Framing Questions & Timeline for Committee Work

Framing Questions

What is our overarching objective?
- Develop recommendations that will cultivate a more diverse, equitable and welcoming learning community.

What questions do we need to answer to accomplish that objective?
- How have systems of structural oppression and racism impacted majority members of our community differently than marginalized underrepresented members of our community in the following areas?
- What remedies can be offered to redress these inequities?

Committees have three primary aims:
1. to identify and research high priority current policies and practices, within the committee’s scope, at Wake Forest that have an impact on faculty, staff, and student experiences of belonging and equitable treatment;
2. to research best practices related to the committee’s identified areas of high priority; and
3. to make recommendations based on such research that are concrete and actionable.

While committees should take into account budgetary concerns wherever possible, they are not expected to provide a detailed budget with their final report.

Because recommendations should be based on critical analysis of the current situation, committees ought to be clear about their analytical frameworks, starting assumptions, and/or guiding principles. For example, critical race theory, evidence-based community engagement practices, student development theories, intersectional critiques of white supremacy and its embeddedness in institutional structures, or other similar approaches provide valuable points of departure, conceptual frameworks, and/or critical lenses through which deep analysis can be undertaken.

With that in mind, committees should also meet the following expectations:

1. Monthly meeting(s) to identify and analyze current policies and practices relevant to the committee’s described scope or focus and to generate recommendations for greater equity and inclusion

2. Monthly report at the Commission meeting outlining progress, concerns, and guiding questions and/or directions for next steps
3. Regular submission of meeting agendas and minutes in the committee folder on the shared Google Drive

4. Inclusion, as full committee members, of community partners—whether within or beyond the Wake Forest Reynolda campus—whose expertise would complement and expand the work of the committee

5. Final committee report with findings and recommendations to be integrated into the Commission’s final report

What is the Role of the Evaluation and Accountability Committee?
The role of the Evaluation and Accountability Committee is to help each committee to refine their questions and think about their sources. We don’t have the answers, but we have the frame of mind to help other committees to get there. Therefore, each committee should begin by asking what specific questions need to be answered in order for it to understand the current state of affairs related to its focus. Each group should determine what data they need to answer their own questions.

A member of the Evaluation and Accountability Committee will attend each meeting of the workgroups and support them as they answer the following questions:

- How is the committee defining the scope of its work (e.g., definitions, reach, etc.)
- What are the key questions the committee wants to ask and answer?
- Where and what data already exists to help answer these questions?
- What does the committee propose should happen to respond to the identified questions/issues?
- How will the committee know when this has been accomplished? Short-term and long-term?

Proposed Timeline/Agenda for COMMISSION and Committee Meetings
October – Committee Meeting

a. Identify full range of possible topics within the scope of the committee’s theme, including those suggested by Commission members [see “Summary of Commission Comments” handout]
b. Select 2-4 high priority topics/areas of investigation
c. Develop work plan for research:
   1. On current policies and practices at Wake
   2. On standards of practice within higher ed and/or on relevant scholarship
d. Prepare monthly report

November – COMMISSION MEETING

a. Share committees’ priority areas
b. Establish some common language/understanding/etc. [reading: something on anti-racism?]

November – Committee Meeting

a. Share findings from individual research efforts
b. Define basic terms, assumptions, and critical framework that will inform the group’s analysis of policies and practices as well as standards of practice
c. Develop work plan for analysis
d. Prepare monthly report

December – COMMISSION MEETING

a. Share findings for 1-2 topics from each committee
b. Begin identifying points of connection across committees
c. Outline expectations for recommendations and committee report

December – Committee Meeting

a. Share findings from individual work on analysis of policies, practices, & standards
b. Continue with research and analysis
c. Prepare monthly report

January – COMMISSION MEETING

a. Share findings for 1-2 (different) topics from each committee
b. Generate critical questions, concerns, etc. to be addressed while moving toward recommendations

January – Committee Meeting

a. Begin drafting recommendations
b. Prepare monthly report
February – COMMISSION MEETING
  a. Share draft recommendations
  b. Develop frame for Commission Final Report

February – Committee Meeting
  a. Continue developing recommendations
  b. Prepare monthly report

March – COMMISSION MEETING
  a. Synthesize findings and recommendations

March – Committee Meeting
  a. Write committee report

April – COMMISSION MEETING
  a. Prepare for May presentation
  b. Identify next steps (for the Commission and/or its “successor”)

April – Committee Meeting
  a. Finalize committee report
  b. Draft “communication plan” (ways to share recommendations and begin creating buy-in from broader audiences)

May – COMMISSION MEETING
  a. Presentation for President Hatch and community
Proposed Template for Monthly Committee Reports

1. Key Updates/Current Status: What are the committee's high priority findings? What has it learned?

2. Critical Questions: What does the committee need to learn/know/consider further?

3. Next Steps: How will the committee get what it needs to answer key questions and move forward?