SEEED Committee Meeting
September 25, 2012
Meeting Notes

Attendance: Amory Cariadus, Don Carlson, John Chavez, Nohel Corral, Katie Galvin, David Hasson, Lucia Lachmayr, Jessica Lopez, Richard Lopez, Melissa Matthews, Cherie Napier, Vanson Nguyen, Sarah Perkins, David Ulate, Rick Wallace
Facilitators: David Hasson, Lucia Lachmayr and Vanson Nguyen
Recorder: Sherrie Prasad

Welcome and Agenda Review

- Lucia and Vanson welcomed the group and everyone introduced themselves.

Technology Use of Website / SharePoint
How do we utilize the SEEED website and the SharePoint?

- Where do we house the inquiry presentations presented at the retreat? Is it appropriate to house it on the website or the SharePoint?
- Website needs to be updated
    - Co-Chairs of the committee can manage the website
    - Website should contain: objective of the committee, mission, participants list, agenda, minutes, final outcome of the retreat (when ready to be public)
    - Add the vision and strategic statements to the website
    - Completion by Design – Need to link our work to this framework
    - Post the 3 questions and data gathering activities
    - Provide periodic updates on the research
    - Add pictures of the committee members and the retreat
- SharePoint
    - Download the raw data from the research onto SharePoint
    - Each subcommittee will need to do a written report and add it to the site
    - Co-Chairs will manage the SharePoint site
    - SharePoint can be used during committee meetings
- Another technology tool to utilize would be Google Excel
    - Documents can be edited by any member of the committee.
    - Many members were unfamiliar with Google Excel
    - Maybe use Skymap / Lifemap (used at Valencia College in Florida)

Retreat Recap

- Retreat was held on August 24th and August 25th

Committee's thoughts on the Retreat:

- There were incredible ideas
- There were lots of data
- Looking forward to the next phase of the research
- We covered so many areas besides diversity and equity
- This may become a part of our strategic priority to showcase student success and innovation
- Comments from group:
  - Students were involved in the committee all year but they weren't represented at the retreat
  - The timing for the retreat was not well timed especially with the retreat being held on the first week of school
  - We were not able to have community representatives or students at the retreat because of ill timing

Outreach Plan
How do we share our data findings?

- We need to have vetted communication
- Suggestions from the committee:
  - Forums in cafeteria
  - Connect data findings into to curriculum.
  - A committee presents their findings in classrooms and clubs
  - Collaborate with classes who are conducting similar research
  - Connect with Learning Communities, SparkPoint, Career and Transfer Centers etc.
  - Share information and report highlights through ASSC, Skyline Shines, Division/Department meetings, electronic newsletter, faculty orientations
  - Use GUAMAIL
  - CTTL will have links to faculty research

Next Steps

- Vanson will send the action items for the next steps for each strategy group
- David Ulate had the following suggestions on how to continue moving forward with our research
  - Use the diversity framework research to decide which direction we want to focus our research on
  - Focus our efforts on the visions/strategies developed through the SEEED retreat
  - Continue with additional analyses for the inquiry work that was done last year
  - Start new inquiries this year using the same process as last year's work
  - *None of these are meant to be done in isolation of each other... We can cross over where appropriate*

- Create reports to go along with SEEED reports
- Add information on the SEEED website on what diversity work we are doing – the information we want to share with the public
- Link our research into the institutional data that describes the college
- Make the SEEED website an Equity one-stop for the community, faculty, and students
- Identify strategic group members and connect with them

- <u>Diversity Framework Research</u>
    - Short term look at strategies (evaluative)
    - Vision statement – Look at foundation research (foundational knowledge of current status)
    - Look at barriers/obstacles (They're showing up)
    - Singhashri will provide a diversity framework template