

**Minutes**  
**Wednesday, April 14, 2021 2:00 – 3:30p.m.**  
**ZOOM**

1. Call to order: 2:05pm (Mimi Kim)
2. Introductions of Attendees and Committee Members:
  - a. Salvador Peregrina, Larisa Hamada, Piya Bose, Jessica Pandya, Mimi Kim, Theresa Gregor, Angela Locks, Isabel Banuelos, Brooke Winder, Nancy Torres, Christina Hall, Miriam Dee Henan, James Saucedo, Millaray Martinez, Shae Miller, Keith Freeseaman, and Rhiannon Aarons.
3. Sacred Indigenous land and CSULB: CCC Action
  - a. Theresa provided a report and updates about the United Descendants of Puvungna Council (UDPC)
    - i. UDPC writing a formal land acknowledgement protocol to submit to AIS and other groups
    - ii. Puvungna Film Project will document history and significance of Puvungna as well as provide an opportunity to be used as a training tool, teaching tool, and outreach tool (it will be archived on a website)
4. HERI Report
  - a. Angela shared CCC Comprehensive Report
    - i. Group Work List:
      1. <https://docs.google.com/document/d/1p1hN-oPBM9FgqTA7SFyiA2IMa7i5nxJMbDABTH6QShc/edit>
    - ii. Angela provided a tutorial to explain how each work group can write up their sections for Students, Faculty, Staff/Administration
      1. E.g. "The mean was x for y category. "
      2. When reviewing the data:
        - a. Open the Excel page with the descriptive data for information looking at \_\_\_ category, then open the PPT for the category that corresponds to your analysis, and open up the Excel file with the demographic your group is writing about (Age for the CCC) results sheet—then navigate to the "report table" tab in the workbook.

send out additional instructions/directions to each group writing a section of the report.

iii. Discussion and Questions

1. How to access OneDrive and SharePoint?

- a. Ask ATS to have One Drive on your laptop/desktop workspace for organization and time-saving to open file
2. Timeline for Completion? end of Spring semester
  - a. Graduation is Memorial Day Weekend
3. Comment and question to student reps regarding their comfort level in writing the report?
  - b. Finals and deadlines will impinge on their time and their ability to attend the final CCC meeting
4. Theresa suggested that we use the final CCC meeting to have breakout rooms with our subgroups to write up our narratives
  - c. Using SharePoint will be key
5. Shae asked for support and guidance for LGBTQI+ committee to write up their section and assess/analyze data and that they also attend the final CCC meeting since they are a subgroup of CCC
6. Angela's quantitative team is offering office hours to assist in report writing
7. Mimi will schedule a pre-meeting for group leads

5. Other business

6. Adjournment:

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