

# 2021-2022 Annual Report, DEIPC

## Officers:

Linda Bradley, Chair

Nadirah Mayweather, Vice-Chair

Sandra Trujillo, Secretary

## Committee Charge:

Relevant Bylaws:

- **V.Section2.C.2.a. Membership.** The Diversity, Equity, and Inclusion Policy Committee shall have exactly thirteen (13) members distributed as follows: seven (7) members selected from the Corps of Instruction faculty, at least six (6) of whom are elected faculty senators, one (1) member who is the Chief Diversity Officer or an individual appointed by the Chief Diversity Officer as a designee in compliance with V.Section2.C, one (1) member who is the Director of Human Resources or an individual appointed by the Director of Human Resources to serve as a designee, one (1) member who is the Director of Admissions or an individual appointed by the Director of Admissions to serve as a designee, one (1) member who is a staff member appointed by a process determined by Staff Council, one (1) member who is a student appointed by a process determined by the Student Government Association, and one (1) member appointed by the University President in compliance with II.Section1.A.5.
- **V.Section2.C.2.b. Scope.** The Diversity, Equity, and Inclusion Policy Committee shall review and recommend for or against policy related to inclusion, equity, and diversity, which includes, but is not limited to, policies relating to all institutional aspects of equitable access, success, and education of the university community on issues of diversity, inclusion, state and federal laws regarding protected classes, and university language relating to non-discrimination and diversity. In addition, this committee shall review and provide advice on procedures, guidelines, and employee and student professional development relating to institutional climate and priorities for ensuring justice, fairness, and equitable treatment to all members of the university.

## Committee Calendar:

DEIPC met on the following dates:

9/3, 10/1, 11/5, 1/7, 2/11, 3/4, 4/8

## Executive Summary:

The 2021-2022 academic year represented the first full year of work for this new Senate Committee. Due to the collaborative nature of DEIPC's work, we spent vital time reviewing the charge and scope of our work. A significant motion from the committee to endorse the four overarching goals of the 2022-2025 Diversity Action Plan articulated in the supporting document entitled *Advancing Diversity and Inclusion 2022-2025: Diversity Strategic Plan for Georgia College*.

**Committee Membership and Record of Attendance:**

Member	8/9	9/3	10/1	11/5	1/7	2/11	3/4	4/8 No Meeting, Listening Session
Bradley, Linda	P	P	P	P	P	P	P	*
Mayweather, Nadirah	P	P	P	P	P	R	R	*
Trujillo, Sandra	P	P	P	P	P	P	P	*
Speelman, Liz	P	P	P	P	P	P	P	
Taylor, Ashley	P	P	A	P	P	P	R	
Townes, Jennifer	P	R	A	P	P	R	R	
Wellborn, James	P	P	P	P	P	P	P	*
Bergeron, Susan	P	P	P	P	-	-	-	No longer at GCSU
Francisco, Javier	P	P	A	A	A	A	A	
Holmes-Davis, Tina	P	P	P	P	P	A	R	
Ward, Carol	P	P	R	P	R	P	P	
Miller, Lauren	P	P	A	A	A	A	A	

Meeting Dates August 9, 2021; September 3, 2021; October 1, 2021; November 5, 2021; Feb 11, 2022; Mar 4, 2022

**Motions brought to the Senate floor:**

**Motion Number:** 2122.DEIPC.001.R

**Source Committee:** Diversity, Equity, and Inclusion Policy Committee

**Motion Status:** Implementation Complete

**Motion Type:** Resolution

**Other Significant Deliberation (Non-Motions):**

- € Discussion of the role of DEIPC in coordination with the incoming Associate Vice President for Inclusive Excellence and Chief Diversity Officer, the Diversity Steering Committee, College Diversity Committees, and additional Senate Committees.
- € Policies related to diversity training for faculty, staff, and students. How might these policies foster a climate where stakeholders engage, discuss, think, and speak with inclusive understandings?
- € Retention policies that support best practices for students, staff, and faculty.

