



University Academic Senate
Executive Committee of the Senate
Felix Ngassa, Chair, 2017-21
Shawn Bultsma, Vice Chair, 2017-21

Memorandum

TO: Jon Jeffryes & Josita Maouene, co-Chairs, Equity and Inclusion Committee (EIC)

FROM: Felix Ngassa, Chair, ECS/UAS

SUBJECT: Charges for 2020-2021

DATE: September 4, 2020

CC: Maria Cimitile, Provost
Ed Aboufadel, AVP
ECS Members
EIC Members

At its summer retreat, the Executive Committee of the University Academic Senate (ECS) agreed that we should continue to offer some guidance to the standing committees as they embark upon another academic year. This assistance is intended to support the ongoing work of the members of each committee as they identify and prioritize agenda items for the upcoming academic year. Additionally, in response to the shift in faculty workload for the 2020-2021 academic year, ECS indicated which charges should be paused until faculty return to their regular workload.

We thank you for your work over the 2019-2020 academic year and look forward to your continued progress.

Attached for your reference is the section from the [Faculty Handbook](#), which outlines the regular responsibilities of your standing committee. In attending to these regular duties, ECS would like you, as time permits, to address the following matters:

1. Teach-In

Organizing and running events to promote awareness of the importance of social justice and campus diversity (e.g., the Teach-in) is one of the ongoing responsibilities of the EIC. For the coming year, organize and run the Teach-In with a specific focus on the forces of systemic racism to deepen an understanding of social justice and racial equity, debrief afterwards, and report to ECS on outcomes and plans for 2021-22.

[SHORE Log: 1120-2019](#)

2. Diversity of Faculty, Staff, and Students across Colleges

Update ECS on the diversity of faculty, staff, and students across colleges; report findings and make recommendations to ECS on an ongoing basis; and include this as an ongoing responsibility of EIC in your revision of the faculty handbook language.

[SHORE Log: 1008-2018](#)

3. In an effort to engage more faculty in our shared governance system, prepare a 1-2 page mid-year progress report at the end of the Fall semester to be disseminated to ECS/UAS and College Deans (a full report is expected as usual at the end of the year).

Thank you again for all the work you have done on this important committee.

ECS is requesting that work on the following charges is paused until faculty return to their regular workload:

1. Accessibility Task Force Committee Recommendations

Conclude a review of the recommendations of the UAS accessibility taskforce (review which recommendations have been implemented and which have not yet been implemented but should be) and forward any recommendations to ECS/UAS.

[SHORE Log: 1009-2018](#)

2. Documenting Relationships

Document the relationship between I & E and EIC as well as FTLC and EIC. Include in your report a recommendation about whether or not this charge should be an ongoing responsibility for EIC.

[SHORE Log: 1165-2020](#)

3. ECS Reporting

a. Create a process to generate reporting to ECS in a meaningful way.

[SHORE Log: 1166-2020](#)

b. Update EIC Responsibilities

Consider adding the following responsibility as an ongoing responsibility of EIC: Provide annual review, revision, and update to the website maintained by EIC as the committee adapts the needs of the site, and increases functionality for faculty.

[SHORE Log: 1121-2019](#)

From the faculty handbook:

Equity and Inclusion Committee (EIC):

- i. **Faculty Membership:** Faculty membership of the Equity and Inclusion Committee consists of four members from CLAS, one from each of the remaining colleges, and one from the university libraries. The term of office is three years beginning at the end of the winter semester. Terms are staggered.
- ii. **Student Membership:** One undergraduate and one graduate appointed by Student Senate
- iii. **Staff Membership:** One representative from the AP Committee (elected by the membership) and one representative from the PSS Union (elected by the membership)
- iv. **Administrative membership (ex-officio):** Vice President for Inclusion and Equity (or designees), Provost (or designee), Vice President for Enrollment Development (or designee), Associate Vice President for Human Resources (or designee), Director of Pew Faculty and Learning Center (or designee), Dean of Students (or designee)
- v. **Responsibilities:** The role of the EIC is to promote and facilitate faculty involvement in support of a healthy and equitable campus climate. The committee accomplishes its role by engaging social justice and diversity issues on campus, including but not limited to:
 - a. Advising UAS on policies and practices to recruit, support and retain a diverse faculty, staff, and student body (*e.g.*, reviewing the Affirmative Action Plan on an annual basis).
 - b. Organizing and running events to promote awareness of the importance of social justice and campus diversity (*e.g.*, the Teach-in).
 - c. Identifying faculty for the various university awards related to diversity.
 - d. Fostering faculty involvement in student recruitment and retention efforts (*e.g.*, working with pipeline, bridge, student support, and curricular programs).
 - e. Serving as a liaison with the Division of Inclusion & Equity and Student Senate Diversity Affairs Committee.