

LET'S BE NOTORIOUS



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AAWCC DAY OF DIALOGUE PLANNING TOOLKIT 2021



In celebration of Women's History Month (March) and International Women's Day (March 8, 2021), 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.

INTRODUCTION TO THE DAY OF DIALOGUE THEME: LET'S BE NOTORIOUS

This past year is and has been a significant year for women. We celebrated 100 years of voting and the passing of Justice Ruth Bader Ginsburg. For our Day of Dialogue, we pay homage to the women who charted the way and ensured women's rights and equal protections in the law by celebrating the life of the notorious RGB, as well as the Women's Suffrage movement. The theme for our dialogue challenges us to reconnect with the past 100 years where exclusion has existed within political and social justice movements.

1 EXPLORE THE ISSUE

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

- General discussion questions that can be used by DoD planning team, and integrated in your chapter or campus-wide discussions, and
- Resources such as websites and media that can support your planning and events.

General Discussion Questions

- How far have we come, or not come?
 - How have some been left behind or not included in the fight for rights?
- Where is gender bias evident or masked on our campuses?
 - How does the binary construct of male/female impact women's rights?
- Why did the Equal Rights Amendment (ERA) never get passed?
- Why is equal pay still not codified in law?
- How have women uniquely continued to fight for equal rights and social justice?
- How has the pandemic impacted gender identity groups disproportionately?
- What has been the role of our college in addressing gender inequities?

Resources

| RESOURCES ABOUT RBG | RESOURCES ABOUT WOMEN'S RIGHTS AND SUFFRAGE |
|--|--|
| <p>Movies</p> <ul style="list-style-type: none"> • RBG (2018) • On the Basis of Sex (2018) <p>Books</p> <ul style="list-style-type: none"> • My Own Words (2016) • Ruth Bader Ginsburg (I Know this to Be True) (2020) <p>Web Resources</p> <ul style="list-style-type: none"> • Supreme Court Biography of RGB • ACLU Tribute to RBG | <p>Web Resources</p> <ul style="list-style-type: none"> • History.com's Fight for the Right • Library of Congress classroom materials • Seneca Falls Convention on History.com • Women's Rights National Historical Park in Seneca Falls, NY • Sojourner Trust from the National Women's History Museum • Sojourner Truth Memorial <p>Movies, TV series</p> <ul style="list-style-type: none"> • Suffragette (2015) • Iron Jawed Angels (2004) |
| RESOURCES FEATURING STRONG WOMEN FIGHTING FOR RIGHTS | |
| <p>Movies</p> <ul style="list-style-type: none"> • Hidden Figures (2016) • The Glorias (2020) • For Colored Girls who Considered Suicide when the Rainbow is Enough (play, book, movie) • Miss Representation (2011) • The Battle of the Sexes (2017) • Selma (2014) • 9 to 5 (1980) • Made in Dagenham (2010) • Little Women (book, any movie version) | <p>Documentaries</p> <ul style="list-style-type: none"> • Becoming (2020) • 13th (2016) • The Death and Life of Marsha P. Johnson (2017) • Knock Down the House (2019) <p>Series</p> <ul style="list-style-type: none"> • The Handmaid's Tale (2017–present) • Good Girls Revolt (2015–2016) <p>Articles</p> <ul style="list-style-type: none"> • Women in Community Colleges: Access to Success |

1. You may organize the event with a committee comprised of faculty, staff, administrators, and students, and community.

It is important to assign note takers 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 note cards and ask people to write down their answers to the questions as well to further collect data.

2. 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:

This year the pandemic has created opportunities for integrating online events with in-person events. Each campus/chapter will need to plan according to your location's realities. Below are some traditional activities in which local chapters have engaged. This year, you may need to plan for multiple modalities to deliver your program.

- 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.

2021 Theme-based suggestions: **Let's Be Notorious!**

- Locally review policies and practice for gender bias at your college and/or district
- Create affinity groups for those in non-traditional roles at your college, and within professional fields
- Establish completion or continuation scholarships
- Invite a local politician to your campus
- Invite a female CEO to your campus to share their journey

3. Items for the National Day of Dialogue Committee 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 | | | |

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|--|--|--|--|
| 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 (see section 6) | | | |

4. The most memorable aspect of the meeting or event you plan (aside from the food) 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.

5. 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.

6. What to do during the National Day of Dialogue event:

- Plan to be at least 2 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 at the fall national conference: <https://www.surveymonkey.com/r/DayofDialogueAAWCCnatl> or use our QR Code



- 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)



Mt. Hood Community College Chapter (OR)



Mott Community College Chapter (MI)



American Association for
Women in Community Colleges