- € Take initiative to meet with or invite Senate Standing Committee representatives to share current issues, DEIPC will identify the specific issues that overlap with the call in our bylaws in order to facilitate the prioritization of pressing diversity and inclusion policy needs in coordination with the Diversity Action Plan (DAP).
- € Examine policies in the DAP related to student body recruitment and retention.
- € Accessibility as a key component of diversity and inclusion on campus.

#### **Ad hoc committees and other groups:**

None

#### **Committee Reflections:**

The members of this committee have been exceptionally hard-working and engaged, committed to the work of supporting policies that bring greater inclusivity to Georgia College.

#### **Committee Recommendations:**

Next year, the committee will have opportunities to

- Explore a Bias Response Team and how this could be part of the Georgia College context. Examples from around the nation often involve a group that coordinates with public safety, faculty, students, staff, and communications to provide a coordinated response and resources for the campus community to counter bias and educate stakeholders. DEIPC will be continuing to gather information on how these teams operate on other campuses.
- Seek feedback on the nature of Diversity, Equity, and Inclusion (DEI) activities and/or events of OIE as part of annual evaluation processes for faculty and staff. Questions regarding the current practices, purpose, audience, and ways of measuring meaningful impact were addressed.
- Explore specific areas of accessibility and policies to increase accessibility of campus and online learning resources.

#### **Recommend items for consideration at the governance retreat:**

See above: The committee will need to elect officers for the 2022-2023 year. We wanted to ensure the opportunity of all committee members to participate in the process.

#### **Appendix: Committee Operating Procedures**

##### **2021-2022 DEIPC OPERATING PROCEDURES**

Procedures include informal discussion process. All official votes will follow Robert's Rules of Order.

##### Relevant University Senate Bylaws

- **V.Section2.C.2.a. Membership.** The Diversity, Equity, and Inclusion Policy Committee shall have exactly thirteen (13) members distributed as follows: seven (7) members selected from the Corps of Instruction faculty, at least six (6) of whom are elected faculty senators, one (1) member who is the Chief Diversity Officer or an individual appointed by the Chief Diversity Officer as a designee in compliance with V.Section2.C, one (1) member who is the Director of Human Resources or an individual appointed by the Director of Human Resources to serve as a designee, one (1) member who is the Director of Admissions or an individual appointed by the Director of Admissions to serve as a designee, one (1) member who is a staff member appointed by a process determined by

Staff Council, one (1) member who is a student appointed by a process determined by the Student Government Association, and one (1) member appointed by the University President in compliance with II.Section1.A.5.

- **V.Section2.C.2.b. Scope.** The Diversity, Equity, and Inclusion Policy Committee shall review and recommend for or against policy related to inclusion, equity, and diversity, which includes, but is not limited to, policies relating to all institutional aspects of equitable access, success, and education of the university community on issues of diversity, inclusion, state and federal laws regarding protected classes, and university language relating to non-discrimination and diversity. In addition, this committee shall review and provide advice on procedures, guidelines, and employee and student professional development relating to institutional climate and priorities for ensuring justice, fairness, and equitable treatment to all members of the university.

**WHAT ARE UNIVERSITY SENATE FUNCTIONS?** *I.Section2. The University Senate exists to promote and implement effective shared governance at the university. It is expressly charged with recommending academic and institutional policy. In addition to its policy recommending responsibility, the University Senate serves in an advisory role to the administration, particularly in the implementation of policy or improvement of processes that have broad institutional impact or implications, including but not limited to planning and budgetary processes. **The University Senate strives to be mindful and respectful of matters that are more appropriately handled at the divisional, college, and department levels, but may make recommendations concerning matters within these areas that have broader institutional impact or implications.***

**WHAT ARE COMMITTEE FUNCTIONS?** *V.Section2.C. Standing Committees. These committees shall have the following three functions (a) develop recommendations for new policy, (b) develop recommendations that revise existing policy, and (c) serve in advisory role, each applied in a manner consistent with the purposes and powers of the University Senate expressed in Article I. The inclusion of an appropriate chief division officer or designee is to improve committee effectiveness through communication and coordination with an appropriate administrator who has authority and responsibility for policy implementation in the general area addressed by the committee.*

