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

**MINUTES**

**DATE: October 17, 2013**

**TIME: 2:00pm – 3:30pm**

**LOCATION: Library Conference Room 1 (L106)**

**Attendance: Ryan Pedersen, Erlinda Jones, Adé Origunwa, George Mills, Paula Gunder, Rosa Armendariz, Laura Subia, Jorge Cea, Ana Castro, Eileen Valenzuela**

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| **CURRENT ITEMS** |
| Item # | ***Topic/Activity*** | ***Outcome*** |
|  | Welcome | Eileen Valenzuela is new today. Welcome. |
|  | Agenda and Minutes approval | Agenda approval: Motion by Paula Gunder, Second by Jorge Cea  Minutes approval: Motion by Jorge Cea, Second by Ana Castro |
|  | Religious Holidays and Classroom Accommodations | Adé brought to our attention that LMC does not have an excused policy around religious holidays. As employees, we have religious leave. Issue is not addressed in the student handbook. CSU & UC have an explicit non-discrimination policy in the ed code.  Action: make a recommendation to district to make an internal resolution  When does the instructor have to give a make-up?  Eileen will look at governing board policy.  Paula, Ryan, Ade, and Erlinda will write a letter to Kevin Horan as CIO Rosa will proofread |
|  | EEO Plan and Committee | Rosa gave us some background on the EEO committee  2 years ago IDEA decided to make a campus-based EEO committee, Bruce was the chair. Design was for the committee to be an SGC committee, connected but not run by IDEA.  Action: Invite ourselves to present to SGC. We were unsure when our last presentation to SGC was. (Rosa will email docs for us to review.)  Jamila and Rosa try to regroup the committee by setting a meeting with Ronke and Kevin. |
|  | Student Equity Plan | Work session  We grouped our ideas further into three categories.  Hiring   * 1. Tool Kit-equity interview questions, rubric, job descriptions, recruitment, desirables   2. Revive EEO Plan and Committee      1. Annual Workplace Diversity Report   3. Nexus/Employee Orientation      1. New hires know LMC's commitment to equity   Building Community   1. Time and space for collaboration 2. LMC slogan-link to Habits of Mind 3. PT Faculty inclusion 4. Equity motto   Integration/Culture of Equity   1. Assessment    1. truth in assessment    2. free retest 2. Ethnic Studies Department 3. Stating equity focused policies and procedures 4. Late start cohort |
|  | Next Steps | Rosa, Adé, Ryan, Erlinda and Dave will meet and work further on the Equity Plan and bring to the next meeting. |
|  | Public Comment | Meeting adjourned |
|  | New Agenda Items |  |

Note-taker: Erlinda Jones