I. Call to Order
   a. Roll Call:
      i. Present: M. Battaglia, A. El Sabrout, R. Lieberwitz, N. Stetson

II. Business of the Day
   a. Initial discussion about what the goal of the Working Group is?
      i. Discussion about how this goal will inform the forums.
      ii. Idea to pose specific questions for the forums in advance to help bound the discussion.
      iii. Discussion that having a completely unstructured forum might not be the most productive especially as we have a tight timeline.
      iv. Discussion about how to engage with the Presidential Task Forces, specifically Madeline Wessel and their Hate Speech subcommittee.
         1. CJC is engaging and will keep HSWG updated.
         2. Goal is to avoid duplication of effort.
   b. When to Have Initial Forums in Spring?
      i. Discussion about last week of January (Week of Jan. 22)
         1. Goal of holding multiple forums to accommodate all consistencies (staff during lunchtime, students after class, etc.).
         2. Potentially forums every few weeks to keep the community involved.
            a. Perhaps a forum at the beginning, middle, and end of the process.
      ii. Come to forums with some sort of way to frame the discussion
         1. Goal to avoid being seen as having already decided how everything will run.
         2. Discussion about the various options that could be taken:
            a. Annotate Language in Code via Appendix (or similar).
            b. Modify Language in the Code (various possibilities).
            c. Examine and modify the enforcement of the Code.
            d. Determine that no action should be taken.
            e. Something else.
i. Other suggestion(s) from community, Working Group, etc. not enumerated above.

3. Discussion about coming with examples of what other schools have done instead of drafts to avoid appearing to have decided what should be done ahead of time.

iii. Discussion about working group timeline.
   1. Idea of working backwards from the semester calendar.
   2. In order to have time for the CJC to examine the issue, pass it to the UA, have the UA examine it, and then allow time for President Pollack to comment – Working Group must have recommendation to the CJC roughly by the end of February.

c. Discussion About Research on this topic.
   i. Examining other schools and existing models.
      1. A number of resources list speech codes/approaches to this topic, should leverage to streamline our process.
   ii. A focus on transparency – providing information to the public to help them understand and comment on the issue.
   iii. Also provide information about what Cornell already does on this topic.

d. Discussion about Logistics and Website.
   i. Currently the Dean of the Faculty has created a webpage to provide information.
   ii. Discussion about moving that under the Office of the Assemblies.
      1. Alignment with where other Assemblies materials are.
      2. Ensure the Working Group is easy to locate for community members who are interested.
   iii. Discussion will take place with the Office concerning the technology support side.
      1. Similar to standard Assembly/Committee setup (meetings, minutes, action, etc.).
      2. Also have information about the Code, other school’s policies, etc. – Dean of Faculty Website already has some examples to look at.

e. Discussion concerning next meeting.
   i. Will meet once more next week – availability poll to go out today – will work with Office of Assemblies to get room.
   ii. Meeting will be advertised publicly.
      1. Working now for next semester to have the Assemblies’
newsletters advertise the forums and other public meetings to the whole campus.

2. Goal is to allow lead time to handle logistics and ensure people are aware.
   a. Sooner is better for managing logistics.
   iii. Goal of having all members of the Working Group attend – if possible other Assemblies members (or candidates if not formally selected yet) will attend.

III. Conclusion
   a. The meeting concluded at 11:03am.