

## **Sexual Assault Prevention Committee (SAPC)**

### **Meeting Minutes**

June 27, 2018

1:00-2:30pm

University Health Center, Room 1150

**In Attendance:** Julia Strange, David McBride, Amelia Arria, Catherine Carroll, Kevin Webb, Jeffrey Franke, Corin Edwards, Omolola Taiwo, Andrea Goltz, Steve Petkas, Cynthia Martinez, Sue Sherburne, Gerry Strumpf, Alicia Ray.

#### **Review of SAPTF recommendations**

Chair reviewed SAPTF recommendations, and then opened discussion regarding further adjusting the timeline to account for the delay between the release of the SAPTF Report and the Assistant Director for Sexual Assault Prevention position being filled. Based on discussion, Chair will update the timeline based on the discussion. SAPC members discussed some of the individual recommendations, including requirements for graduate students and the messaging campaign. The SAPC members discussed that the first year of work will center on planning for roll-out of various deliverables in the following years. One member recommended use of existing products and resources, to the extent possible. Chair discussed recommendation of website roll-out in Fall 2018 as a first visible step in prevention plan implementation. Chair will circulate spreadsheet of current prevention efforts to the SAPC for review and updates prior to July SAPC meeting.

#### **Review of Implementation Timeline**

Per previous discussion, Chair will update "Phased Implementation Plan Timeline." Additionally, Chair will provide a draft 15-month work plan to the SAPC membership prior to the next SAPC meeting for initial feedback.

SAPC will meet with University Senate Executive Committee in December 2018, and present a first progress report to the full University Senate in February 2019.

#### **Establishment of SAPC Processes**

Decision-Making: Chair presented recommendation that SAPC utilize voting and majority rule for decision-making, reserving discretionary decision-making for decisions about which the group is divided or in instances where a decision must be made quickly. The SAPC agreed with this recommendation.

Subcommittees: Chair presented initial recommendations for subcommittees and SAPC members engaged in discussion about what subcommittee structure would make most sense in accomplishing SAPC mission and goals. The SAPC determined that all members will be

involved in programming, as this is the most substantial piece of the SAPC's charge, with specific tasks being assigned as needed to individual members or small groups. Members confirmed the following subcommittees, which align with the SAPTF recommendations:

- (1) Evaluation and Assessment (Dr. Arria, Sue Sherburne, Lola Taiwo, Fatima Taylor)
- (2) Communication Strategy (Cynthia Martinez, Stephen Penning, Corin Edwards)
- (3) Research (TBD)

Areas of responsibility of each subcommittee will be detailed in the SAPC Charter.

Communication: Chair recommended use of a shared Google Team Drive for SAPC members to locate materials such as meeting minutes and background documents. The Team Drive can also be used for collaborating on shared documents and for organizing subcommittee materials.

### **Scheduling future SAPC meetings**

SAPC agreed on scheduling meetings for next 6 months, no other preferences were indicated by members.

### **Closing and Review of Action Items**

SAPC members expressed what would be most helpful moving forward such as receiving more information on processes and trainings. Chair reviewed action items including:

- Chair (Julia) will draft a SAPC Charter and submit to the group for edits/comments.
- Chair (Julia) will provide background materials on the prevention frameworks we'll use in shaping our work.
- Alicia will develop and send out a Doodle poll via email to collect member availability for meetings for the next 6 months.
- Chair (Julia) will invite all members to join a Team Drive for SAPC. All background materials and meeting agendas and minutes will be maintained on this Team Drive.

Working Groups may create their own folders as well.

- Team Drive will include a list of subcommittees and membership discussed here today.
- Team Drive will include meeting minutes (will send email with link when the minutes have been added)
- Sub-committees are welcome to utilize this shared drive for collaboration, we will include a folder for each sub-committee.
- All SAPC members who have joined subcommittees should connect with their fellow members to determine processes for internal communication and to begin discussing tasks for completion.
- All SAPC members who are not currently on a subcommittee should review and sign up for at least one subcommittee, based on that subcommittee's membership needs and their interests and expertise.

- Chair (Julia) will follow up with each sub-committee prior to next full SAPC meeting, to provide additional information for each sub-committee's charge.