

Diversity in Culture Task Force - Meeting Notes

March 17, 2021 - 4:00 pm – Zoom

- Welcome
Began at 4:05pm with introductions.

Present: Ioana Schmidt, Gabriela Rodriguez, Jose Maldonado, Steve Turner, Emily Zwaal, Peter H. Sezzi, Lynn Wright, Mariana Branda, David Carlander, Paulina Salazar, Rubisela Gamboa, Eric Martinsen, Amparo Medina.

- Review schedule and program - final edits and corrections

Gigi shared her screen. We went over the program. The goal will be to send the final schedule to Marketing by tomorrow.

No overlaps of any events other than Monday at 1pm. All events will be Webinars other than the Celia Daniels event on Monday afternoon, the Tina C Carlson on Wed afternoon and (possibly) the Artivism event. Hosting events as Webinars might reduce attendance but will make the events much more secure and (hopefully) less likely susceptible to Zoom bombing. The 10am OC/VC Student Panel on “Wellness during Covid” might have a modified title; there is a meeting early next week regarding this event. Gigi then went over the rest of the Monday schedule.

We then discussed the Wed schedule. Gigi noted that at today’s poetry workshop there were six attendees, so that is promising. We are still awaiting the performer names for the First Nations event. Discussion on making the Dr. Luna an event where attendees can post their own indigenous/local recipes after the event. Gabriela will create a form that attendees can use to submit/post their own recipes during/after this event.

Then we went over the Thurs schedule. A few minor edits were made.

Given that each event (with a few exceptions) will be Webinars, each panelist will have his/her own link specific to that event.

- Additional updates:
 - Webinars
 - Information from Rock’s training earlier today

She shared that several of us (Gigi, Jose, Emily, Peter, Gabriela) had a meeting with Rock at the DO regarding the setting up of Webinars. We should strive to have three campus staff from the campus on each Webinar, one as host and the other two as backstage crew (so to speak). This meeting was recorded. Every panelist will have their own link to join the webinar. The public-facing link for the webinar is different. Amparo is the lead for the OC webinars. Peter and

Gigi are working on the VC webinar requests. Amparo thinks she will have all the webinar requests in by tomorrow; Peter/Gigi will work on the VC webinar requests later this week.

We discussed about livestreaming on YouTube. If we are livestreaming on YouTube AND having these as webinar, we can provide both opportunities – if you want to participate, join the webinar; if you want to just watch, just go to the YouTube livestream. Discussion regarding whether if we should require registration or not for the webinars. It is challenging to get to attend and registration might be a barrier but we also want to not open ourselves to potential Zoom bombing. Amparo asked why we considering registration if it might lead to less participation. Our webinar capacity is 1000 so having YouTube and webinars running concurrently forestalls any “maxing out” in either modality.

Gigi will make a Google doc for all of our events and have two-three staff present at each event – one as host, one-two as backstage crew. Gigi shared that Brittany/Candace in the VC/OC DSP&S has the list of events we are hosting.

We should disable chat in the YouTube. If we want to use the Poll feature in any webinar, send it to him at least two days in advance of all webinars. Before showing any videos in Zoom, select “Share Sound” and that everyone is on mute. And all events should end 5-10 min before the scheduled end; if any event wants to go longer, on the spot have one of the backstage crew create a new Zoom (not a webinar) and share with the attendees in the chat for that webinar and direct attendees to continue the conversation there.

Checklist for Webinars / Webinar performers:

- Check your email for your personalized link to your session (check your inbox for an email from: VCCCD webinars)
- Do **NOT** share your personalized link (it is yours alone – all other panelists on the webinar will receive their own personalized link)
- Do you want your session to be recorded?
- Are you planning on showing any video?*
- Do you plan to use the “share screen” of Zoom during your webinar?*
- To help our captioners and interpreters, do you have any words we should know in advance (e.g., indigenous/non-English language names, terms, proper nouns, etc.)
- Chat will be disabled.
- Do you want to enable Q&A?
- Sessions must end 10 min prior to scheduled time (e.g., an event publicized from 1-2:30pm must end by 2:20 so the next webinar may begin promptly at 2:30pm)

- Log in no sooner than 10 min prior to your event's scheduled start time.

*If they say yes, ask that they share links/media with other hosts so if there are problems with their internet, someone else can be ready to go.

NOTE: Chat only works in between hosts and panelists **NOT** between hosts, panelists and attendees. The only way for attendees

We agreed we need to have Rock come to another Diversity in Culture meeting so we can answer all questions in advance.

- Distributing Surveys
 - Require Registration (to capture email addresses)

One benefit of requiring registration, is we can push surveys to attendees after the fact. We can also put a link to surveys in each webinar near the close of each event.

- Outreach

We haven't really started working on this. Once the program is up on the website, we can begin the outreach.

- Interpreters and live captioning
 - Updates from OC and VC

Gigi has an update; we will have live captioning for each event and we are trying to secure live interpreters for all events, too. Gigi shared the status to date in securing the captioners and interpreters.

Gigi will create a Google form to secure the two-three staff helpers per event.

Eric / Jose are willing to set up a Slack to see if this will help with communication the week of the events.

The meeting ended at 5:10pm

- Next meeting – Wednesday, March 24, 2021 at 4:00 PM