

Meeting Minutes, May 12, 2021

Approved the template, with one small change to the Curriculum section

Approved the letter - both the short and long versions

- Nadiyah will send out the letter to the campus this week, along with short survey about the video
- The week of May 24th, Nadiyah will send out the template and the letter again

Update the Reader's form - update to include a new section for readers:

- Highlight where programs have made meaningful change in support of student learning and equity, based on SLO or other data?

Ideas for reading process

1. Assign/decide in the team who will be a primary reader and who will be secondary reader for the assigned program reviews
 - a. Both read all of the program reviews
 - b. **Primary** reader: goes through all reviews in detail, taking notes and identifying priorities,
 - c. **Second** reader:
 - i. Focus on editing and style of writing
 - ii. add missing things (the second reader shouldn't feel like they HAVE to find more stuff)
 - iii. Identify themes showing up in each section (accomplishments/challenges)
 - iv. Continue Identify priorities
 - v. Does final clean up after the Division Summary meeting
 - vi. Save the document as final and send to the Dean and Nadiyah (Chair)
 - d. **Deans** read all reviews, confirm readers' notations, focus on what are the needs/challenges to prepare for the priorities section for the Division Summary meeting
2. When the reviews are assigned, we use a PR meeting time to go into small groups and discuss how each team wants to work together
 - a. People can choose who is secondary and primary once they are in teams, so long as they are equally shared or work that out between them (As long as it's done by the deadline)?
 - b. Decide on communication
3. All information finalized and posted to the Reader's google doc done by **January 21, 2022**
4. Meetings with Deans for the summary take place **Jan. 24 - 28**
5. At the Division Summary creation meeting:
 - a. Everyone looks at the completed reading g-doc
 - b. Identify/confirm themes for the accomplishments & challenges & meaningful changes
 - c. Clarify, delete duplicates
 - d. Work on the priorities section
 - e. After the meeting, send the document to the second reader on each team to finalize.
 - f. Second reader sends the finalized document to Nadiyah and Dean by **Jan. 31**
6. Nadiyah sends all Division Summaries to IPEC as mostly complete documents **by Feb. 1**

7. Preview at Division meeting on **Feb. 17 or when the Divisions meeting**
8. Dean sends changes sent to the Nadiyah - final documents are saved, sent to IPEC and posted