

## CREATING A CHARRETTE PROCESS

### Appendix A

#### Charrette Protocol

1. Welcome and thank you for being here,
  - a. purpose of this Charrette – to have the voice of stakeholders be included in designing for equity and inclusion
  - b. introductions – name and role (student, staff, faculty)
2. This is a safe space, emphasize:
  - a. Respect for one another
  - b. Anonymity - While the session will be audio recorded there will be no identifying information,
  - c. Informed Consent will be read to participants. All participants must verbally give consent prior to participating in the session.
  - d. If at any time you (participant) do not feel safe, if you wish to leave at any time, you are free to do so and, if you would like, we are happy to schedule a different Charrette for you to attend
3. Session length – 45 minutes

*The following definitions for Equity and Inclusion should be read prior to asking the charrette questions.*

4. **Definition of Equity** – BMCC has an unwavering commitment to combat bigotry and continuously develop strategies in support of its mission to excel as a vibrant, pluralistic learning community that holds as its highest priority, the growth and success of every student, faculty member and staff person at the college. That growth and success is enabled first and foremost, by an across-the-board priority of equity at every level of the

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college. To strengthen equity at BMCC, the college has protocols, policies and programs in place, as well as conduits for feedback that drive the assessment, revision and expansion of opportunities for historically underrepresented students, faculty and staff to advance and grow. A commitment to equity at BMCC includes an unequivocal respect for individuals, while acknowledging their differences—which could include but are not limited to race, national origin, ethnicity, religion, age, gender, sexual orientation, gender identity, ability status and socioeconomic background—and resides at the heart of every initiative and program at BMCC.

5. **Definition of Inclusion** - BMCC strives to ensure that every student, as well as every faculty and staff member perceives through their physical, social, intellectual and professional experience at the college, an institutional commitment to inclusion that supports their efforts, goals and professional or academic fulfillment. Inclusion is maintained at BMCC through ongoing and open discourse, as well as an innovative range of strategies that increase, assess, evolve and support *not just representation* of every BMCC community member in all aspects of the college community, but *meaningful participation*. This is achieved with awareness of and respect for factors including but not limited to a person's race, national origin, ethnicity, religion, age, gender, sexual orientation, gender identity, ability status and socioeconomic background. It is the college's steadfast priority that all members of the community have opportunities to participate, and enjoy access to the benefits of attending or being employed at BMCC. Cultivating inclusion is foundational to the college's core mission to create an environment where all students, faculty and staff can do their best work, take advantage

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of opportunities for advancement and feel themselves to be an authentic member of a pluralistic community that is accessible, evolving and engaged.