**COMMITTEE ANNUAL REPORT** *IV.Section 2. Reports. The committees listed in V.Section2.A.1 shall constitute the standing committees of the University Senate. Each standing committee and the Executive Committee shall present a comprehensive, written, annual report in an appropriate format to the Executive Committee. This report shall include a summary of the major items considered by the committee during the academic year and the disposition of each. The Executive Committee shall set a due date and the format of these reports in consultation with the standing committee chairs and these reports shall be posted with the minutes of the last University Senate meeting of the academic year.*

**OPERATING PROCEDURES** *III.Section 1. The University Senate shall discharge its responsibilities through a system of standing committees elected by and directly responsible to the University Senate. These standing committees shall establish their own operating policies and procedures consistent with these bylaws and the University Statutes. These must be filed with the Executive Committee and updated as needed.*

## MEETINGS, CALL, NOTICE, QUORUM

*IV. Section 6. Meetings. The standing committees, as listed in V. Section 2.A.1, shall meet as needed throughout the year, including recesses between academic semesters, to facilitate the functioning of the University Senate. **The governance calendar designates meeting times for the standing committees throughout the academic year.***

*IV. Section 6.A. Call. In addition, **a meeting shall be called** by the standing committee chair within ten (10) calendar days of receiving a written request, which must include specification of the proposed purpose for such a meeting, from either (1) the Executive Committee or (2) at least twenty percent (20%) of the membership of the standing committee. **A meeting of a standing committee also may be called by** the University President, the Presiding Officer of the University Senate, or the chair of the standing committee. Individuals calling such a meeting should apply this responsibility judiciously, in particular, for a meeting scheduled during a recess between academic semesters.*

*IV. Section 6.B. Notice. **Written notice of any meeting of a standing committee shall be distributed to every member of the standing committee** by the individual calling the meeting and made accessible to members of the University Senate at least three (3) calendar days prior to the meeting. Such notice shall include the date, time, location and agenda for the meeting.*

*IV. Section 6.C. **Quorum.** A majority of the standing committee membership shall constitute a quorum.*

**Committee Operating Procedures** A summary of the standard operating procedures used to conduct business during the year.

- First and foremost the Faculty Affairs Policy Committee is a team and not a set of individuals. To realize this philosophy, we endorse the following
- Communicate openly and candidly with each other without judgment or repercussion -- holding back constructive criticism weakens the team
- Resist communicating on behalf of the committee without consultation even if the item feels like a “no-brainer”
- After committee consultation, copy the entire committee if/when you communicate on its behalf
- All DEIPC members share responsibility to seek out and identify concerns of broad institutional impact within FAPC scope (Article V, Section 2.B.2)

### **The Chair**

- **Bylaws Responsibilities**
  - o Presents committee report to University Senate at scheduled University Senate meetings (Article II, Section 3.A.3)
  - o Submit such reports to University Senate Secretary in appropriate format for minutes
    - (Article II, Section 3.I)
    - o Transfer committee records to the following year's committee (Article IV, Section 3.B)
    - o Meet regularly with the Executive Committee and other chairs to facilitate communication (Article V, Section 1.C.14)
    - o Serve on the Subcommittee on Nominations (Article V, Section 1.D.1.a)
    - o Be notified by a committee member who is going on extended leave (Article II Section 3.H)
    - o Be consulted by ECUS on due date and format of comprehensive annual report of committee (Article IV, Section 2)

- Other Responsibilities
  - o Record notification of regrets prior to a scheduled committee meeting
  - o Presides at committee meetings
  - o Drafts (in consultation with the committee) the tentative agenda for committee meetings
  - o Distributes each tentative agenda to the committee via email prior to the committee meeting
    - o Scheduling (in consultation with committee) meeting rooms, times, and dates for committee meetings
    - o Entering committee motions proposed for University Senate consideration into the online motion database
    - o Advertising committee meeting times and meeting agenda to the university community
    - o Others as defined/assigned by the committee

