



Equity in Excellence Steering Committee Retreat

JANUARY 14, 2016

12:00 – 3:00 P.M.

SSB 440A

MINUTES

FACILITATOR	Lunden MacDonald
NOTE TAKER	Maggie Schaeffer
ATTENDEES	Lunden MacDonald, Arlene Sgoutas, Cynthia Armenderiz, Bridgette Coble, Esther Rodriguez, Ramon Del Castillo, Winston Grady-Willis, Perla Gheiler GUESTS: Luis Torres, Mark Potter

Agenda topics

[TIME ALLOTTED] CO-CHAIR RESPONSIBILITY

DISCUSSION			
	<ul style="list-style-type: none"> Should we reach out to another student representative? Christian has only been to one meeting. 		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

[TIME ALLOTTED] ALANA PROPOSAL CYNTHIA ARMENDERIZ

DISCUSSION			
	<ul style="list-style-type: none"> Do we need to wait for approve of the business plan for the ALANA Center? Do we need to re-review the proposal at this committee or move it forward? Let's move forward, the budget is already moving forward. ALANA is built into the HSI proposal. That's their recommendation. We should set as a priority because it is part of the alignment. ALANA has Vicki's support and support of this committee. We have the responsibility to work on a culture shift. We need to talk about messaging and how we involve students. We should take a leadership role on having that conversation. We need allies and champions. The next step is communication. It also fits under the notion of shared governance. Do we need a group of individuals from this committee to work on communication? What about a subcommittee with members from both groups, ALANA and Equity in Excellence to begin work on a communication plan to take to VPs for approval. The communication plan talks about before, during and after. The next move is to educate the population about what it is. The BOT needs to understand why it matters. Are people thinking that a portion of funding will come from the SAB and the general fund? What is the task of this committee? HSI is endorsing the plan. Our responsibility is as a review board. Our charge was to review and move it forward. We need clarity around our charge. What powers-that-be meet next before the BOT retreat in February? What is our mission and role? We don't want to lose credibility of reviewing. After approval, we would be interested in helping to promote. The ALANA committee is the advocate. We could give an endorsement with comments. Form a committee of people who are on EiE and who also serve on ALANA as an advisory group. Identify big meetings to get the word out. We have to be careful of conflict of interest. There's an expectation that anything worth its weight goes through this process. A bureaucrat process is already established. People on the ALANA group should abstain from voting. We need to write a letter of approval that addresses these issues. Are we an advisory group? Who makes the decisions? It's important for us to take a back seat, if we look at any entity on campus, with the same scrutiny that we have given the ALANA Center. 		

CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Next step: to get VPs approval to go forward to get funding. Form a committee of members who are in EiE and ALANA as an advisory group. A Letter of Approval has already held up this proposal for months. Can Lunden and Cynthia draft within a week? It is important to provide what our next steps are. We need clarity from Vicki. We should take a back seat to message but will be here if ALANA need additional help. 		

[TIME ALLOTTED] INCLUSIVE EXCELLENCE SHIELD LUNDEN MACDONALD

DISCUSSION		
<ul style="list-style-type: none"> We submitted suggestions last time. Are they good to go? Myron owes us a list of who will always get the shield. Anything sponsored by this committee would get the shield. All EiE events can get the shield. Hopefully we will have more EiE events sponsored. 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Myron needs to submit list and we will be ready ahead of time. 		

[TIME ALLOTTED] PRINCETON PRIZE LUNDEN MACDONALD

DISCUSSION		
<ul style="list-style-type: none"> The deadline is next month. No new news. It has been on the agenda for every discussion Esther has had with schools. Put together fast on the fly. Maybe we need to hold workshops at schools. There are a handful of schools that are taking it seriously. 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

[TIME ALLOTTED] MEETING MINUTES ARE NOW ON OUR WEBSITE LUNDEN MACDONALD

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

[TIME ALLOTTED] MAYSOON ZAYID HERE TOMORROW LUNDEN MACDONALD

DISCUSSION		

<ul style="list-style-type: none"> In the program for Maysoun Zayid is advertising for spring events. Met with Michael Kolb of the Center for Faculty Excellence regarding meeting with leaders whose communities are doing equity in excellence work. 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

[TIME ALLOTTED] DISCUSS EIE ORIGINAL CHARGE/MISSION

DISCUSSION		
<ul style="list-style-type: none"> Are we in line with our mission? How are we wanting to move forward as we continue with this committee? We haven't done much with the advisory committee. Do we need to continue? We wrote initially after closing the meetings of the Equity Scorecard process. We are serving two functions: one is bureaucratic to review the proposal, the other is the educational piece, bringing best practices into the spotlight helping to encourage culture change. Bringing events to campus with the shield. We seem to be moving away from inquiry. Most of the recommendations we provided, we saw some changes. The programming is great to promote change. The original intent was to help support additional projects on campus. Inspire departments to do inquiry work. How are things impacted? How do we know if it's making a difference? Highlight outcomes of work we're doing on campus. When we report outcomes, we can we go back to. HSI Task Force is looking at student support and resources to support and engage first generation, students of color. Did a survey of programs that showed they lacked the depth of those discussions. One of the recommendations was infrastructure for a database of programs especially to target groups of students. What is missing? What are the most effective programs that help us address these very specific outcomes? Organizations default to the easy thing, when the data question or outcome question comes up and you haven't identified that methodology. Figure out what variables we're looking at. We need statisticians. Are we a programming support committee? We are the only institution who has done this that has an institutional committee. How did the scorecard impact USC? This is important to our culture and climate. What is the external expectation? What do other people think we should be doing or what do they think the outcome should be? We need to figure out what others expect from us. We could work with departments who are interested in doing research. The data driven area is usually the weakest area and is the most important. This committee could have the highest level of value to senior people within the institution. Diversity and equity are different. There is a climate change going on here that this committee is having an impact on. Bureaucratic vs. programming. The need for data is the ground of this group. Where do we fit into strategic plan? We will reach out to Vicki. 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Readdress how the mission statement is laid out and actually have a mission statement. Reach out to Vicki and others to see what they're expectations of us are. 		

