



2024

AAWCC NATIONAL DAY OF DIALOGUE

*Leading Like a Woman, 50 Years Strong,
Preparing for the Next 50 Years*



AAWCC Day of
Dialogue
Planning Tool
Kit 2024

History of the AAWCC DAY OF DIALOGUE

In celebration of Women's History Month (March) and International Women's Day (March 8, 2024), 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.

Women's History Month 2024 campaign theme: "Women Who Advocate for Equity, Diversity and Inclusion." The theme recognizes women throughout the country who understand that, for a positive future, we need to eliminate bias and discrimination entirely from our lives and institutions.

International Women's Day 2024 campaign theme:

#inspireinclusion

March 8, 2024



Introduction to the 2024 DAY OF DIALOGUE Theme:

Leading Like a Woman 50 Years Strong, Preparing for the Next 50 Years

In 2024, the AAWCC proudly commemorates 50 years of history. This momentous occasion invites us to reflect on the remarkable achievements of women in the community college sector. As we find ourselves in a pivotal leadership position, it's an opportune time to trace our journey from humble beginnings and recognize the substantial progress we've made. While we celebrate our accomplishments, it's essential to acknowledge that there is still much work ahead of us. This day of dialogue serves as an invaluable opportunity for your chapter to chart a strategic course for the upcoming years.

What are the pressing needs within your community, and how can your chapter actively contribute to their advancement?

How will you support the next generation of female professionals on their journey?

Additionally, let's not forget the incredible women who have paved the way for us. Their contributions are numerous and their resilience unwavering.

In 2024, the AAWCC invites you to join us in honoring our past, shaping our future, and strengthening our commitment to furthering the cause of women in community colleges.



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Explore the Theme

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

- **What issues are impacting women at your institution? Possible themes may include:**
 - **Gender Pay Gap:** Women often earn less than their male counterparts for the same positions in community colleges, which can contribute to financial disparities and hinder career advancement.
 - **Lack of Representation in Leadership Roles:** Women are underrepresented in administrative and leadership positions, including college presidents, which can limit their influence and opportunities for advancement.
 - **Work-Life Balance:** Balancing the demands of work, teaching, research, and family responsibilities can be challenging for women, particularly when juggling caregiving responsibilities.
 - **Lack of Mentorship and Networking Opportunities:** Women may have fewer opportunities for mentorship and networking, which can impact their professional growth and advancement.
 - **Stereotyping and Bias:** Stereotypes and biases about women's abilities and roles in academia can hinder career progression and lead to imposter syndrome.
 - **Family-Friendly Policies:** Community colleges may not have adequate family-friendly policies, such as flexible work hours or parental leave, which can make it difficult for women to manage family and work responsibilities.
 - **Access to Professional Development:** Limited access to professional development opportunities and funding can hinder women's career growth and skill development.
 - **Lack of Support for Non-Traditional Students:** Community colleges often serve a diverse student population, including many non-traditional students. Women faculty and staff may require additional support and resources to meet the unique needs of these students.
 - **Unconscious Bias in Hiring and Promotion:** Unconscious bias can affect the hiring and promotion processes, leading to disparities in opportunities and outcomes for women.
 - **Job Insecurity:** Women may experience higher levels of job insecurity, particularly in contingent and part-time positions, which can affect their financial stability and career trajectory.
 - **Health and Well-being:** The stress of navigating gender-related challenges in the workplace can impact women's mental and physical health.
 - **Intersectionality:** Women of color, LGBTQ+ women, and women with disabilities may face additional challenges due to the intersection of gender and other aspects of their identity.
- **Study the Leadership Structure at your Institution.**
 - Who is represented?
 - Where are they represented? (*administration, academic affairs, maintenance, student services, upper management, mid management etc.*)
 - Where are the gaps in representation?
 - What pathways are available for those who aspire to move into leadership?

What can your chapter do at your institution to

#inspireinclusion for the next 50 years?