#### The Vice-Chair

- Bylaws Responsibilities o None
- Other Responsibilities o Assumes all duties and responsibilities of the chair in the absence of the chair
- o Others as defined/assigned by the committee

#### The Secretary

- Bylaws Responsibilities o Provide minutes of each meeting to the Secretary of the Executive Committee as well as post the minutes electronically within eight (8) calendar days of the meeting. This would include minutes of any subcommittee or ad hoc committee that reports to it. (Article V, Section 2.B.3)
- Other Responsibilities o Be contacted by committee members extending regrets prior to a scheduled committee meeting
  - o Posts committee minutes in a manner consistent with University Senate protocol after the minutes have been reviewed by the committee – including any amendments made as a result of the review
  - o Others as defined/assigned by the committee

#### **Agenda** The agenda of committee meetings is set by the following process.

- At the conclusion of each meeting, any committee member can propose an item for inclusion on the tentative agenda.
- A tentative agenda for the meeting is drafted by the committee chair in consultation with the committee members.
- This tentative agenda is sent to the committee members by the committee chair at least 7 days in advance of the meeting.
- This tentative agenda includes all available supporting documents for items to be considered by the committee.
- The tentative agenda is finalized by the committee at the outset of the meeting immediately following the call to order. **Communication Tools**
- Committee email list [deipc@gcsu.edu](mailto:deipc@gcsu.edu)
- Committee web presence <https://senate.gcsu.edu/committee/deipc>

#### **Deliberation**

- Advisory Matters (Committee workgroup requesting committee guidance, advisory function of the committee) o Deliberation is informal until there is a motion for committee consideration in which case Robert's Rules apply.
- Policy Matters (Committee deliberation on a draft policy proposed for recommendation for University Senate consideration) o Robert's Rules apply meaning a main motion (to recommend the policy for consideration by the University Senate) is made and committee deliberation proceeds with a vote determining committee disposition of the motion.

### **Duration**

- Committee meetings shall be no more than seventy-five (75) minutes in duration unless otherwise agreed to by a motion to extend the meeting duration.

**Minutes** The minutes of the committee shall be drafted by the following process.

- The committee secretary shall keep notes of the meeting.
- The committee secretary may request clarification from the committee at any point in the meeting.
- Immediately prior to adjournment of any meeting, the committee secretary shall have the opportunity to seek clarification on any matter to inform preparation of meeting minutes.
- The secretary shall prepare a draft of the minutes for committee review in consultation with the committee officers.
- This draft of the minutes is circulated to the committee for review prior to posting.
- The committee members shall have a minimum of two business days to review the minutes.
- If suggested revisions are offered, the revised minutes are again distributed to the committee for review.
- The minutes are posted in compliance with the university senate bylaws timeline (within 8 calendar days of the meeting).
- Except for the minutes of the final meeting of the academic year, the previous meeting minutes are an item on the agenda.

### **Parliamentary Authority**

- The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Diversity, Equity, and Inclusion Policy Committee in all cases to which they are applicable and in which they are not inconsistent with the University Senate Bylaws, these operating procedures and any special rules of order the University Senate or DEIPC may adopt.

### **Quorum**

- A majority of the committee membership shall constitute a quorum. (Article IV, Section 6.C)

### **Voting**

- Voting Members Each of the thirteen members listed in the University Senate bylaws is a voting member of the committee.

- Voting Threshold In all committee votes, the voting threshold is applied to the number of voting members present at the time of the vote assuming the presence of quorum.
  - Unless otherwise determined by the committee in advance of the vote, a majority vote is necessary for committee approval
  - The voting threshold for adoption of a matter to be considered by the committee may be amended by a majority vote.

**Amendment of these operating procedures**

- These committee operating procedures may be amended by a majority vote at any scheduled committee meeting provided that committee members receive written notification in advance of the meeting at which the proposed revision is considered. Any such revision(s) that are approved are effective immediately following the committee vote.