Equity And Inclusion Committee

Draft Agenda, September 15, 2020 9:00AM – 11:00AM

<https://gvsu-edu.zoom.us/j/99737203574?pwd=cTdxTmF4VGQ0UVpHVXBLeStrSlorZz09>

Chair: Jon Jeffryes

Minutes: Jon Jeffryes

Meeting Documents to review (in Blackboard in “September 15 Documents” file):

* January 7 2020 draft minutes
* January 14, 2020 draft minutes
* Feburary 4, 2020 Draft minutes
* February 18, 2020 draft minutes
* July 2020 draft minutes
* EIC Draft Charges 2020 - 2021
* Teach-In Recruitment Templates

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| **Voting Members** | Present | Joshua Sheffer (CCPS, W 2021) | x |
| Elizabeth Arnold (CLAS, W2023) | x | Joel Wendland-Liu (BCOIS, W2023) | x |
| Caitlin Callahan (CLAS, W2022) | x | Thomas Willey (SCB, W2021) | x |
| Alisha Davis (CHP, W2023) | x | **Ex-Officio Members** |  |
| Jon Jeffryes, co-chair (UL, W2022) | x | Ellen Schendel (AVP Provost’s Office) | x |
| Nabeeh Kandalaft (Padnos, W2022) | x | B. Donta Truss (VP Enrollment Development | x |
| Josita Maouene, co-chair (CLAS, W2022) | x | Takeelia Garrett (Student Ombuds) | x |
| Anne McKay (KCON, W2023) | x | Marlene Kowalski-Braun (AVP I&E) | x |
| Lisa Perhamus (CoE, W2021) | x | Dana Munk (Pew FTLC) | x |
| Anal Shah (CLAS, W 2021) |  | Maureen Walsh (AVP Human Resources | x |
| Alexandra Murarescu (Student Senate) |  | Graduate Student representative |  |
| Julian Sanders (Student Senate) | x |  |  |

Proposed Agenda

1. Approval of the agenda (5 minutes)
	1. Maouene asked for some time after the approval of minutes to discuss some overarching context of the group and its web presences
2. Welcome and Introductions (5 minutes)
3. Approval of the minutes from Winter and Summer 2020 meeting (5 minutes)
	1. Sheffer moved, Wendland-Liu seconded
	2. Motion passed with no negative votes
4. Context of Equity and Inclusion Committee
	1. Maouene provided history of the group and walked through both the EIC website and the Teach-In website
5. Walk through Blackboard (5 minutes)
	1. Jeffryes explained the organization of Blackboard and how it would be used
	2. ACTION: Jeffryes add Sanders to the Blackboard Organization
6. New Business: 2020-2021 Charges and Workplan (15 minutes)
	1. September/October: Meet 2x a month with a focus on Teach-In
	2. November – April: Meet 1x a month
		1. November: Final Teach-in Preparations
		2. December: Mid-year report / Teach-in Debrief
		3. January: Prepare update for Diversity of Faculty, Staff, and Students across Colleges to ECS
		4. February/March: Teach-in Assessment (I think we’ll need to do 2019 and 2020)
		5. April: Final Report / Elections
	3. Charges
		1. Bernal noted that he’d like the group to provide input as President Mantella’s Action for Racial Equity continues to develop
			1. <https://www.gvsu.edu/inclusion/partners-in-action-against-racism-159.htm>
		2. Schendel noted that other shared governance committees that she’s involved with have specific charges this year around equity and inclusion, and would like to explore how to use EIC as a nexus for this work with Academic Affairs
		3. Wendland-Liu brought up the idea of potential group some of our charges together – there are two reports currently listed, a mid-year report and a report on the status of Diversity of Faculty, Staff, Students
			1. Jeffryes said with the workload of the Teach-In through November he was uncertain if we’d have the diversity report in a place to share by December when we have to submit the mid-year report. But if it looks possible we can definitely try.
		4. Callahan suggested that along with implementing and assessing the Teach-In we do intentional work around documenting our plans for sustainable workflows that the group can adopt to spread the work throughout the group.
	4. Chair roles
		1. Jeffryes building agendas and facilitating regular EIC meetings
		2. Maouene leading the planning for the Teach-In
	5. Note Taker(s)
		1. Plan to rotate alphabetically by last name through the voting members
		2. Where we leave off this year, we’ll start next year
		3. September 29 Meeting: Elizabeth Arnold
	6. Absences
		1. A reminder that if you cannot attend and there’s enough advanced lead time to find a substitute.
7. New Business: Teach-in Planning (Josita) – 30 Minutes
	1. Overview: 8th Teach-In this year, the goal is that sessions are participative and action-oriented. There have been many formats in the past and a wide variety of topics – examples on the Teach-In Website
		1. 2019 Teach-In
			1. Participation has increased over time and was over 1600 in 2019
			2. Total sessions has increased to 67
	2. Online platform
		1. Whova funding has been secured as platform to host the event
		2. Action: Members can review these tutorials to get a sense of the platform
			1. <https://whova.com/virtual-conference-platform/>
			2. <https://whova.com/resources/how-to-guide/user-tutorial/>
	3. What’s been done
		1. Working with Inclusion and Equity to plan the event / move to an online space
		2. Testing and advocating for funding for Whova as a platform
		3. Updating the website
	4. Expected timeline
		1. September 29: Review selection criteria
		2. October 13: Finalize schedule
	5. EIC Member expectations
		1. Invite
		2. Promote
		3. Review
		4. Host
		5. Assess
			1. New this year: we’ll be spreading the invitations to previous presenters across the committee (as discussed by the committee in 2019-2020)
				1. Templates created; Spreadsheet of past presenters created and randomly assigned
			2. New this year: we’d like all EIC members to serve as a host in at least one session.
			3. Promote, Review, and Assess has been an expectation in the past (although the review of proposals has been done by a subcommittee in the past, this year we’ll leverage everybody)
	6. Recruiting volunteers
		1. Template messages / Reaching out to previous presenters
			1. Action: Please reach out to your assigned presenters by September 22
		2. Virtual “hosts” and training
	7. Questions/Discussion
		1. Sanders: What else can we do to connect with students or get Student Senate involved?
		2. Question: Will sessions be recorded? Yes.
8. Announcements and Updates
	1. Schendel shared that the My Success Check survey is currently out for students to complete, please spread the word with students to complete the survey emailed to them.
9. Adjournment
	1. Motion to adjourn: Callahan, Seconded: Maouene – Motion passed with no negative votes.