

Diversity and Inclusion Council

Best Practices for council development:

- **Volunteer participation**
- Members should be comfortable committing at least 2 years to the council
- Members should represent various functions throughout the college and campuses and include college leadership.
- As a recommendation, your committee should include the following:
 - o Vice President
 - o Dean or Program Head
 - o Faculty member
 - o Human Resources

Best Practices for structure:

- Identify a council Chair and Co-Chair
- Rotate the responsibility for taking meeting minutes (e.g., alphabetical order)
- Develop subcommittees or breakout groups if there is a need to focus on more than one goal
 - o Groups of 3-5 tend to be most productive
 - o Work can be reported back to the larger council for feedback and discussion

Council responsibilities:

- Advocate for D&I throughout college and campuses
- Identify collaborative efforts (what are other departments doing? How can you get involved or share your college's commitment to diversity and inclusion)
- Councils will be responsible for the goals outlined in the initial plans shared by the college and the development of future plans and reports
 - o **Set three annual goals related to:**
 - Student success
 - Faculty and leadership diversity
 - Inclusion

Authority: The committee reports and makes recommendations to the designated administrator for action and/or further recommendation through the normal administrative process.

First Meeting: To facilitate organization, the first meeting of the academic year is called by the administrative *ex officio* member of the committee. Future meetings are called by the chair.

Committee Chairmanship: The committee shall elect a chairman from among its membership. The chair is responsible for calling all meetings and ensuring 1) fulfillment of the committee's purpose, 2) employment of Robert's Rule of Order, and 3) recording and posting of minutes in designated public folders.

Record Keeping: Unless otherwise indicated, the committee shall elect a secretary from among its membership. The secretary is responsible for recording minutes and providing them to the chair for review and approval by committee.

Minutes: Minutes are recorded, and following approval, posted in the College's public folders.

Diversity and Inclusion Council

2019-20:

Doug Carmichael	Barbara Manuel
Christine Fields	Laura McClellan
David Jones	Judy Miller
Kathryn Justice	JoAnn Price