

Student Equity Committee Minutes
Wednesday, March 13, 2019
3:00pm – 4:30pm
Cheryl A. Epple Board Room

Present:	Rick Miranda		Norma Rodriguez
	Dr. Dilcie Perez		Niki Lovejoy Robold
	Kim Applebury		Armando Soto
	Dr. Kristi Blackburn		Yvette Tafoya
	Damon Cagnolatti		Graciela Vasquez
	Ali Delawalla		Lynette Void
	Amber Dofner		Danylle Williams-Manser
	Dr. Chelena Fisher		
	Dr. Adriana Flores Church	Absent:	Dr. Shelia Hill
	Dr. April Griffin		Dr. Steven La Vigne
	Phil Herrera		Dr. Natalie Sartin
	Terrie Lopez		Joshua Williams
	Brittany Lundeen		Dara Worrell
	Dr. Frank Mixson		
	Dr. Patricia Robbins Smith	Guest(s):	Humberto Solis
	Dr. Valyncia Raphael		

I. Approval of Minutes – February 13, 2019

There was a motion to approve the minutes by Ms. Lovejoy and seconded by Ms. Rodriguez. The vote to approve the minutes was 17-0-4; Mr. Soto, Dr. Griffin, Dr. Robbins Smith, and Dr. Mixson abstained. Ms. Void and Dr. Fisher were not present for the vote.

II. Student Equity Subcommittee Reports

EMP Goal F: Enhancing Organizational Effectiveness

A. Budget/Funding Request Subcommittee

Dr. Blackburn shared the funding request form sample, reporting form, budget addendum, and equity indicators forms. In order to eliminate equity gaps, the idea is to connect the metrics to the activity through a logic model (used as a funding request form). Dr. Blackburn asked the group for feedback on the forms. Ms. Lundeen added it is important to get information back fast enough for the measurable outcome component of the requests, and IERP would be able to provide workshops for this reason.

Dr. Griffin asked which goal should be listed at the top of the Funding Request Form, to which Dr. Blackburn clarified it should be any campus documented goal

(i.e. Enrollment Management, EMP, etc.) Ms. Vasquez asked why it wouldn't just be tied to the Student Equity Committee goal due to concerns of missing the mark.

Mr. Miranda noted this document is useful for the desire to have transparency with Student Equity funding. But the important piece of this work is identifying the equity goals and needs prior to the request for funds. As the Student Equity Plan is developed, the group can be mindful of these drafts.

The intention for the Reporting Form was to offer seamless planning campus-wide on a single document. Suggestions to improve the form included the following:

- Establish a rubric to gauge activity success
- Identify when the form would be submitted based on the activity (ongoing funding vs. one-time funding)
- Due date for 19-20 requests should be established as soon as possible
- Include new equity goals in upcoming plan
- Include guiding language, possibly with examples, so the form guides the person filling it out

Dr. Perez acknowledged the timing is difficult right now with how quickly things are changing while trying to meet deadlines and prepare the budget for the next year. Dr. Blackburn noted the Goal Setting/Infrastructure Fundable Projects will report out next meeting.

B. Equity Professional Development Resource Coordination Subcommittee

Mr. Cagnolatti shared that currently, in support of task 3, the subcommittee is working on establishing resources for the equity archive (Canvas is temporarily housing the information). The page has a files tab to house all resources that are related to professional development, data, and literature which are focused on student equity. The goal moving forward is giving access to the committee to be able to add items to the page in order to share resources. The page also has a draft google form for requesting professional development activities, and the requestor is able to select the target group and indicator which the professional development activity supports. Suggestions and feedback were requested for the form and the canvas site, which included:

- Would an individual be assigned to reviewing and approving the requests?
- Establish a systematic way to communicate opportunities as to not allow monopolization of professional development opportunities
- How would the form interact with the funding request forms?
- Suggestion to have the google docs option as shorter turnaround requests

- Infrastructure for professional development (request process, approval process, funding source) is needed

C. Outreach/Communication Subcommittee

Dr. Raphael provided a subcommittee task status sheet. Suggestions for updates or additions should be forwarded to Dr. Raphael. Ms. Lundeen suggested listing the co-chairs at the top of the list for each subcommittee to create consistency. The group is also currently working on infrastructure, timeline, and constituent groups targeted for communication. An acronym handout will be provided soon and recommendations for future tasks are welcomed.

III. Student Equity Planning Retreat Report

EMP Goals A, B, C, D, E, F

Mr. Miranda thanked the Retreat Planning Subcommittee and Dr. Perez for the successful retreat on March 1, and congratulated all of the group for participating in that day.

Mr. Cagnolatti thanked the entire committee for being willing to engage in the retreat from start to finish and tackling the difficult conversations. It required courage and bravery and he wanted to acknowledge the committee for those efforts. He also thanked Mr. Miranda and Dr. Perez for their efforts, Dr. Raphael for her comments, and noted the retreat consisted of the best conversations to date for this committee since he has been involved.

The feedback summary sheet showed positive feedback, and the retreat outcome was identified campus equity challenges. Dr. Perez cautioned the group the categories, which are listed on the grid, have not been flushed out and given context yet. Mr. Cagnolatti, Dr. Griffin, and Dr. Blackburn volunteered to work on the grid, and it was noted the committee would also receive an opportunity to provide context to the grid.

Next steps:

Subcommittee chairs met to debrief the retreat and discuss next steps. It was decided at the debrief meeting that the identified campus equity gaps are not all solely the responsibility of this committee to fix, and they should be flushed out and provided context. The subcommittee chairs decided the priority at this time is completing the Student Equity Plan by the June 30 deadline.

IV. Student Equity Plan – Due June 30, 2019

EMP Goal A: Strengthening the Culture of Completion

Subcommittee chairs are meeting weekly with Dr. Perez and Mr. Miranda, beginning March 19 at 4pm, to work on the plan. Committee members are welcome to join if they are interested.

It was noted that the data from the State Chancellor's Office is still not accurate/ready. Dr. Blackburn has the most current data and will put it into an understandable format to use for the plan. Her goal is to provide it for the March 19 Student Equity Planning meeting. Dr. Perez would also like the entire committee to have an opportunity to see that data as well.

V. Member Reports and Announcements

April 2, 2019 marks the date for the Diversity Awards, which will consist of a guest speaker and presentation of awards. Please RSVP on the DEEOAC website.

VI. Next Meeting – Wednesday, April 10