Equity, Access and Inclusion (EAI) Leadership Council Agenda

Friday, Nov. 12th

1. Introductions
    - Name
    - Pronouns
    - Position and Unit
    - One thing that you are excited to accomplish as part of this Council?

2. Conversational Agreements

3. Review Structure and Charge
    - Staggering terms
    - Determine minutes process and recorder
        - Personal information like group check-in should not be included
        - We should approve minutes and notes before they get published
        - Student and Faculty names, should not be included, as well as identifiable information
        - Notes should focus on external-facing information
    - Using Teams to communicate

4. Set a time for future meetings
    - Frequency of meeting: monthly
    - Could have a meeting after the term, Dec 10-20?
    - Should we consider stand-ins if people are gone for several months? -> Yes, someone from your units committee would be acceptable

5. Expectations and Process moving forward
    - We are all in different places, stages in our careers, and knowledge regarding EAI work
    - We should all feel comfortable to contribute

- Don't need to follow Robert's Rules, will keep things informal

6. EDC and GE Updates (Standing Item)

Action Item:

Gather status of your unit's EAI Committees. Are they established? How often are they meeting? What is their process and how might our work best support them?

Inventory of actions taken if any.