The Digital Gender Divide

Digital inclusion and the digital divide

AAWCC DAY OF DIALOGUE PLANNING TOOLKIT 20

In celebration of Women's History Month (March) and International Women's Day, AAWCC organizes its annual Day of Dialogue to encourage chapters to engage in thoughtful conversation about issues impacting women attending and working at our community colleges. AAWCC develops resources for chapters to plan local events, such as this Toolkit. These resources are available on our website. Chapters are encouraged to develop programming to complement the theme. While called Day of Dialogue, chapter programming takes place throughout the month of March.

1   EXPLORE THE THEME

Before you plan for your Day of Dialogue or series of events, dedicate some time to researching the theme. This section provides:

- Start with the "the why"
- Theme related resources such as websites and media that can support your planning and events.

Why we are focusing on the Digital Gender Divide

The digital gender divide refers to women and girls lack of access to, use, and development of information communication technologies (ICTs) (U.S. Department of State, no date available). Start with this article to further unpack the "why" behind this year's theme:

- Why It's Important to Have Women in Technology (National American University)

General thought and/or discussion questions to explore this year's theme to help your chapter develop your "why":

- How does the digital gender divide affect non-male identifying folks differently than others?
- How has the pandemic exacerbated the digital gender divide especially in our community?

General Theme Resources

Theme Framing Articles	Media Resources
- Inclusive Technology: The Gender Digital Divide, Human Rights & Violence Against Women (U.S. State Department) - What we know about the gender digital divide for girls: A literature review - USAID CLOSING THE GENDER DIGITAL DIVIDE - Organization for Economic Co-operation and Development Bridging the Digital Gender Divide - AAUW The STEM Gap - SHARE Actions Needed by Higher Education Institutions, Technology Companies, Federal Agencies to Increase Representation of Women of Color in Tech	- The Tech that Comes Next (Ward & Bruce, 2022) - Women Who Code podcast - Women in Tech Podcast, hosted by Espree Devora - Women Tech Charge hosted by Dr. Anne-Marie Imafidon MBE, CEO of stemettes.org. - Women in Tech to Watch
Informational Websites	Organizations
- https://explodingtopics.com/blog/women-in-tech - https://financesonline.com/women-in-technology-statistics/	- Girls who Code - Black Girls Code - Women who Code - NETHOPE Note: Many communities have local organizations focused on girls/women in tech.

2   TAKE ACTION – PLAN YOUR EVENT

1. **Organize a Day of Dialogue event committee comprised of faculty, staff, administrators, students, and community.**

This is a terrific opportunity to introduce AAWCC to non-members of your community who are theme content experts.

The 2023 theme also opens the door to connect with local/regional universities and businesses in the digital industry.

2. Attend a planning & sharing session hosted by AAWCC national board member, Dr. Kerry Levett, Vice President for Professional Development:

January 27, 2023 (11am EST, 8am PST)
Join the Zoom

3. Decide on the format for the National Day of Dialogue event. The event can be one hour to a full workday. This depends on what the committee decides they can accomplish. Examples of what a National Day of Dialogue event could consist of are below:

Each campus/chapter will need to plan according to your location's realities. Below are some traditional activities in which local chapters have engaged. Consider planning for multiple modalities to deliver your program to the broadest audience possible.

- Speakers (keynote speakers or panelists) – on campus and/or via webcasting (Zoom, Facebook, Teams, etc.)
- Large Group Discussions
- Small Group Discussions
- Women of Achievement Awards (honoring women in the community)
- Day of Service
- Opening or closing with a speaker and including discussion sessions throughout the day or however long your National Day of Dialogue is determined to be.

2023 Theme-based suggestions: The Digital Gender Divide

- Establish a book circle
- Develop a community of practice to expand individual digital skill sets (invite partners from universities and local businesses)
- Offer a panel of faculty, local experts, and activists
- Identify a campus/college project to sponsor (i.e., a tech focused women mentoring program for students)
- Hold a scholarship fundraiser focused on women in tech careers/pathways
- Champion a college-wide study and action plan exploring:
  - Policies
  - Hiring
  - Professional development
  - Resources
  - Academic programs and supports

4. Planning Guide for local National Day of Dialogue Committees to consider for the event:

The planning grid below includes the fundamentals a planner must expect to coordinate, paying special attention to your event/activity modality.

Planning Guide Template

TASK	ASSIGNED TO	COMPLETED	NOTES
Site Selection: Physical and/or online			
Event logistics (physical event)			
Hotel accommodations (if you have a speaker)			
Travel arrangements (for speakers)			
Online logistics			
Consult with IT for platform issues			
Consult with instructional designers and faculty for best practice in planning and hosting in-person and online events			

Pre-Event Tasks			
Invitations and calendar holds			
Speaker contracts and logistics (i.e., campus access, parking, etc.)			
Food & Drink			
Entertainment			
AV equipment			
Decorations			
Printing (i.e., program, awards, etc.)			
Gifts and awards			
Publicity (social medial, newsletters, photographer, online etiquette)			
Program management (managing the room, introducing speakers, etc.)			
Day of Event Tasks			
Event day set up			
Greeting and orienting speakers and special guests			
Last minute email reminder to chapter members and special guests			
Post-Event Tasks			
Send "thank you" notes			
Send and review event evaluations			
Reporting out to AAWCC (see section 6)			

5. **The most memorable aspect of the meeting or event you plan is likely to be the content program. If you elect to have a speaker, then selecting the right speaker to address participants is crucial. The following are the basics to keep in mind if you decide to host a speaker:**
   - Provide speakers with good information so they give you what you want.
     - o Know the program objectives.
     - o Understand audience needs.
   - Ask for references.
   - View a demo video. This is especially important for online speakers!
   - Don't assume that all celebrities or key community leaders know how to deliver an effective speech in person or virtually.
   - Be wary of grandiose claims.
   - Provide the speaker information via email and confirm via phone that they have received the confirmation letter with details about the event.
6. **The week before the National Day of Dialogue event:**
   - Confirm the accommodations and set up.
   - Confirm committee assignments with members.
   - Confirm time to meet committee members to assist with set up for the day of the event.
   - Confirm any speakers via email and phone and be available to answer any last-minute questions.

7. **What to do during the National Day of Dialogue event:**
   - Plan to be at least two hours early on this day to help with set up, questions, and to support others that may need reminding that your event is TODAY!
   - Double check on the accommodations and set up for the event. Test your virtual space.
   - Bring all items for the event to the venue where the event will be taking place.
   - Set up or Log on!

3 SHARE YOUR CHAPTER'S STORY

We want to share the good work happening on our campuses.
- During your Day of Dialogue, take some pics to share on Facebook or at #AAWCC and #dayofdialogue.
- Email pictures of your event that may be used on the AAWCC website to showcase Dialogues happening across the USA to Beth Homan at ehoman@howardcc.edu.

- Report out your Day of Dialogue event so that we can share our work across the country: https://www.surveymonkey.com/r/AAWCCDoD2023 or use our QR Code

- Submit your chapter for the AAWCC Day of Dialogue Program of the Year award, and/or your Chapter for the AAWCC Chapter of the Year award (information will be sent separately on these programs in early fall of 2023)

American Association for
Women in Community Colleges