FRAMING THE THEME

- [Women in the Presidency](#)
- [HigherEd College Presidents are Still Overwhelmingly White men](#)
- [Historical role of Women in Higher Education](#)
- [African American Women in Higher Education](#)
- [ACE Pipelines, Pathways and Institutional Leadership Infographic Brief](#)
- [Gender & Leadership: Reflections of Women in Higher Education Administration](#)

INFORMATIONAL WEBSITES

- <https://www.aawccnatl.org>
- <https://www.aawccnatl.org/Historical-Background>
- [How to Plan an Event: a Complete Guide - Wild Apricot](#)
- <https://info.montgomerycollege.edu/offices/aawcc/about-mc-aawcc.html>
- [Interactive Timeline of Women's History](#)

Media (books, movies, podcasts etc.)

- [John Gerzema: The Athena Doctrine \[TED Talk\]](#)
- [Athena Doctrine](#) -Book
- [Sister Scholars: Women of Color in Academe](#)--Book by Anna Greene
- [Women in Community Colleges: Access to Success](#)--Article AAUW
- [Unexpected Influence: Women Who Helped Shape the Early Community College Movement](#)--Book by Anne-Marie McCartan
- [You've Been Chosen: Thriving Through the Unexpected](#)--Book by Cynt Marshall
- [Hidden Figures](#)--Movie
- [On the Basis of Sex](#)--Movie

- **Consider organizing your Day of Dialogue event with a committee comprised of faculty, staff, administrators, and students, and community.**
 - It is important to assign notetakers as part of your committee's responsibility so they can collect/record the conversations regarding the three AAWCC questions that will be asked as part of your Day of Dialogue (refer to the discuss toolkit). You may also want to supply notecards and ask people to write down their answers to the questions as well to further collect data.
- **Attend a planning & sharing session hosted by AAWCC national board member, Dr. Madonna Jackson, Vice President for Professional Development:**
 - **PLEASE CLICK [THIS LINK TO REGISTER](#). THIS IS HOW YOU WILL GET THE ZOOM INVITATION**
 - Monday, December 4, 2023 (noon EST, 9am PST)
 - Friday, January 12 2024 (3pm EST, noon PST)
- **Decide on the format for the National Day of Dialogue event. The event can be one hour to a full work day. This depends on what the committee decides they can accomplish. Examples of what a National Day of Dialogue event could consist of are below:**
 - Speakers (keynote speakers or panelists) – on campus and/or via webcasting
 - 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.
- **General Topics to Explore**
 - **Historical Perspective**
 - Create a visual timeline of significant milestones achieved by women in community colleges over the past 50 years. Discuss the impact of these milestones on the present.
 - **Current Landscape**
 - SWOT Analysis: Conduct a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis to assess the current status of women in your community college. Identify areas for improvement.
 - **Future Goals**
 - Café Discussion: Organize small group discussions in a café-style setting to brainstorm and share ideas about future goals and initiatives for women's advancement
 - **Advocacy and Awareness**
 - Role-play scenarios where participants advocate for policy changes or discuss strategies to raise awareness about gender equality within the institution.
 - **Mentorship and Support**
 - Organize a speed mentoring session where participants rotate through short, focused mentoring conversations with experienced women leaders.

- **Celebrating Role Models**
 - Conduct interviews or panel discussions with influential women in your community college and share their stories with the group.
- **Measuring Progress**
 - Develop a workshop to identify key performance indicators (KPIs) and data collection methods to measure progress in gender equity efforts.
- **Sustainability and Long-Term Planning**
 - Engage participants in a strategic planning session to outline long-term goals, action steps, and responsibilities for sustaining gender equity initiatives.
- **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.

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 online events			
Pre-Event Tasks			
Invitations			
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			

- **The most memorable aspect of the meeting or event you plan is likely to be the 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:**
 - Know the program objectives.
 - 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 speakers with good information so they give you what you want.
 - Provide the speaker information via email and confirm via phone that they have received the confirmation letter with details about the event.
- **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.
- **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 and any other media equipment.
 - Bring all items for the event to the venue where the event will be taking place.
 - Set up or Log on!

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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 Madonna Jackson at madonna.jackson@mcc.edu
- Report out your Day of Dialogue event so that we can share our work at the fall national conference:
- Submit your chapter for the AAWCC Chapter of the Year award, and/or your program for the AAWCC Program of the Year award (information will be sent separately on these programs)

