

**Draft SOE Meeting Agenda
December 6, 2022
In Person: Jane Russell Commons (William Phillip Hall)**

**Zoom Details/Links: Join Zoom Meeting <https://washington.zoom.us/j/94813311413>
[\[washington.zoom.us\]](https://washington.zoom.us)
Meeting ID: 948 133 11413**

Announcements & Committee Updates: If these do not require action/vote or discussion, place them in the SOE Announcements & Committee e-bulletin Updates document which is accessible to SOE faculty and staff all year. If you still want to share information/updates at SOE meetings, please let Rachel/Donna know 1-2 weeks before the next meeting, or as soon as possible.

**AGENDA/MEETING FACILITATOR: Belinda Louie
MINUTE-TAKER: Donna Braboy**

Topic	Time/Who	Outcomes	Comments/Asks
Welcome & Land Acknowledgment, Meditation	9:00a-9:10a Belinda	Ground our work in relation to where we are situated	Acknowledge and reflect on Indigenous connections and make a commitment to action/self-learning http://puyallup-tribe.com/ourtribe/Land%20Acknowledgement.php Meditation- Muckleshoot Spring Meditation
Working Agreements	9:15a-9:25a Belinda/Rachel and EFC	Review feedback from prior meetings; encourage critical reflection on own behaviors and impacts to others	
Checking In	9:25 a-9:40 a	Check in with colleagues- personal and professional updates- ways to improve collaboration	<i>Brief check-ins with colleagues- a personal or professional update (may pass)</i> <i>Address feedback- ways to improve cross-program collaboration and communication in meaningful ways- reduce "silo-ing?"</i>

Advising Team	9:40 a - 10:00 a (Liz, Justin, and Ashley)	SOE Program application/admission information Recruitment needs for those with autumn/winter priority review dates	Will provide program updates related to the programs they each advise. Make sure Advising Team, if needed, is able to make asks or share information
Other Business	10:00a-10:20 a Kathy – EC Laura – APCC Robin/Dawn - New Course Proposal	New course for Summer 2023	Course Information (LINK) Syllabi (LINK) Vote LINK
Break	10:20a – 10:30 a		
Office of the Dean	10:35a – 11:00a (go over as/if needed to complete- otherwise, short stretch break before final portion)	Reminder of January 3rd School-Wide meeting OPMA Reminder BA (Julia) AY 2022-2023 Faculty Searches (Julia and Kurt/Laura) Budget/Enhanced Monitoring if applicable (Maria/Rachel) 10 Year Review (Rachel/Ed) Open Q&A, if time permits (faculty and staff may ask Dean questions)	First day of quarter, first day back from break Take OPMA training Post agenda one week prior to meeting At least one person must be in person, on campus Don't include links to editable documents in agenda

Equity Action Plan - Reviewing Admission Statements/criteria	11:15a - 11:55a Julia, Laura, Robin, Ashley, Liz Liz	Update Activity	How do our admission statement reflect an anti-racist, decolonizing approach to recruitment?
Adjourn	Noon		
Upcoming Facilitators: January 3, 2023: Julia			

Zoom/Virtual Meeting Etiquette Reminders:

- *Our meetings are still subject to OPMA. Members of the public may be at this Zoom meeting. They will be excused if/when confidential matters related to personnel or students are discussed.*
- *The SOE meetings will be set-up with a waiting room. There will be several zoom hosts identified and one of them will let you into the meeting as quickly as possible.*
- *Ensure that your audio/microphone and video are functional prior to the meeting.*
- *Please mute yourself when you log on - this will improve the sound quality by reducing background noise.*
- *If you have questions during the meeting, please submit them by the chat box or raise your “hand”) We will assign someone to monitor the chat box during the meeting to ensure questions are addressed.*

SOE Working Agreements:

1. Address controversy with civility and intellectual humility

- *Value knowledge and a commitment to ongoing growth and learning*
Own your own intentions and impact
- *Lead with listening; seek to understand*
- *Show that you value another’s position/perspective*

2. Challenge by choice

- *Use reflection and intention when opting for silence*
- *Be mindful of your own participation*
- *Ask hard questions respectfully*
- *Confront constructively, without assumptions of ill intent*

3. Demonstrate respect

- *Allow others to finish their thoughts/message before introducing yours (or ask them if you can interject)*
- *Be gracious when speaking about colleagues in the community*
- *Allow space for, and encourage all voices*