

Diversity in Culture Task Force- Meeting Agenda

March 24, 2021 - 4:00 pm – Zoom

- Welcome

We began the meeting at 4pm by looking at the draft program crafted by Cindy Jones.

In attendance: Gigi Fiumerodo, Jose Maldonado, Jamie Harmon, David Carlander, Carmen Ruiz, Mariana Branda, Lynn Wright, Paulina Sanchez Perez, Steve Turner, Ioana Schmidt, Jenchi Wu, Alexander “Rock” Fredell, Amparo Medina, Sarene Wallace, Stacy Sloan Graham, Peter H. Sezzi, Gabriella Rodriguez.

The initial meeting of VCCCD DEI group was wrapping up at the same time so we started with a smaller group.

- Guests from the DO: Alexander “Rock” Fredell & Sarene Wallace

- Webinar details- collecting all links

All events will be webinars (save for two events that are overlapping, so two events will be Zoom while other webinars are going on.). Jose asked if we will have QR codes for individual events, Gigi said that Cindy will have a direct registration link for each event but instead of QR codes Cindy will do individual marketing for the events in order to promote interest and attendance.

- Youtube live stream details

Will the YouTube links be the same for all events or will each webinar have its own YouTube? Should we add to the checklist to each presenter if they are ok with their presentations being simulcast on YouTube. Peter has submitted all the VC webinar requests. Amparo has submitted all the OC webinar requests. Are we able to modify the webinars after we have set them up? Rock said that yes, the webinars can be modified after they are set up. Amparo said that she will submit the request for the first event (Presidents Sanchez and Hoffmans introduction).

- Meeting with VC and OC marketing team

Steve asked about accessibility (alt tags, etc.) on all social media marketing efforts. Sarene said that the DO will make sure that all marketing efforts will be accessible.

- Sign ups for Behind the Scenes Webinar Support

- <https://docs.google.com/forms/d/e/1FAIpQLSdvtb3E3oAMsEdKGb6J-s2SGa8WepGWXbALzyWbEuJtOTMRxg/viewform?usp=sf>

We should mention if you want to be a co-host or behind the scenes for each event. Please fill out the form so we have enough people there working behind the scenes. This form will be used to generate who are the panelists for each event. Every panelist will have their own unique link. You are either a panelist or an attendee. The deadline to sign up to get a panelist link for any

event is this Fri, March 26. And our goal is to have a minimum of two (2) - three (3) staff as panelists for each event, depending on the event.

- Review schedule and program- final edits and corrections
 - Cindy finishing up program on www.venturacollege.edu/diversityfest
Discussion on if we should mention our original theme of “social justice” needed. Gigi will be proofing this document to send edits to Cindy so she can make the edits right away as Cindy is off next week during Spring Break. We need OC webinar links, YouTube links for all events. Cindy can add webinar links later. Cindy will highlight / advertising on Facebook and Instagram to showcase and promote the events, as well as sharing with her marketing counterpart at OC, James. Final edits, suggestions needs to be to Gigi by midnight tonight, Wed, March 24.
- Additional updates:
 - Final Edits for Checklist for Panelists- deadline?
 - https://docs.google.com/document/d/1V6WkDI_HOtrrJp1VdkmurasmfHG1d1gzrdPbbjZH4/edit?usp=sharing

Gigi shared the checklist that we have developed. Jose suggested that we add to the checklist to ask the presenter if they are ok with the event being broadcast. We learned that two webinars can run concurrently so if one event is scheduled to end at 1pm and another is scheduled to start at 1pm, they can overlap without one event starting ending the existing webinar. If they are going to be livestreamed, however, they cannot overlap.

The plan will be to send the checklist to all panelists next week. Gigi will do it for VC; Jose mentioned that OC will take care of it for their events.

Gigi asked about if there is anything that we can share with Cindy regarding YouTube links. Rock shared what the DO is working on a webpage for Diversity Equity and Inclusion. There will be a livestream player on this new website where anyone can view our events that are scheduled for livestream. Sarene shared that they will be doing a press release about this new website. Peter asked if they can have a redirect to whatever this final website will be so we can include this in the schedule. Rock will share the link with us later today.

Amparo asked why the webinars say 30 min prior to the scheduled start time. Rock said this was to allow panelists to have a practice session 30 min prior to going live. Jose said he wished he had more experience to know how to respond. Peter agreed with Amparo that having the webinar registration saying 30 min prior to the actual start time will just confuse attendees.

Everything for the webinars needs to be in to Rock by April 7th at the latest.

- Distributing Surveys- Jose and Gigi update
Gigi and Jose are meeting with Philip Briggs in IR at VC tomorrow, Thurs, March 25 regarding surveys that we can send out to attendees.

- Outreach
 - Send final program out

We will work on sending out the program to local schools, etc., as soon as we have the program finalized.

- Interpreters and live captioning
 - Updates from OC and VC

It appears that every event will have interpreters and live captioning.

New Topics:

Jose suggested that we have a meeting set up for 4pm on Tues, April 13 so we analyze what worked, what didn't on Mon, April 12.

Jamie asked if there will be a webinar training event prior to the week of events happening. Many others echoed this request. Gigi suggested why don't we do our next meeting on April 7th as a webinar. This will allow everyone on the committee to see some of the ins/outs, bells & whistles of how a webinar works.

- Next meeting – Wednesday, April 7, 2021 at 4:00 PM