



University Academic Senate  
Executive Committee of the Senate  
Felix Ngassa, Chair, 2017-19  
Shawn Bultsma, Vice Chair, 2017-19

## Memorandum **DRAFT**

**TO:** John Bender, Chair, Equity and Inclusion Committee (EIC)

**FROM:** Felix Ngassa, Chair, ECS/UAS

**SUBJECT:** Charges for 2018 - 19

**DATE:** September 1, 2018

**CC:** Maria Cimitile, Provost  
ECS Members  
EIC Members

At its summer retreats, the Executive Committee of UAS 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.

We thank you for your work over the 2017-2018 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 to address the following matters:

- (1) Update the petition for an Ombuds office, using the 2013 Ombuds Taskforce report and documented outcomes from the Student Ombuds office. Consider how the anonymous reporting system may or may not meet the need for an Ombuds office.
- (2) Revise the ongoing responsibilities of the EIC as included in the faculty handbook including but not limited to adding the third charge as an ongoing responsibility as I & E continues to expand capacity.
- (3) Distinguish between I & E and EIC's roles, in order to best interface without duplication of efforts. Also explore similar considerations regarding the work of FTLC.
- (4) Explore options for equity and inclusion faculty professional development (need, format, expected outcomes), consult with I & E about their current initiatives in this area, make recommendations to ECS as appropriate, and consider adding this charge as an ongoing responsibility of the committee as the committee responsibilities are being revised for the faculty handbook.
- (5) Ask I & E for an update on the diversity of faculty, staff, and students across colleges and report findings to ECS on an basis and include this as an ongoing responsibility in your revision of the faculty handbook.
- (6) Continue to review the recommendations of the UAS accessibility taskforce and forward any recommendations to ECS/UAS.
- (7) Work with the division of Inclusion and Equity (I & E) to recommend classroom policies that support equitable and inclusive learning environments.
- (8) Review and recommend changes to the Faculty Handbook for inclusivity of policies and consistency with the University strategic plan (using a rubric developed by I & E).
- (9) Continue to collaborate with individual colleges and UPRC to encourage review of college-level policies and practices for inclusivity.

- (10) Work with the faculty and student retention interest group identified by the provost's office.
- (11) Examine institutional barriers to inclusion impacting faculty, staff, and students across Academic and Student Affairs. Work with I & E to examine current infrastructure for hidden discrimination (e.g., encourage holistic assessments rather than only secondary admissions based solely on GPA). For example, consider the revised secondary admit process for nursing – what were the motivations and assessment of secondary admissions processes? Consider how these process might apply to other colleges and make appropriate recommendations.
- (12) Create a website with resources. This website could include links to I & E, FTLC, national organizations, and best practices for inclusive classrooms.
- (13) Prepare a 1-2 page mid-year progress report at the end of the Fall semester to be posted on the EIC website and disseminated to ECS/UAS and College Deans (a full report is expected as usual at the end of the year).

Thank you again for the work you do on this important committee.

*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 designees), Vice President for Enrollment Development (or designees), Associate Vice President for Human Resources (or designees), 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.