**DEI Programming Subcommittee**

**Meeting Summary**

**November 5, 2024**

**Attendees**: Terri Anderson, Bibiana Diaz-Rodriguez, Jairo Leon, Rina Nolasco, Mike Rister, and George Vigil

**Quick recap**

The team discussed the allocation of funds, the review of the question set, and the importance of collaboration in program success. They also focused on the need for clear documentation and communication regarding event funding and collaboration, and the importance of specific measurable outcomes expected from the program. Lastly, they emphasized the importance of aligning the program with the strategic plan of the organization or institution, incorporating intersectionality, and being open to all students' needs.

**Next steps**

* Mike to revise and wordsmith the question set based on the feedback and discussions, then share the updated version with the team.
* Mike to meet with Lorena to discuss the revised questions and the level of partnership contributions required for funding.
* Committee to create a post-event survey template for event organizers to distribute and collect data on attendance and outcomes.

**Summary**

**Funding Allocation and Question Set Review**

Mike led a discussion on the allocation of funds and the review of the question set. The team agreed to keep the question "How does your program benefit students?" and discussed the need for event organizers to track attendance and participation. Bibiana suggested that event organizers should be informed about how to keep track of attendees for extra credit. Jairo proposed adding a question to event registration about attending for extra credit. The team also discussed the need for event organizers to provide a list of attendees for faculty. The conversation ended with Mike asking for further feedback and suggestions on the question set and the rule brick.

**Refining Document and Collaboration Discussion**

Mike led a discussion about refining a document, with Rina suggesting a change to highlight the importance of collaboration in program success. Mike agreed to incorporate this suggestion and continue refining the document. The team also discussed the importance of collaboration within departments, with Rina suggesting a focus on the benefits of working with partners. Mike agreed to add this to the document. The conversation ended with Mike asking for further input on specific measurable outcomes expected from the program.

**Event Funding and Collaboration Guidelines**

The team discussed the need for clear documentation and communication regarding event funding and collaboration. They agreed that it would be beneficial to have proof of funding from other sources, such as a letter or budget breakdown, to ensure transparency and prevent overlap in funding. The idea of providing support documentation if available was also proposed. The team also discussed the importance of understanding the budget distribution and the role of other departments in funding events. The consensus was that clear communication and documentation would help manage funds appropriately and ensure that funds are not being made from the events.

**Outcomes and Data Collection Discussion**

Mike led a discussion about the specific measurable outcomes expected from the program. He emphasized the importance of student outcomes and what students would take away from the event. Bibiana suggested including a note about collecting data for grants, and Mike proposed indicating that the committee may request this data for their report. The team agreed to reorganize the information and distribute it to everyone.

**Event Survey Proposal and ROI**

Bibiana proposed the idea of preparing a post-event survey or assessment for the committee to collect data on the number of attendees and their feedback. Mike agreed, emphasizing the importance of having hard numbers and ROI for future funding decisions. He suggested creating a standardized survey that event organizers could easily distribute, which would save time and ensure consistent data collection. Both agreed that this would be beneficial for the committee and the event organizers.

**Aligning Programs With Strategic Goals**

Mike led a discussion about aligning the program with the strategic plan of the organization or institution, highlighting the importance of supporting key goals and objectives. The team also discussed the need for programs to incorporate intersectionality to address diverse student experiences, emphasizing the importance of creating an inclusive environment for all students. Bibiana shared a personal experience about accommodating a blind student at an event, stressing the need for special accommodations beyond wheelchair accessibility. The team agreed that programs should be open to all students of all abilities and that facilitators should be prepared to accommodate diverse needs.

**Encouraging Thoughtful Outreach and Impact**

Jairo suggested a concise and clear approach to encourage programs to be more thoughtful in their outreach. Mike emphasized the importance of being open to all students and meeting their needs to ensure the event's impact. The team was asked to review and contribute to the rewrites at their own time, with Mike planning to discuss these with Lorena before the next meeting.