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

**Minutes**

**DATE: April 16, 2020**

**TIME: 2:30 – 3:50pm**

**LOCATION: Zoom**

Attendees: Chair: Catt Wood (Staff), Co-Chair: Nicole Trager (Faculty), Erlinda Jones (Faculty), Jamila Stewart (Staff), Dave Belman (Manager), Sabrina Kwist (Ex-Officio Non-Voting), Christian Ortiz (Student)

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| Item # | ***Topic/Activity*** | ***Lead*** | ***Time*** | ***Outcome*** |
|  | Welcome and Introductions | C. Wood | 5 | Christian Ortiz sitting in for Nick Sessions |
|  | Agenda & Minutes Approval | All | 10 | * N. Trager moved to approve the Agenda, C. Wood 2nd, 1 abstention. Motion Approved · * N. Trager moved to approve the Minutes, D. Belman 2nd, 1 abstention, Motion approved |
|  | Public Comment | All | 5 | None |
|  | Curriculum Committee Proposal | M. Lynn | 15 | Curriculum Committee member was unable to attend, will attend the May meeting instead. |
|  | EEO Toolkit follow-up | D. Belman | 5 | EEO Committee has made no Toolkit updates at this time. |
|  | Equity-Minded Online Services | C. Wood/All | 25 | S. Kwist shared technology distribution progress: 24 chromebooks to students, 60 dells to employees, 275 more chromebooks arriving soon, 60 tablets to be distributed soon. D. Belman shared Student Services’ efforts to call students and check-in the last two weeks of March. Technology need surveys were distributed to some students at that time. There is currently a bottleneck in procurement and set-up of technology for students. N. Trager shared other institutions have opened their parking lots for students to park and use campus wifi. C. Ortiz shared students appreciation for getting check-in calls. What are equitable practices in our new environment? Equitizing the digital realm. |
|  | May 21, 2020 Meeting Proposal | All | 5 | Approved additional meeting for May 21, 2020 |
|  | Future Agenda Items | All | 10 | * Curriculum Committee ask * Discuss equitable practices in our new environment, including zoom * Consider proactive service model for summer/fall |