**Cultural Competency Professional Development
& Implementation Committee Meeting
Tuesesday, July 22, 2014, 1:00 AM – 3:00 PM
Boardroom, Administrative Building 3**

In attendance: Co-Chairs: Elizabeth Andrade, Jim García, Siskanna Naynaha; **Committee Members:** Claudia Riamullo, Liz Coleman, Marie Sagaberd, Barbara Susman, Ahmad Rajabzaden, RJ Bell, Stan Taylor, Celia Maximin, Dean Middleton, Ruth Wren, Dawn DeWolf

Minutes:

1:00 PM   Welcome

1:05 PM   Final draft of charter: comment online

- With apologies for the delay, Siskanna noted that she will distribute the updated charter, based on revisions made by the committee at the meeting on 7/9/14, ASAP.

1:10 PM   Establish subcommittees for various tasks outlined in Scope of Work

In a phone conversation with Siskanna, Donna noted that she did not think the committee needed to wait until "Phase 2" (as yet to be defined) to begin the scope-of-work items that were elided from the list at the meeting 7/9. Based on that conversation, Siskanna had created a spreadsheet noting who volunteered to work on each subcommittee, adding the items omitted back into the list (except for scope-of-work items 8 & 9 on content area development).

Elizabeth stated that the committee had decided on the first "phase" of work at the 7/9 meeting, and we should proceed based on that decision instead, which would also make the work more manageable. (Note: there was not a formal vote on this decision at the 7/9 meeting, but there was general agreement by those present that the committee likely couldn't proceed with certain tasks until some initial items were completed.)

A concern was raised regarding the committee's ability to make determinations on certain items within the scope of work without input from union representatives. There was a lengthy discussion regarding when and how union reps would be able to give input on proposals or recommendations made by the committee so that the committee could move its work forward knowing that recommendations would be in compliance with contractual stipulations. Since at least one union rep will be joining the committee in September (Adrienne Mitchell), and current committee members are able to reach out to union reps before then, it was generally agreed that the committee could proceed with "Phase 1" knowing that union input should be available when requested.

There was a proposal to include the scope-of-work items 1) Define & Name; 2) Review of Best Practices; 4) Identify Barriers; 5) Self-Assessment; and 6) College Inventory in the beginning work, and to define that work as "Phase 1." The committee voted and the motion passed with 100% consensus; there were no "nays" and no abstentions.

Based on the newly defined "Phase 1," those present decided which subcommittees they would be willing to work on as well as where they might take a "lead" position. Those not present but who had indicated areas of interest were assigned to subcommittees based on where there was need in combination with those individuals' stated preferences. (See the spreadsheet for Phase 1 Subcommittees—to be distributed on the same day as minutes from today's meeting.)

(Those not present and who have not yet indicated subcommittee preferences should send them to Elizabeth Andrade or Donna Koechig so that your names can be added to the spreadsheet.)

Subcommittee tasks for completion by the 8/19 meeting (1-3 pm in the Boardroom) were then agreed upon as follows:

The subcommittee on College Inventory (scope-of-work item 6): bring a 1st draft of listing to the groups for additions, comments, etc.

The subcommittee on Define & Name (scope-of-work item 1): name the program. Siskanna also suggested that this subcommittee look at Terry Cross's new work on "cultural competency" so that if the larger committee decides to continue to work with his model and definitions then we are using Cross's most up-to-date research.

The subcommittee on Review of Best Practices (scope-of-work item 2): develop a spreadsheet that grades different models against our content areas (taking into account that the larger committee must also "Develop a cultural competency professional development model with multimodal levels of competencies [e.g., beginning, intermediate, advanced].")

The subcommittee on "Identify Barriers" (scope-of-work item 4): bring an initial list of institutional barriers, reaching out to union reps to ask what may have been missed.

The subcommittee on "Self-Assessment" (scope-of-work item 5): bring an initial recommending 1-2 good assessment tools for each of the 7 content area categories.

It was recommended that everyone use the list of content areas in scope-of-work item 7 as the base for work in each subcommittee: Race; Ethnicity; Culture; Language; Religion; Spirituality; Socio-Economic Background; Social Class; Gender; Sexual Orientation; Domestic Violence; Marital Status; Accessibility; Age; Ability; Mental Health; Veterans; Military Status; Understanding of Social Justice; Understanding of the Dynamics Related to Power, Privilege, and Oppression

It was proposed that all subcommittees provide reports on their foundational work at the 8/19 meeting. Proposal was passed by 100% consensus. No "nays"; no abstentions.

Miscellaneous   It was suggested that drafts of the charter be dated since we are now working with draft 5+.

It was suggested that links to the College's Core Values and Strategic directions be added to the blog's "About"

page. It was also requested that a link to the committee blog be distributed with the email to the group containing meeting minutes.

Elizabeth will reach out to the Torch as well as Lane Weekly to publicize the committee blog, ongoing developments, etc.

Next Steps:

1. "Defining Phase 2 & 3" (or more?) and "Timeline for Scope of Work with specific dates" will appear on the agenda for the August 5 meeting (1-3 p.m. in the Boardroom).

2. Possible keynote speakers for Fall Inservice: if you know of anyone who would be good for this phase of our development, please email the name and info to Donna.

3:00 PM   Adjourn