



University Academic Senate  
Executive Committee of the Senate  
Felix Ngassa, Chair, 2017-20  
Shawn Bultsma, Vice Chair, 2017-20

## Memorandum

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

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

**SUBJECT:** Charges for 2019-20

**DATE:** August 30, 2019

**CC:** Maria Cimitile, Provost  
Ed Aboufadel, AVP  
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 2018-2019 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 (the order of the charges represent their priority):

1. 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, debrief afterwards, and report to ECS on outcomes and plans for 2020-21.  
add a SHORE item
2. 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](#)
3. 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.  
[SHORE Log: 1004-2018](#)
4. Distinguish between I & E and EIC's roles, in order to best interface without duplication of effort. Also explore similar considerations regarding the work of FTLC.  
[SHORE Log: 1006-2018](#)

## 5. Committee Responsibilities Review

a. Revise the ongoing responsibilities of the EIC as included in the faculty handbook including but not limited to adding the fourth charge (SHORE Log 1006-2018) as an ongoing responsibility as I & E continues to expand capacity.

[SHORE Log: 1005-2018](#)

b. Ask I & E for an update on the diversity of faculty, staff, and students across colleges and report findings to ECS on an ongoing basis and include this as an ongoing responsibility in your revision of the faculty handbook.

[SHORE Log: 1008-2018](#)

c. Add 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.

add a SHORE item

6. 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 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.