Institutional Development for Equity and Access (IDEA)
AGENDA
DATE: January 30, 2014
TIME: 2:00pm – 3:30pm
LOCATION: Library Conference Room 1 (L106)

CURRENT ITEMS				
Item #	*Topic/Activity*	*Lead*	*Time (in min)*	*Outcome*
1.	Welcome and Announcements	All	5	All feel welcome
2.	Agenda and Minute Approval	Erlinda and Ryan	2	Approval
3.	SGC Charges	Ryan	5	Informed
4.	Hiring: Creation of a "Toolkit"	A'kilah and Erlinda	10	Look at A'kilah's example from University of Chicago
5.	Accreditation Standard IIIA Human Resources	A'kilah	10	Review Standard and Submit Feedback
6.	Student Equity Plan	All	40	Continued working session
7.	Updates: Religious Holidays and Classroom Accommodations EEO Plan	All	10	
8.	Next Steps	Ryan and Erlinda	5	Homework for plan is assigned
9.	New Agenda Items: Any new subjects that IDEA needs to address	All	3	Dynamic Agenda Items Proposed and Accepted

Note-taker:_____

Item #	Topic/Activity	Notes
1.	Welcome and Announcements	• Erlinda welcomed the group and called the meeting to order. • Jamila noted as a point of reference for the groups work on EEO issues that this year marks the 60th anniversary of the Civil Rights Act – EEOC was a huge component of that act in 1964. • The national them for Black History month is a civil rights focus • The library will be working on a Black History Month display.
2.	Agenda and Minute Approval	• There was a note on the minutes that item #5 of November's minutes was not read at Senate as expected. Ryan attended the meeting to read the statement, but the meeting was not on schedule and no time was afforded for that to be completed. The item is currently tabled pending further developments. • The Agenda and Minutes were passed unanimously (M/S – Goff/Gunder)
3.	SGC Charges	• Ryan gave an overview of the charges received from SGC. • The charges can be found on the IDEA webpage. • While these were the charges that IDEA requested, IDEA requested additionally that Planning also be charged with a "joint charge" to ensure that both committees were accountable for action. • Planning was not charged with this charge as well. • There was concern over Planning not being so charged as the committee felt that this would reinforce the feeling that IDEA was the equity police on campus. • Equity needs to be part of our Institutional Effectiveness component of the college. • There was a suggestion that we go back to SGC and see why planning was not charged as well. • Perhaps we should ask that equity be a standing item on the planning agenda. • It was suggested that Rosa Armendariz be asked in what way this could be addressed given the relationship between the Title V Exito grant and the Senior Dean of Planning and Institutional Effectiveness. • It was felt that a joint Planning charge would be a "mindful" charge. • It was discussed that without this joint charge, it is unclear if any changes to the program review process to reflect and emphasis on equity will be made.

		- There is concern on the committee about being used as simply an equity checkbox on campus. **It was decided that Ryan and Erlinda would request a more formal explanation from SGC regarding why planning is not being charged with our second charge with us.**
4.	Hiring: Creation of a "Toolkit"	- A'kilah presented resources for recruitment for the committee's consideration. - Additionally, documents provided by Erich Holtmann that could be used by screening and interview committees were shown. - There was discussion about a potential website that housed a "packet" that could be used in the hiring process. - There was discussion about how much of this is handled at District and what we can provide and handle here at LMC locally. - It was suggested that there be a mandatory training for anyone on a hiring committee that included this toolbox and its use. - While the District does have a list of standard places that job announcements are sent, there should be area specific suggestions as well. These could be posted on the Office of Instruction website. - This should be discussed by the Instructional Deans as they meet, and it should go to the President's Council so it influenced and helps managers in the hiring process. **A subcommittee led by A'kilah Moore and Dave Belman will come together to address the hiring toolkit and the next steps.**
5.	Accreditation Standard IIIA Human Resources	- The standard was reviewed by the committee. - Diversity was brought up as a strength at the college assembly and this was questioned. - The validity of claims such as "Our applicant pool is diverse" and "hiring committees are well trained" was questioned. - The self-evaluation process was questioned in general here as it seemed the writers of many of the standards are not fully informed about the practices and policies they are reporting on. - It was felt that this section of the Accreditation report should address the issues that need to be improved and plan for improving them. - There was concern that one reason for this type of oversight is the lack of an active EEO committee. IDEA is not the EEO, but is saddled with EEO topics often. - It was decided that Kevin (as our assumed EEO officer) and subsequently possible Ronke should be asked again about the status of this committee. **Ryan agreed to send A'kilah the documents showing where the EEO committee stopped so that she can bring this question forward.** **The Committee members agreed to send constructive feedback on Standard IIIA to**

		Erlinda who will compile the comments and forward them to Kiran and the standard co-chairs.
6.	Student Equity Plan	• This item was tabled, but will be on the top of the next agenda.
7.	Updates: Religious Holidays and Classroom Accommodations EEO Plan	• **Ryan agreed to send the Religious Holidays and Classroom Accommodations statement drafted by Dave Belman to the committee for feedback and approval. Upon approval, he will deliver the document to our CIO Kevin Horan to determine the next steps (UF, Academic Senate, suggested syllabus template etc.).**
8.	Next Steps	• See bold statements above
9.	New Agenda Items: Any new subjects that IDEA needs to address	• It was agreed that we would put the Student Equity Plan as our TOP PRIORITY for the next meeting.

Note-taker: Paula Gunder (Thank Your Paula!)