




University Academic Senate
Executive Committee of the Senate
Felix Ngassa, Chair 2017-24
Courtney Karasinski, Vice Chair 2021-24

Memorandum

TO: TBD, Chair, Equity and Inclusion Committee (EIC)

FROM: Felix Ngassa, Chair, ECS/UAS. 

SUBJECT: Charges for 2023-24

DATE: September 4, 2023

CC: Fatma Mili, Provost
Ed Aboufadel, AVP (*ex officio*)
Christine Rener, Vice Provost (*ex officio*)
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 2022-2023 academic year and look forward to your continued progress.

Attached for your reference is the section from the Shared Governance Policies, 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:

- DEI-AB Framework:** Review the university's DEI-AB framework and make recommendations to ECS. Report to ECS on the rollout of the online DEI staff training module.
- Equity in Service:** Review faculty service loads and make recommendations toward increased equity. Consider service loads by number of years at the university.
- Systemic Racism:** Review recommendations made by other standing committees regarding teaching about systemic racism (GEC, FTLCAC) and make recommendations.
- ECS Reporting:** (a) Create a process to generate reporting to ECS about statistics regarding diversity on campus; (b) Report on the impact of COVID-19 (i.e., how the move to remote learning impact equity, inclusion, diversity, accessibility). SHORE Log #: 1166-2020.
- Equity in Learning:** Review the data from the General Education learning outcomes assessment from the previous two cycles to determine whether they reveal demographic differences in student learning outcomes and make recommendations. SHORE Log #: 1184-2020.
- 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.

7. **Optimum Membership/Faculty Representation:** Please review the standing responsibilities of your committee and while thinking about workload, determine the optimum and appropriate faculty membership/representation of your committee and make a recommendation.
8. **Mid-Year Report and Year-End Report:** 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 your work on this important committee.

SG 1.02.b. Equity and Inclusion Committee (EIC): (*Established August 2017*)

- i. **Faculty Membership:** Faculty membership of the Equity and Inclusion Committee consists of four members from the College of Liberal Arts and Sciences, 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 student representative appointed by the Student Senate.
- iii. **Staff Membership:**
 - One representative from the AP Committee (elected by the membership)
 - One representative from the PSS Union (elected by the membership)
- iv. **Administrative Membership (*ex officio*):**
 - Vice President for Inclusion and Equity (or designee)
 - Provost (or designee)
 - Vice President for Enrollment Development (or designee)
 - Associate Vice President for Human Resources (or designee)
 - Director of Pew Faculty Teaching and Learning Center (or designee)
 - Vice President for Student Affairs (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 in 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.
 - 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 and Equity and Student Senate Diversity Affairs Committee.
- vi. **Committee Organization:** The committee will be organized into three subcommittees:

|
a) Teach-in subcommittee. This committee will support the organization of the teach-in by reviewing submitted workshop proposals, volunteering for the moderation of workshops, and promoting the teach-in through faculty and staff contacts in the colleges, schools, and departments.

b) Reports subcommittee. This committee will oversee the drafting of the final academic year report on diversity at GVSU to the ECS.

c) Website subcommittee. This committee will review, update, develop, and promote the EIC website content.

vii. Leadership Organization and Duties: The committee leadership will consist of a Chair of the committee and Chairs of the three subcommittees.

a) Duties of the Chair:

1. organize the bi-weekly agenda, collect amendments to the agenda, schedule bi-weekly meetings, and run the meetings.

2. post all organization documents on the committee's Blackboard site, and communicate reminders of meeting schedules via email to the members.

3. as needed, set aside one-hour time slots for each subcommittee to meet during the regular meeting to work on the assigned tasks of that committee.

4. draft mid-year and final reports, gain approval from the full committee, and submit to ECS (via SHORE).

5. aid each of the subcommittees in completing their tasks.

6. attend and report on the work of the committee to ECS and UAS as needed.

7. accept, modify, and track the charges for each year.

8. reach out to related organizations, faculty, subcommittees, or leadership as needed for discussion of EIC tasks, charges, or duties.

9. the outgoing chair will train the incoming Chair to undertake the duties and responsibilities of the Chair.

viii. Elections:

a) The Chair of the whole committee will be selected from the voting members of the whole committee.

b) A subcommittee Chair will be selected for each of the subcommittees from the voting members of the whole committee.

c) Elections for each position will be held each April, and each term will be for (but not be limited to) one year.

ix. Additional duties of the committee: Identify existing resources for faculty professional development on issues related to diversity (teaching, collegiality, scholarship, campus community, and environment, etc.). Promote these resources through the EIC website and via faculty-led programming and events.