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### **Diversity, Equity and Inclusion Task Force Highlights Friday, October 23, 2020**

The meeting opened with a brief welcome and a detailed reiteration of the seven ground rules.

As stated in the DEI 2020-21 Charge, a gap analysis will be conducted by reviewing the College's policies and procedures. A demonstration of the gap analysis was made at today's meeting through a practice exercise of analyzing *BP* and *AP 2105 Election of Student Trustee* while applying the DEI toolkit questions. The DEI toolkit questions were individually read, explained and brief examples were given as to how they can be applied during the analysis process. It was also noted that it was possible that some of the questions might not be applicable to some policies or procedures.

In addition to considering the DEI toolkit questions, four areas should be considered during the analysis:

- a) are there any existing equity gaps within the policy/procedure language?
- b) is there an existing related practice?
- c) what is the recommendation to remedy any gaps?
- d) any suggestion(s) for possible next steps?

This practice exercise was intended to familiarize participants in the application of the toolkit questions and prepare them to approach the assignment with a DEI mindset.

A four-tab Google spreadsheet was developed for the purpose of capturing the analysis notes of the College's policies and procedures. One "demo" tab was used as a pre-small group demonstration space. The entire Task Force worked through this item together. The remaining three tabs have been populated with the College's policies and procedures relevant to each of the following criteria: 1) inside the classroom and curriculum, 2) outside the classroom as it pertains to student support services and outcome data, and 3) Human Resources department's recruitment and hiring practices, and professional development and training provided to employees. Each Task Force

member was given a “homework” assignment of 7-9 designated policies to analyze and respond to items a) through d) in light of the DEI toolkit questions. All policies reviewed by the individual members will be discussed by the Task Force as a whole at the November and December 2020 meetings. Task Force members were given two options for completing their designated individual analyses: 1) populate the fields on the spreadsheet at the time of their review, or 2) make separate notes and share those thoughts when the Task Force convenes at the next two scheduled meetings.

The next segment of the day’s meeting was dedicated to members working in the group settings and conducting a second practice review from within the list of policies and procedures assigned to their team.

After the group activity, members convened back into the main meeting room and briefly reported their accomplishments and plans for completing the remainder of their policy/procedure analysis. All members will be given access to the Google spreadsheet to record their notes should they choose to do so. Additional clarifications were made as needed. Group members were also assured that they were under no pressure to know (or seek to know) the inner-workings of the different departments for which some of the policies/procedures relate to.

Future meetings:

- a. November 20, 2020 – 10:00 am – 12:00 pm
- b. December 11, 2020 – **1:00 pm – 3:00 pm**