**Diversity, Equity, and Inclusion Committee**

Date: September 18, 2018 | Begin: 11:30 a.m. – 12:30 p.m. | Location: C127 | Recorder: Jaime Clarke

|  |
| --- |
| **COMMITMENTS** |
| **Complete?** | **Date** | **Who** | **What** | **Promised To** | **When** |
|[ ]   |  |  |  |  |
|  |
| **Topic/Item** | **Facilitator** | **Allotted Time** | **Key Points****Provide 50 words or less on expected outcome** | **Category** |
| 1. **Welcome & Agenda Review**
 | John | 5 minutes |   | [ ]  Discussion[ ]  Decision[ ]  Advocacy[x]  Information |
| 1. **In-Service Activity & Follow-up**
 | Marlon and Jamie | 20 minutes |  | [x]  Discussion[x]  Decision[ ]  Advocacy[x]  Information |
| 1. **Strategic/Diversity Plan Development**
 | Marlon and Jamie | 30 minutes | * Best practices in plan development
* Pitfalls to avoid in plan development
 | [x]  Discussion[ ]  Decision[ ]  Advocacy[x]  Information |
| 1. **Debrief**
 | John | 5 minutes |   | [x]  Discussion[ ]  Decision[ ]  Advocacy[ ]  Information |
| **Future Agenda Items Diversity, Equity, and Inclusion Committee Meetings** |
| **Topic/Item** | **Facilitator** | **Key Points****Provide 50 words or less on expected outcome** | **Category** |
|  |   |  |  |
| **Upcoming Meeting Dates** | **Start Time** | **End time** | **Location** |
| September 28, 2018  | 9:30am | 11:00am | B240 (new location) |