



Equity and Antiracism Planning Council

Bylaws

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Preface

The Equity and Antiracism Planning Council represents an evolution of the Academic Committee for Equity and Success with integration of the antiracism recommendations developed by the former Cañada College Antiracism Task Force and adopted by PBC in May 2021. Once the Council pilot is launched, ACES would cease to exist; their work would continue in the Council and expand to include the following:

- Centralization of equity and antiracism work, with an explicit mandate to address antiracism.
- Additional responsibilities with respect to college-wide equity and antiracism values, goals and priority-setting beyond the SEAP Plan.
- Collaboration with primary participatory governance bodies to provide support in addressing systemic barriers and reviewing and revising policies and practices as they relate to equity and antiracism.

Philosophy/Values

Participatory governance and decision-making are based on establishing and maintaining a transparent, inclusive, and fundamentally collaborative process that critically engages administration, faculty, staff, and students with honesty and respect for divergent opinions, a sense of mutual trust, and a willingness to work together towards common goals.

All key parties of interest should be given the opportunity to engage in deep learning around equity and antiracism and, via the proposed Equity and Antiracism Planning Council, will participate in jointly developing recommendations and planning initiatives in accordance with the College's mission and strategic goals. Planning is an on-going and systematic cycle of reflection and evaluation, integrated planning, implementation, and re-evaluation intentionally designed to verify and improve the effectiveness by which the institutional mission is accomplished.

To strengthen the College's culture of inquiry, the Equity and Antiracism Planning Council (EAPC) uses analyses of quantitative and qualitative data to document achievement of the College's goals and make recommendations to the College on matters pertaining to policy, practice, and programs through strategic planning related to college goals for equity & antiracism. The EAPC is not the sole entity working towards these college goals. The EAPC also supports other participatory governance entities with the tools and resources they need to achieve their local goals in support of broader college plans for equity and antiracism, such as the coordinated leadership and support for systems, operations, and processes related to the Student Equity and Achievement Plan (SEAP) and budget.

Mission/Purpose

The mission of the Equity and Antiracism Planning Council is to disrupt and dismantle systemic racism and White supremacy for our college community in pursuit of equity, antiracism, justice and liberation.

Approach:

The EAPC uses a framework that centers equity, antiracism, and the pursuit of liberation to:

- Critically examine larger systems of oppression,
- Audit and interrogate our campus' racist culture and inequities, and
- Engage Cañada personnel and students in antiracist systems-changing.

In an effort to achieve the Council mission/purpose, the EAPC will:

Goal #1: Review and revise college policies and practices.

Goal # 2: Facilitate training for students, faculty, staff, and administration.

Goal #3: Develop and implement college-wide programming related to equity and antiracism.

To support the three aforementioned goals, the EAPC will engage in critical work around the areas listed below. These responsibilities will inform the Council's efforts to engage in work around policies, practices, training, and college programming.

Responsibilities

- **STRATEGIC PLANNING:** Ensure that the strategic plans for the college integrate equity & antiracism by working with College councils and senates to make sure that tools, resources, and training are part of the planning processes (e.g., development, integration, and broad oversight of the College Equity & Antiracism Plan, inclusive of the SEAP Plan) (Goals 1, 2)
- **PRIORITY SETTING:** Provide support and guidance in aligning college priorities for strategic initiatives, projects, and funding, as they relate to equity, antiracism, justice and liberation (e.g., provide feedback to College leadership about agenda-setting and priorities during annual leadership retreat) (Goals 1, 3)
- **PARTICIPATORY GOVERNANCE:** Partner with the Planning & Budgeting Council in critical inquiry related to participatory governance structures, systems, and resources with a focus on broader systems of oppression that reproduce inequities at the College (e.g., participate in ongoing equity review of participatory governance processes and structures) (Goal 1)
- **PROGRAM DEVELOPMENT & SUPPORT:** Support the critical inquiry and assessment of program successes and areas of opportunity through program review to ensure that programs actively work to close equity gaps through evidence-based practices, community feedback, and race-conscious interventions and that resources are allocated equitably (e.g., develop principles that anchor equity and antiracism in our College personnel and resource request prioritization process via program review) (Goals 1, 2)
- **ADDRESS SYSTEMIC BARRIERS:** work to identify and help college community members dismantle systems of racism and White supremacy in order to build a campus community that centers experiences, processes, and practices that uplift equity,

- antiracism, justice and the fullest expression of self at the College (liberation) (e.g., partner directly with Cultural Center to provide critical support and advisement on addressing anti-Black racism and systems of oppression with campus programs) (Goals 1, 2, and 3)
- **POLICY REVIEW:** develop, implement, and maintain a system to ensure the regular assessment of equity and antiracism in College policies, processes, and practices (e.g., participate in regular review of local College hiring best practices in consultation with College leadership) (Goal 1)
 - **INNOVATION & INQUIRY:** conduct inquiry into new ideas and propose innovative programs, practices and policies in pursuit of stronger systems of equity & antiracism at the College (e.g., host regular and signature Flex day EAPC sessions) (Goals 2, 3)
 - **CAMPUS CLIMATE:** in partnership with the office of Planning, Research, Innovation and Effectiveness, develop and disseminate data-collecting opportunities in order to enhance and support sense of belonging, community engagement, and best practices that center the experiences of Black, Indigenous, People of Color and minoritized communities (e.g., partner with PRIE to develop ongoing and regular tools to assess campus climate at the College) (Goal 3)
 - **PROFESSIONAL DEVELOPMENT:** develop new and support existing professional development opportunities at the College that connect innovative resources for equity and antiracism in instruction/pedagogy, professional skills development, technology, unconscious bias, cultural empathy and proficiency, antiracism skill-building, etc. (e.g., develop signature College trainings to address the needs of BIPOC and minoritized communities) (Goals 2, 3)

MEMBERSHIP

Membership Terms

Each member will serve a “term,” which is defined as a two-year or four semester commitment.

