

Equity Committee Meeting Notes

Thursday, November 10, 2016 1:00-2:30 p.m. / Room 808A

Committee members present: Faculty: Jill Kageyama, Carolyn Facer, Spiros Dimitratos, Perry Webster, Rolando Sanabria, Sylvia Pimentel; **Managers:** Mark Greenhalgh (co-chair)

Resource members present: Cadena/Transfer: Cecilia Arriaza; **Equity:** Deb Perkins; **OIRP:** Megan Sirna

I. Committee Operating Procedures

- a. Mark presented some ideas for discussion related to the committee operating procedures.
 - i. A quorum will consist of a majority of voting members, currently a quorum would consist of 10 voting members.
 - ii. The meetings will begin with time to review and discuss the previous meeting's notes.
 - iii. Items may be added to the agenda by any member of the committee.
 - iv. There was discussion about whether someone could vote by proxy or by email if a person was not able to attend a meeting. Although there was concern raised about what a person would miss if he or she was not at the meeting, the committee agreed to allow voting by proxy.
 - v. There was a question about finding a substitute since one faculty member will be teaching during the scheduled meeting time next semester. The faculty member can find a replacement from his department.
 - vi. More discussion may be needed regarding voting procedures before next semester.
 - vii. There was discussion about what changes may occur next semester because of the integrated planning requirements. At this point, there is a lot that is unknown.
 1. The Student Success Committee will provide oversight of SSSP, Equity, and Basic Skills.
- b. There was a question about the program update forms.
 - i. Program coordinators will probably turn in a lot of numbers. Outcomes such as a sense of belonging can sometimes be tied to other outcomes.
- c. Since there were several committee members not in attendance, the operating procedures and mission statement will be reviewed at the next meeting.

II. Mission statement discussion

- a. The Committee had an opportunity to look at the current Student Equity Committee mission statement along with mission statements from other schools. The mission statement should be something that guides the committee. Some suggestions included
 - i. Defining equity or including the purpose is to make the campus more equitable and
 - ii. Should address serving a diverse population.
- b. A draft mission statement was written as follows: The mission of the Student Equity Committee is to develop and to recommend policies, programs, and strategies that are equitable in serving a diverse population to ensure student success, retention, degree/certificate completion, and transfer.

III. IREC

- a. The Student Equity Committee was encouraged by Pete, faculty senate president, to provide a response.
- b. Mark, Mary, Deb, and Megan were invited to attend the IREC meeting.
- c. A possible response was discussed that included sending a timeline of the process used to make decisions for the 2016-2017 allocations.
- d. This brought up additional conversation about the program update forms.
 - i. The data requests vary by program but include some satisfaction.
 - ii. Internally the Office of Institutional Research and Planning is working on looking more closely at local data.
 - iii. There was some discussion and clarification about the different equity indicators.

IV. District and Campus Equity Retreats

- a. There was a brief discussion about the district and campus retreats that will occur in the spring. There is still some uncertainty about what the needs of committee are and what the purpose of each retreat would be.
- b. Deb shared that the tentative date for the district equity retreat is March 17. The event will most likely be held at an off-site location and will have sessions focused on introduction to equity, how to be an equity leader, and something related to understanding data.

V. Wrap Up

- a. There is one more Student Equity Committee meeting this semester.
 - i. Items to discuss include a follow up of the IREC response, follow up on mission and operating procedures, look more closely at the updated data, and try to come up with a timeline for spring.