[TIME ALLOTTED] DECISION-MAKING PROCESS: CONSENSUS, MAJORITY RULE, OR MODIFIED CONSENSUS RAMON DEL CASTILLO

DISCUSSION		
<ul style="list-style-type: none"> How are we going to make decisions? Consensus decision is hard. Modified consensus says not everyone is going to agree but no one is going to sabotage. If we form committee to work on mission, do they bring back and say this is what we're going to do? How was decision made? What is the role of the subcommittee? Do they bring back here for decision making? We all look at documents/drafts before a decision is made. There's not always time and sometimes people just have to do. Majority of committees on campus have an unwritten rule how they do things. What's the charge of the subcommittee? Our charge for the shield is to make recommendation. If we got a request next week, we would make that decision and not bring back to this group. Participation in a democracy is a right and responsibility. The type of decision making the subcommittee uses depends on the type of subcommittee it is. In establishing subcommittees, they need to have a clear charge. 		
CONCLUSIONS		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> We should come back to this document once we have more clarity from the group. Do committees form around tasks or do tasks create committee? 		
[TIME ALLOTTED]	ANALYZE: OVERLAP BETWEEN EIE, RETENTION TASK FORCE, AND HSI	
DISCUSSION	LUIS TORRES, MARK POTTER	
<ul style="list-style-type: none"> We want to have a discussion around what each committee is doing in broad strokes. How can we incorporate and facilitate better communication? There has been plenty of conversation around this. Mark will discuss the Retention Task Force. In March or April of last year, Mark started attending the task force meetings. This group grew out of the initial "all hands on deck effort" to ensure we are doing everything we can so current students are enrolling in classes and making progress and that students are being communicated with correctly. Originally, it had a triage urgency to it as we were in a state of crisis. That meant that most of the conversation was about whose calling whom to get to register in classes and the conversation really never went past that. There is more to retention than calling students. The Provost was chairing the task force and asked Mark on several occasions to cover for her and then eventually turned it over to Mark. Lori Kester is now co-chairing with Mark. He restructured the committee to get beyond having the same conversations and wanted to make it more action oriented and accountable to itself. Rather than meet every two weeks, we broke the committee into a steering committee that meets once a month, and action teams that meet in the interim period. <ul style="list-style-type: none"> The Strategy Action Team's charge is to identify and adapt best practices for retention and propose solutions to any sticking points. The Communication Action Team is charged with primarily developing a communication plan for students and also working on campaigns that are driven by analytics and mapping out on a calendar. The Evidence Action Team is charged with reviewing our actions as a task force and chart our progress in improving retention. If we are looking to have a collective impact on retention, we need to have collective goals. The evidence team will be monitoring the metrics. The Policy Review Action Team is more charged with a specific task and then will probably be redeployed. They are looking at policies that affect students to make sure we are not putting policy in the way of student progress. The work teams are not necessarily on the Retention Task Force, but rather are doing work appropriate to their goals at the university. We are identifying what we can do collectively. This work lends itself to working with these committees, Equity in Excellence and HSI, as an action team/working group. Wouldn't really change what you're doing. You would be reporting to the steering committee when appropriate and then coordination would take place at the task force level that needs to be coordinated. Over half of us are on HSI as well. The HSI Task Force has largely completed their work, and are going to become an implementation team. The report will be in final draft within a couple of weeks. It is going to be concise. One of the sections is on institutional infrastructure. How it will be integrated will be determined by the implementation team. EiE was formed in 2013 and the HSI task force started last May. Our agendas are very integrated. There are other things HSI has to do, including discussions around recruiting military veterans, the K-12 pipeline, bringing back adult students, and retention. HSI does things other than what Equity in Excellence does. When the implementation team gets organized and appointed by the President, they will take EiE in. There are key things that are intra-related and there are also nuances that differ. Our conversations should not be siloed but rather integration could be in the language of the communication strategies. Any groups can come together to discuss common issues and decision making. On the evidence side, there is lots of overlapping. We want an infrastructure to help all students. The retention issue at large is part of the HSI's three working groups: <ul style="list-style-type: none"> Pre K-12 pipeline The transfer issue with adults and military Retention, both the outreach side out to the world, and then once they're here, how do we sustain them. We have been reviewing policies and practices that have a negative impact around enrollment. We are mapping the process so we can share with the community. Are we sharing our knowledge and intelligence around what we're hearing? We need to figure out a way to tell the story and to be set up in such a way that we can learn from each other. Individual frameworks are critical to be preserved and inform. Work groups from this group: data, policy, programming, and culture shift. Want to form a steering committee from HSI, EiE, and Retention to get together and integrate those action teams. If you are reviewing policies for students of color, it would benefit the Retention Task Force and HSI. We need some type of consistency across the groups. If each task force had someone involved in policy review and evidence data, they could come together to talk about. We may have someone come in from Management to help with structure. Maybe once or twice a semester, get progress report from each other. Has to correlate with MSU Denver's mission and the Strategic Plan. Have communication across steering committees with some of the action teams being incorporated. 		
CONCLUSIONS		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none">Retention Task Force looking at members of our action teams. Right now some of the action teams could benefit from the EiE lens. We don't want to get in front of this conversation.		