan Debin, Jill Kageyama, Carolyn Facer, Spiros Dimitratos, Amber Gonzalez, Jose Miranda, Sylvia Pimentel; **Classified:** Chuck Helms; **Managers:** Mark Greenhalgh (co-chair), Jennifer LaBounty

Resource members present: Cadena/Transfer: Cecilia Arriaza; **DSS:** Ruth Sipple; **Equity:** Deb Perkins; **LLRISPS**: Michelle Garcia; **OIRP:** Carlos Ayon, Megan Sirna Tagley

I.   Review Committee Operating Procedures and mission statement
   a.   There was discussion about operating procedures that were introduced at the last meeting
      i.   Allowing additions to the agenda and reviewing notes will begin next semester.
      ii. Attendance was discussed. There is a proposed operating procedure that states, "a voting member who is absent for more than two consecutive meetings may be removed from the committee in order to keep the integrity of the decision-making process."
         1.   There was discussion about who would decide if a member is removed. It was agreed that a decision to remove a committee member would be made by the committee.
         2.   There was also discussion about possibly moving the meeting time because it conflicts with a common teaching time. It is too late to make a change for the spring semester but this may be considered for fall 2017.
   b.   The mission statement was reviewed. At the last meeting, a draft statement was developed. There was discussion and minor revisions. The new mission statement is: The mission of the Student Equity Committee is to develop and to recommend policies, programs, and strategies to serve a diverse population to ensure equitable outcomes in student success, retention, degree/certificate completion, and transfer.
II. 2016-2017 Equity Budget (moved up in agenda)
   a.   2015-2016 spending is wrapping up and must be completed by December 31, 2016.
   b.   There was a question about when we will know about new funding. The state budget will be announced in January so we should have a better idea of the amount allocated for student equity at that time.
III. Program Update Feedback Procedure (moved up in agenda)

a. There was discussion about a proposed process to give feedback on the program update forms. The process would be similar to Program Review.
   i. All members and resource members will be assigned to a group which will review and provide feedback on program update forms from five or six programs.
   ii. A rubric has been created (in collaboration with Megan and the Office of Institutional Research and Planning) to help groups provide feedback.
      1. There was discussion about some of the components, such as what constitutes completeness. Megan and Deb will work on adding some additional space for written feedback including strengths, areas for improvement, and other comments.
      2. There was discussion about what to do if data was not collected. Program coordinators had an opportunity to write a narrative to support the activities.
      3. The rubric will be used to gather additional information about programs if needed.
   iii. A tentative timeline for providing feedback will be:
      1. Program update forms are shared through OneDrive
      2. Committee/resource members are encouraged to review program update forms prior to first committee meeting in February.
      3. The February 9 meeting will be an opportunity for the groups to meet and discuss the feedback they gave for each of their programs. Megan and possibly others from the OIRP will be available to help groups give feedback.
      4. The February 24 meeting will be a chance for the large group to discuss common themes.
   iv. Megan wasn't able to process all of the data requests since many came in close to the program update deadline so program coordinators will be given until January 13 to add additional data. However, no new data requests will be processed at this time. Deb will send this information to the program coordinators.
      1. The program update form will be used on an annual basis so program coordinators will have more time to request data.
   v. This process will likely lead to an overall report that identifies themes and opportunities to improve program administration.
IV. Campus and district equity retreat
   a. Jeanne Costello came to give some input on how the Staff Development Committee can help support a campus equity event.

b. There was discussion about what the needs are for a campus equity event. One idea is to bring in experienced facilitators such as CCEAL (San Diego State University) or CUE (USC). These facilitators can help with gap analysis which looks at areas of resistance across campus and what strategies would bring more people on board. Another idea is to bring in well-known speakers who focus on equity-related topics.

    i. CUE specifically focuses on data-driven analysis including identifying the number of students would it take to see an impact on the achievement gap and what strategies can be followed.

c. There was support to look more into facilitation. Deb will work on researching some options to see what they might be able to provide.

d. There was a brief discussion about when this event would occur but no decisions were made.

e. There may be a survey that is sent out to get feedback about what issues should be addressed at the district equity event. Deb will follow up on that.

V. There was discussion about upcoming events. Since NCORE is out of state, Deb will find out if we need to get approval from the State Chancellor's Office to use equity funds to attend.

VI. There was discussion about the data packet that was previously distributed. There was a request to have the data presented in the same format previously provided. The data that was given out to the committee was given in draft format to provide a snapshot of the current data in order to identify additional information that might be needed in the decision-making process.