



Charter for  
[GP Project Team- EQUITY DATA & COACHING]  
12/7/2020

This Charter is established between the Guided Pathways Equity Data & Coaching Project Team and the Guided Pathways Workgroup to structure the process and planned outcomes for the GP Equity Data & Coaching Project Team during the one-year period of the (20-21) academic/calendar year(s).

<b>Purpose/Charge</b>	Focus on collecting, distributing, and interpreting data that reflects racial equity on campus.
<b>Guiding Principles and Assumptions</b>	<ul style="list-style-type: none"><li>• Data that reflects racial equity should be incorporated into more institutional processes.</li><li>• Data should guide the narrative on racial equity.</li><li>• Data based action planning could be further integrated into the college fabric through the use of peer data coaches.</li><li>• Look at disaggregated data and focus on the evaluation of equity gaps.</li></ul>
<b>Charge</b>	<ul style="list-style-type: none"><li>• Collecting and analyzing data that captures the student experience, specifically focused on racial equity.</li><li>• Creating a mechanism to distribute and communicate data to campus community.</li><li>• Coaching campus community on how to interpret data.</li></ul>
<b>Scope &amp; Expected Deliverables</b>	<ul style="list-style-type: none"><li>➤ Collect qualitative and quantitative disaggregated data</li><li>➤ Create a sample survey to collect qualitative data</li><li>➤ Integrating disaggregated data into Instructional &amp; Student Services Program Review</li><li>➤ Improve access to equity data by making improvements on the IR website</li><li>➤ Data Coaching Program ready to use for Program Review and other areas</li></ul>

<p><b>Membership</b></p>	<p>The Equity Data &amp; Coaching Project Team will be comprised of four members, inclusive of representatives of all primary constituency groups.</p> <ul style="list-style-type: none"> <li>• Dr. Greg Aycock</li> <li>• Courtney Buchanan</li> <li>• Bernice Delgado</li> <li>• Tharek Phounsavat</li> <li>• Data consultant- Caitlin Welch</li> </ul>
<p><b>Meeting Time/Pattern</b></p>	<p>The Equity Data &amp; Coaching Project Team meets weekly on Mondays at 10am via zoom.</p> <p>The entire Guided Pathways Team meets monthly on the first Tuesday of each month via zoom.</p>
<p><b>Roles of Chairs and Members</b></p>	<p>The Co-Chairs are accountable to (the overseeing body) to ensure continuity of dialogue between governance tiers. Chairs are responsible for preparing agenda and facilitating meetings of the (proposed body) based on best practices and guidelines for effective facilitation.</p> <p>Members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the (proposed body) that can help to achieve the (proposed body's) charter deliverables (relevant strategic charge). Members are expected to actively attend and participate in all meetings, deliberations, and decision-making processes of the (proposed body). While representing the perspectives of the constituency group to which they belong members are expected to engage in effective dialogue with (proposed body) peers with the intention of finding consensus on all issues that come before the (proposed body).</p>
<p><b>Meeting Procedures and Expectations</b></p>	<p>The Co-Chairs, and members of the (proposed body) will adhere to participatory governance best practices as follows:</p> <ul style="list-style-type: none"> <li>• Meeting agendas are issued in advance of meeting times.</li> <li>• Meeting agendas are organized to achieve milestones established in the charter and prioritize actions pending, actions required, and problem solving to move the work of the group forward.</li> <li>• Members endeavor to: <ul style="list-style-type: none"> <li>○ appropriately prepare for meetings based on the meeting agenda.</li> <li>○ arrive promptly and stay for the duration of entire meetings.</li> <li>○ participate in a problem-solving approach where the interests of all participants are considered in developing proposals and recommendations and, where appropriate, distinguish between constituency versus college-wide perspectives.</li> <li>○ welcome all ideas, interests and objectives that are within the scope of the charter.</li> <li>○ actively listen to engage in respectful and constructive dialogue.</li> <li>○ work with a spirit of cooperation and compromise leading to</li> </ul> </li> </ul>

	<p>authentic collaboration.</p> <ul style="list-style-type: none"><li>○ move forward once a consensus-based decision has been made.</li><li>○ continue to progress with the members who are present at each meeting.</li><li>○ follow through on tasks that are committed to outside of scheduled meetings.</li></ul>
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