



President's Task Force on Equity and Inclusion MEETING MINUTES

MEETING DATE: Monday, September 12, 2016

MEMBERS IN ATTENDANCE: Jade Aguilar, Jackie Balzer, Warren Binford, Emma Coddington, Lucille Muli-Kituku, Ashley Nixon (joined by phone), Shana Sechrist,

GUESTS IN ATTENDANCE: Carol Long, Eric Lassahn, Honey Wilson

MEMBERS MISSING: Raina Arberry, Liz Bahe, Jeremy Bogan, Val Cleary, Cody Gregg, Janet Jacquier, Colleen Kawahara, Joshua Laison, Alika Masei, Raelyne Moreno, Alexandra Opie, Danny Santos, Gordy Toyama, Karen Wood, Agi Zamudio

Agenda Item: Welcome/Housekeeping – Jackie Balzer

At the next meeting, September 26, 2016, we need to get ready for the CDO visits on October 12 and October 24. What do we want to know from them? What do they want from us?

Nov. 7 meeting need to debrief the CDO visits.

Agenda Item: Follow up discussion about CDO Literature Review – Jade Aguilar

- Suggestions for draft presentation

Jade will make the suggested changes to the Prezi that were presented at the September 1st meeting, including converting it to a very simple Power Point presentation for accessibility reasons. She will convert the PP to a PDF file so it is easy to open and read. She will send an email to the task force to review it for any last ideas, comments, typos or concerns so that she can finalize the slides.

She also wants the task force to think of what questions people on campus (students, faculty, staff, etc) might have after watching this presentation. What do you think we should immediately expect to answer? If we have a sense of the "most commonly asked questions," we can come prepared with some answers. Please send those to Jade as well.

Agenda Item: Update on Glossary and Historical Documents committee – Jackie Balzer

Jackie has requested data- diversity trends (students/faculty/staff) over the last 10 years from Mike Moon.

Jackie will be sharing a Google doc with the task force members which will include a glossary that takes summary of naming WU organizational structures, activities, committees, events and a paragraph blurb about what these are individually. The task force members will be asked to comment on what belongs and what doesn't. The goal is to hand this glossary out at the Town Hall meetings. Jackie will work with Adam Torgerson on this document.

A student has been hired to do the history, but that project is on hold because of health issues.

A notebook of old documents has been achieved and is available.

Agenda Item: Engagement Plan – Shana/ Engagement subgroup members

- Discussion of town hall format and questions
- Dates and locations- considering
 - 1) CLA Faculty meeting: last Tuesday in Nov.29 at 11:20am (Jade and Emma)
 - 2) Employee Forums on Nov. 7 both 8 am and 10am (Colleen)
 - 3) AGSM and Law faculty/staff/students during a lunch hour in rm: the Great Hall (Warren Binford and Ashley Nixon will check on available dates)
 - 4) Convocation- Thursday in Cone Chapel- Jackie will check with Karen Wood (Jade is willing to do this presentation)
- Role of task force members
Do outreach to other key groups. We will also do special outreach to students of color.
- How to capture feedback
the web site will be designed to collect feedback and comments.

Agenda Item: Wrap-up/Next Steps – Jackie Balzer

Next Meeting

Monday, September 26, 2016 4-5:30 p.m., Alumni Lounge