Student terms of service are for one academic year except for initial appointments and any mid-term replacements.

Membership Appointment or Selection

Council members are appointed through the Classified Senate with CSEA approval, Academic Senate, and Associated Students of Cañada College. Administrators will be appointed from the College Cabinet by the College President.

Council membership (constituency representation)

College participatory governance Council membership ensures representation of college constituency groups—faculty, classified, students, administration. EAPC members shall have interest in or experience with interventions, resources, and/or professional development related to equity, antiracism, the SEAP Plan, and/or College core values of liberation, social justice, etc.

EAPC shall have 18 members as identified below:

3 Co-chairs: 1 Faculty member, 1 Administrator (or Director of Equity), 1 Staff member

5 Faculty shall represent each of the below:

- English/Math
- ESL
- Counseling
- Faculty representative at large
- Faculty representative at large

6 Classified Staff

1 Representative of PRIE (Office of Planning, Research, and Institutional Effectiveness)

1 Administrator such as Vice President of Instruction and Dean of ASLT

2 members of ASCC (Associated Students of Cañada College) including at minimum one student

Staff and faculty members should represent different student services and equity oriented programs, and committees supporting as many of the following communities as possible:

- Antiracism groups and groups addressing Anti-black racism
- Asian American and Native American Pacific Islander (AANAPI) students
- Black students
- ESL students
- Foster youth
- Immigrant and undocumented students
- First generation students
- Latinx students (categorized as “Hispanic”)
- LGBTQ+ students
- Students with disabilities
- Students of Color
- Veterans
- Additional communities that are disproportionately impacted or have been marginalized

Priority shall be given to members representing programs addressing the EAPC mission and goals and SEAP ([Program Examples for Reference](#)).

Annual Orientation of Members

Members are not expected to be experts on all things related to equity and antiracism. Members shall have interest and willingness to learn about equity and antiracism at the College. Council tri-chairs will facilitate an orientation and training for all members annually, with additional training available through conference attendance, Cañada College and/or District Professional Development opportunities related to antiracism and equity.

Expectations of Service

Council members will:

- commit to attend and prepare for meetings.
- notify tri-chairs if unable to attend scheduled meetings.
 - if and when possible, they will find a replacement to represent their area or report back.
- solicit feedback from and report out to constituent groups.
- commit to engage with a courageous mindset and a place of humility, whereby they are able to engage in difficult and uncomfortable conversations, be open to learning, and center the needs of voices of BIPOC, LGBTQIA+, undocumented and other minoritized communities.

Removal

Members may be removed or asked to resign by consensus of the committee after three (3) absences in one semester.

Vacancies

In the event a membership position is vacant due to going unfilled or removal, the Council may recommend the appointment of a substitute Council representative for consideration in alignment with the appointment and selection process.

TRI-CHAIR SELECTION

Tri-chair leadership will include 1 classified representative, 1 administrative representative and 1 faculty representative. The administrative representative will be determined by Cabinet leadership (and may be updated to be the Director of Equity). The classified representative is appointed by Classified Senate and the faculty representative is appointed by Academic Senate (and may be updated to be the Faculty Equity Coordinator). The Tri-chairs will serve a two-year term. Tri-chairs and council members are confirmed by no later than the last regular council meeting in spring semester (in preparation for service to begin the next year).

DISSEMINATION OF INFORMATION

Agenda and Meeting Summaries

- distribute meeting agendas 72-hours prior to a meeting
- draft meeting summaries should be reviewed/approved at subsequent meetings
- agendas and meeting summaries are to be posted regularly to Council webpages
- council webpages should be regularly updated with current information, council membership, bylaws, meeting agendas and summaries, meeting days and times.

FORMATION & ROLE OF TASK FORCES (Councils)

Task forces or ad hoc work groups are “small groups created by a Planning Council for a short time—less than a year—for a defined “task” or purpose. Membership of the Task Force relies on topic experts, interested parties, and may include representation of college constituency groups as determined by the founding Planning Council (See *Compendium of Committees*, April 2019).

MEETINGS

Frequency of Meetings

EAPC meets monthly for two hours on the 4th Tuesday of the month for the months of September through April. Specific “task force” meetings will be held and scheduled outside of those times on an as-needed basis.

Meeting Agenda

Meeting agendas should be created by Council co-chairs with input from the membership and requests from other committees/councils.

Decision-Making

EAPC will use majority vote decision making, where quorum is half the membership +1. Proxy voting is not permitted.

ACTIONS & DECISIONS ON COLLEGE POLICY

Council actions and decisions that impact college policy within the purview of EAPC shall be formal recommendations made to the College President.

BYLAWS CHANGE PROCESS

Council bylaws may be amended and/or adopted by a two-thirds vote of all members in consultation with their respective constituents. Any member may propose a change to bylaws.

EVALUATION

EAPC reports to the College President annually on the progress of the College Equity and Antiracism 3-year Plan (inclusive of the Student Equity and Achievement Program Plan). The Council provides information on this evaluation to the Planning and Budget Council regularly, at least once per academic year.