



Minutes – November 13, 2025
1 p.m.-2 p.m.
In-person, OC1054

Members Present: EJ Catapang, Julie Cord, Dara Perales, Hayley Schwartzkopf

Members Not Present: Nashona Andrade, Yaida Hicks, Nadia Khan, Nick Mortaloni, Al Nyman, Wendy Stewart

Resources: Jenn Acfalle, Chris Tarman

1. Minutes

a. Review October 9, 2025 - Meeting Minutes

The committee reviewed the October 9, 2025, meeting minutes. No changes.

2. Discussion Items

a. EEO Hiring Committee Training Form

Discussed the new form and the importance of the collection of data to track our EEO numbers to make sure we have a diverse hiring committee. Concerns were expressed that it needs to be clearly stated on the form that it is voluntary to complete and it is not mandatory, in addition to stating that by not completing the form, it will not exclude a person from participating in a hiring committee. It was recommended to draw from existing language from the spring EEO survey report language to craft the language. It was recommended that the section on age be broken down in ranges versus current format. The form will only need to be filled out one time by committee members each academic year. The committee was interested in additional review and feedback prior to implementation.

One of the data points we are trying to collect are other lived experiences. As part of our EEO plan, we want to incorporate diversity of perspectives on a hiring committee, which can be looked at in many ways. The form is not to exclude anyone; it is to broaden the diversity on the committee. Concern was expressed on the definitions of diversity for hiring committee composition and if this would stop the committee in proceeding with the hiring process. It was clarified that the diversity make up is based on specific criteria outlined in Title 5 specific to gender and race / ethnicity data. The chair committed to sending specific resources to the committee to address their questions.

b. Candidate Travel Reimbursement

The committee reviewed the candidate travel reimbursement guidelines for candidates who travel from out of state and more than 300 miles away and how they may submit for reimbursement of up to \$500. This practice was discussed in the context of past requests, and the committee expressed support for continuing this policy.

c. Student participation on Hiring Committees

Work is being done to add students who work for the college to our hiring committees. Students would be able to assist in formulating interview questions in addition to being a part of teaching demonstrations.

3. 2026–2029 EEO Plan Activity

As part of the planning process, the committee will have an opportunity to vote on the different categories to be addressed in the next revision of the EEO plan. The proposed categories are outlined below. The committee had the opportunity to vote and members who were unable to attend the meeting would also have the opportunity to vote via email.

A. Pre-hiring Strategies

- a. Revise job descriptions – ensure that the job descriptions from the 2026 classification & compensation study are inclusive and incorporate the following:
 - i. Includes a statement about MiraCosta's commitment to IDEA as the first essential function
 - ii. Uses gender-neutral and bias-free language
 - iii. Focus on skills and competencies rather than rigid degree or experience requirements
 - iv. Clearly distinguishes between required vs. preferred qualifications
- b. Advertising Practices – broaden the scope of targeted recruitment advertising through online and social media campaigns. Include images of diverse students and employees in campaign. Increase reach of advertising by posting in new forums. Audit and incorporate inclusive language in advertising materials.
- c. Interview Strategies – address the growing use of generative AI in application materials through structured, skill-based assessments. Develop high-quality interview questions, assessments, and presentation prompts to effectively evaluate candidate competencies. Ensure committees thread IDEA throughout interview materials (questions, assessments, etc.)
- d. Training on developing effective interview questions – including how to review language for bias, accessibility, and cultural responsiveness; how to frame and evaluate responses
- e. EEO Compliance Tools – operationalize the Hiring Committee & EEO survey to ensure diverse committee composition and consistent pre-hiring compliance.

B. Hiring Strategies

- a. Establish Guidelines for Student Participation in Hiring Committees – Define roles and best practices for student workers serving on hiring committees in collaboration with EEOAC and HR. Identify appropriate recruitment types for student participation, accounting for their academic priorities and limited work hours.
- b. Revise the Diversity Supplemental Question & Associated Rubric – Review and revise supplemental questions across all recruitment types. Ensure consistent rubric to evaluate responses to supplemental question.

- c. Strengthen the Associate Faculty to Full-Time Faculty Pipeline – Develop an annual information tool (video) or targeted hiring campaign for associate faculty outlining the hiring process for FT faculty positions.
- d. Explore feasibility of Blind Screening Practices – During initial screening phases, remove identifying information (e.g., names, schools, demographic data) where feasible to minimize implicit bias in the recruitment process.
- e. Maintain Inclusive Communication – Continue implementing inclusive digital and systemwide practices, such as chosen names in Workday. Create inclusive communication templates in partnership with the IDEA Office and PIO ensuring alignment between PeopleAdmin, PageUp, PIO, IDEA, and Strategies 360.

C. Post-Hire Strategies

- a. Equity-Centered Performance Evaluation Practices – Incorporate IDEA-related competencies into employee evaluations and administrative goals, emphasizing contributions to student success, campus inclusion, and cultural responsiveness.
- b. Employee Resource and Affinity Groups – Collaborate with and provide funding support to newly established employee resource groups
- c. Recognize Employee Identities – Create list of identities to add to name badge (e.g., cultural or heritage affiliation, languages spoken, tribal affiliation, military connection, first generation college, etc.). Bring attention and visibility to employees by providing with lanyard and pins to decorate (e.g., pronouns, MiraCosta affiliated pins, etc.)
- d. Establish a Leadership Academy alumni network to foster mentorship and continued learning.
- e. Attendance at association conferences that support underrepresented groups in our adverse impact areas

4. Upcoming Meetings

- a. December 11, 2025, at 1:00