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**President’s Diversity, Equity, and Inclusion (DEI) Board**   
**Programming Subcommittee**

October 15, 2024from 9am-9:45am   
(Zoom Meeting Link: <https://csusb.zoom.us/j/2421032572> )

**MEETING ATTENDANCE**

**Participants:**Check box if present for the meeting

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| --- | --- |
| ​​[x]​   Paz Olivérez, Steering Committee Liaison | ​​[x]​ Bibiana Diaz-Rodriguez, Subcommittee Member |
| ​​[x]​   ​​Lorena Marquez Chair | ​​[x]​ Debanhi Escobar, Subcommittee Member |
| ​​[x]  Isabel Guzman, Vice Chair | ​​[x] Jairo Leon, Subcommittee Member |
| ​​[ ]​  George Vigil, ACC Member  ​​[x]   Jairo Leon, Subcommittee Member  ​​[ ]​   Angelica Agudo, Subcommittee Member  [x] Terri Anderson, Subcommittee Member  [x] Roryana Bowman, Subcommittee Member | ​​[x]​ ​ Rina Nolasco, Subcommittee Member  [x] Jackie Varela, Subcommittee Member  [x] Mike Rister, Subcommittee Member |
| **MEETING AGENDA** |  |

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**Quick recap**

The team discussed the importance of aligning timelines and expectations for successful programming, with a focus on establishing a Jedi liaison role to support the Heritage Months committees. They also discussed the need for more structure and guidance in their program, including the creation of a rubric to assess how programs center students and connect to the strategic plan. Lastly, they discussed the allocation of funds, the role of committees in identifying resources, and the need for more people to assist in the group's work.

**Next steps**

Mike and Lorena to meet to review and refine the rubric questions.

All committee members email Lorena and Isabel with their preferred Heritage Month committee assignment.

Lorena to add discussion of liaison responsibilities to the next meeting agenda.

Rena to follow up with Jenny from Special Events regarding the existing event assessment and work with Kelly on developing appropriate assessment questions.

**Summary**

**Aligning Timelines and Expectations for Success**

Lorena discussed the importance of aligning timelines and expectations for successful programming, including the administrative and budget aspects. She emphasized the need to create a different culture around these expectations and connect them to the company's work. Isabel brought up the need to include Dei Board events in their planning. Rina shared that she was working on an assessment for events, hoping to use an existing assessment from special events and reach out to Kelly for further clarification. Lorena suggested that the team spend some time reviewing a backwards timeline and providing feedback.

**Establishing Jedi Liaison Role for Heritage Months**

The meeting focused on the idea of establishing a Jedi liaison role to support the Heritage Months committees. The proposal, brought by Lorena and supported by Jackie, involves members of the current committee serving as liaisons to one of the Heritage Months. This would involve attending committee meetings, assisting with programming, and reporting back to the DEI Programming Subcommittee. The aim is to improve the organization and planning of events, particularly for months that may not have sufficient resources or support. The idea was well-received, with the understanding that this would also provide an opportunity for members to learn and grow in their roles.

**Heritage Month Initiative and Dei Programming Planning**

Bibiana discussed the success of the Heritage Month initiative, which involved opening calls to campus and concentrating efforts through the Deans. She suggested reaching out to these collaborators again, as they had previously been involved in specific events. Lorena agreed, emphasizing the importance of top leadership support and the need for a more structured approach to Dei programming. She proposed setting due dates for the 25th to 26 academic year by April 1st to guide the planning process.

**DEI Programming Board and Funding Discussions**

Lorena proposed nominating committee members to serve as the DEI Programming Board Jedi liaison, with the aim of supporting the group and promoting intersectional work. She also mentioned her plans to meet with individuals regarding the Hispanic Heritage Month funds and to clarify the changes in the rubric for the upcoming spring. Jairo and Bibiana agreed with Lorena's suggestions. Lorena also mentioned that the library and communication department had already discussed funding for the LGBQT+ History Month. The team agreed to pilot the new rubric in the fall and fully implement it in the spring.

**Streamlining Payment Process and Rubric Refinement**

Bibiana suggested providing examples of acceptable and unacceptable receipts or bills to streamline the payment process for event organizers. Isabel confirmed that the idea of a rating system was discussed in the last meeting, but no final decision was made. Lorena proposed a rubric that would assess how programs center students and connect to the strategic plan, and she asked for volunteers to help refine the rubric questions.

**Improving Program Structure and Strategic Alignment**

Lorena discussed the need for more structure and guidance in their program, emphasizing the importance of connecting it to the strategic plan. She also mentioned the need for examples to illustrate the program's centering of students. Bibiana agreed with the need for more specificity in the rubric and suggested adding questions that would generate countable data for grants and other purposes. Both agreed on the importance of work smarter, not harder, and the need for a standardized approach to their programming work. They also discussed the potential for a student leadership training component.

**Centralizing Forms and Budget for Dei Programming**

Lorena suggested adding a post-event form to the agenda, which was also present in an Excel spreadsheet sent by Mike. Paz proposed the idea of centralizing all forms and information on a website, using Google forms or similar tools to streamline the process. Isabel agreed with this idea, emphasizing the need for a centralized place to access information. The team also discussed the budget for Dei programming, which was set at $10,000, with a maximum of $1,000 per event. However, Paz suggested that the budget could potentially be increased. The team agreed to further discuss these ideas in future meetings.

**Heritage Month Funding and Committee Involvement**

Paz raised concerns about the allocation of funds and the role of committees in identifying resources. Lorena suggested that if funds are not used for a particular heritage month, they could be reallocated to the Dei President's board programming. Isabel proposed starting to volunteer for heritage month committees, with Lorena suggesting that interested individuals should email her and Isabel directly. Lorena also mentioned that a backwards timeline for heritage month celebrations was being developed. Mike expressed his interest in continuing to serve with the native American heritage committee for the next year. Lorena suggested that Mike could reach out to Carlos for the current year, and they could discuss how to manage his involvement for the next fall.

**Group Structure, Expectations, and Workload Discussion**

The team discussed the structure and expectations of their group, with a focus on the role of subcommittees within the group. They clarified that all members are part of all the months, with liaisons assisting in specific months. The team also discussed the need for more people to assist in the group's work and the importance of being involved in all the months. They also touched on the topic of workload and the need for open communication about schedules. The next steps include opening a call to co-chairs and starting to coordinate with the co-chairs of the Dei subcommittees.Bottom of Form

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