**Institutional Development for Equity and Access (IDEA)**

**Minutes**

**DATE: February 19, 2015**

**TIME: 2:00pm – 3:30pm**

**LOCATION: Office of Instruction Conference Room (L-105)**

**Attendees: Ryan Pedersen, Erlinda jones, Gail Newman, Tara Dale Sanders, Ade Origunwa, Jamila Stewart, A’kilah Moore, Dave Belman**

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| **CURRENT ITEMS** | |  | |
| Item # | ***Topic/Activity*** | | ***Outcome*** | |
|  | Welcome and Announcements | |  | |
|  | Public Comment | | Tara Dale reported on the Career Advancement cohorts. There are many women of color in the Business cohort and they are doing well. | |
|  | Agenda and Minute(s) Approval | | D. Belman moved to approve the agenda with an additional item between 7 & 8. Second by T. Sanders. Motion carries unanimously.  D. Belman moved to approve January minutes with the addition of the specific member names in the Membership item. Second by J. Stewart. Motion carries. | |
|  | Student Representation | | In January, we discussed how to get regular student representation; is there another mechanism or protocol to keep students involved; is there a way to interact with student government. Dave Belman said student government has a lot of turnover; we could go to LMCAS, ask for 2 reps by a certain date; provide options such as if they are unable to suggest someone can IDEA suggest someone or attend their meetings and report out instead  Tara Dale Sanders suggested reaching out to ICC. Gayle Newman noted the difficulty for students and our desire for participation to be a meaningful to experience and we can ask for suggestions from LMCAS. Jamila Stewart suggested a short presentation from IDEA about us maybe show the website during a LMCAS meeting. Tara Dale said it could be a mentoring opportunity. Ryan suggested attaching to existing mentorships. Dave said might not be enough meetings in a semester; attending a senate meeting would be a way to get more input.  Ryan will contact Pres. of student Govt. Gary Walker; cc Jamila and Demetria as advisers; ask for 10 min on the agenda. | |
|  | Review of Proposed Charges | | Ryan distributed a handout listing the projects we decided on at the January retreat. Ryan will send an email to SGC indicating IDEA has developed these goals and requests approval as our official charges. | |
|  | Subcommittee Updates | | Equity Mini-Grants: this subcommittee brought forms for review. The forms include information, application and suggested assessment forms for projects requesting equity funds. The subcommittee asked for IDEA’s approval with some edits to send the forms to the LMC community. A vote was taken and the forms were approved with some edits.  Institutional Language: this subgroup needs to reform as some of its members are unable to make the meetings  IDEA Support Analysis: This group met and is discussing issues such as : processes in place to ask for money; which other committees are “less connected”; some committees have a budget, others do not; is there institutional support | |
|  | EEO Collaboration | | D. Belman reported that the EEO Committee had its first meeting. The committee is making changes to its charges. D. Belman asked if IDEA supports these charges. The consensus was that IDEA supports the changes to the EEO committee charges and overview page.  Also, D. Belman reported that the Hiring Toolkit has now been distributed to all hiring managers and department chairs. | |
| 7.5 | Program Review Rubric | | A. Moore reported that the deans are trying to standardize the process of reviewing program reviews. They have developed a rubric using the program review categories and ratings of Incomplete, Satisfactory, Exemplary. A. Moore has the new objectives tab and is asking IDEA for input for the rubric. We should send an email with feedback asap. | |
|  | Student Equity Plan Update | | Tabled as we ran out of time | |
|  | Next Meeting | | Tabled as we ran out of time | |

Note-taker: Erlinda Jones