

Diversity, Equity, and Inclusion Committee Agenda

Date: November 18, 2022 | Time: 9:30 to 11 a.m. a.m. | Location: Zoom | Recorder: Greer Gaston

Topic/Item	Facilitator	Allotted Time	Key Points Provide 50 words or less on expected outcome	Category
1. Welcome	Casey	10 minutes 9:30 – 9:40	<ul style="list-style-type: none"> Land Acknowledgement 	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information
2. Committee Membership	Casey	30 minutes 9:40 – 10:10	<ul style="list-style-type: none"> Review and discuss Google doc with comments regarding committee applicants 	<input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information
3. Volunteer(s) to: – Help Build an Orientation/Welcome Meeting for New and Existing Members – Draft Welcome Communication to New Members	All	30 minutes 10:10 – 10:40	<ul style="list-style-type: none"> Seeking volunteers to draft materials for an orientation/welcome meeting. The draft could be in the form of a PowerPoint, an agenda, or any other format that the volunteers choose to use. Content should include: <ul style="list-style-type: none"> Committee history Where the committee is currently What the committee hopes to accomplish this year What new members need to know The committee’s role at the college and members’ roles on the committee <i>Note: Preparing some content may require a review of committee documentation</i> Timeline: <ul style="list-style-type: none"> Ideally, draft materials or ideas could be discussed at the Dec. 2 meeting. Casey can meet with volunteers to refine or finalize materials prior to the Jan. 13 orientation/welcome meeting. Also seeking volunteer(s) to draft welcome communication/messaging to new members. Messaging needs to be completed by Nov. 28. 	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information
Upcoming Meeting Dates		Start Time	End time	Location
Friday, Dec. 2, 2022		9:30 a.m.	11 a.m.	Zoom
Friday, Jan. 13, 2023		9:30 a.m.	11 a.m.	Zoom
Friday, Feb. 10, 2023		9:30 a.m.	11 a.m.	Zoom

Friday, March 10, 2023	9:30 a.m.	11 a.m.	Zoom
Friday, April 14, 2023	9:30 a.m.	11 a.m.	Zoom
Friday, May 12, 2023	9:30 a.m.	11 a.m.	Zoom
Friday, June 9, 2023	9:30 a.m.	11 a.m.	Zoom