

**Date:** Tuesday, June 20th

**Time:** 10am to 2pm

**Location:** Southside Commons | 3518 S. Edmunds St., Seattle, 98118

**Purpose:** Equity Officers will be meeting with Communities for Our Colleges to come up with a set of racial equity recommendations for SBCTC.

**Outcomes:**

- Build a solid working relationships and team
- Identify our shared vision and values that support building College Equity plans
- Share barriers to achieving our vision
- Identify best practices report
  - Equity officers
  - C4C
  - Others
- Identify helpful elements of a toolkit for SBCTC and the 34 CTCs in WA.
- Discuss process for building the toolkit
- Identify future discussions: how we build best practices across all CTC's

**Process:**

WHAT	DETAILS	TIME
Welcome	What brought us here	10AM - 10 min
Building shared vision	In pairs draw a picture of your ideal process for building strong equity plans  Identify 3-5 values/words - that guide the process  Report out - share pictures and values	20 min
Barriers to achieving our vision	Fishbowl: Equity officers share their experiences of barriers, students share theirs  Scribe - lists barriers on butcher paper	20 min
Solutions	In pairs discuss and suggest solutions - put on large sticky notepads  In large group - regroup them into solution categories  Discussion - what are other best practices we would like to see included not mentioned	11 1 hr
Lunch		30 min

Creating Toolkit	What elements should the toolkit have	12:30
	What is a good process for feedback on the toolkit	30 min
Defining Goals & Outcomes (see below)	Need to come up with a set of goals, outcomes, and intended timeline.	1:00
Operationalizing this work	What systems do we need to have in place to implement this work? <ul style="list-style-type: none"> <li>● Meetings</li> <li>● How to assess our progress</li> </ul>	45 min
Evaluation & Next steps		1:45 30 min 2:30 end

We could use this for planning purposes during this meeting:

<b>GOAL(S)</b>	<b>OUTCOME(S)</b>
Goal: By July of 2023, build a cohort of students, faculty and equity officers from 5 different CTCs to work on the development of a Racial Equity toolkit that includes an assessment of the 34 CTCs, racial equity framework, a list of best practices, and a set of recommendations on implementation of best practices with a timeline and assessment phases.	Outcome: By the end of this process, we will have developed a cohort of student leaders, faculty, and Equity Officers working together to advance racial equity practices.
Goal: By October of 2023, publish the toolkit and run a workshop between SBCTC and equity officers from the 34 CTCs to generate feedback and identify a process to implement practices.	Outcome: We will have published a toolkit that can be used across the system.
Goal: By December of 2023, develop a 2024 implementation plan with goals, outcomes, and timeline for 30% of Washington CTCs.	Outcome: We will have a template for a plan on how to implement best practices on paper.