Pre-amble

In summer 2011 the Dean of the College of the Environment created and filled an *Associate Dean for Academic Affairs and Diversity* position. That Associate Dean formed a Diversity Committee in fall 2011 with a *Structure and Charge* document, and chaired it through spring 2015. The Dean also created and staffed three part-time diversity relevant positions: *Director of Diversity and Leadership Development*, *Diversity Specialist*, and *Assistant to Assoc. Dean of Academic Affairs and Diversity*. In spring of 2015, the Dean changed the original position to *Assoc. Dean for Academic Affairs* and opened a new position titled *Associate Dean of Diversity and Access*. In summer 2015, currently active members of this committee re-examined the original structure and charge, along with committee actions and accomplishments over the years, in an effort to improve the committee’s organization and effectiveness. The proposed mission, structure, and function detailed below are the recommendations from that process.

Mission
Diversity and inclusion are critical to the success of this college, and to UW. We seek to build and strengthen a college comprised of individuals of various identities and backgrounds by equipping its members with the tools to effectively engage the nuances of their differences.

Purposes
1) To initiate, direct, and sustain activities, programs, and processes that facilitate inclusion and equal access to college resources and opportunities.
2) To be primary advisors to the College on matters involving, or related to, diversity and inclusion for the purposes of resource allocation, recruitment, retention, and culturally-competent actions of faculty, staff and students.

Definitions
1) “College” is all members of the UW College of the Environment, including students, faculty, staff, and the Dean.
2) “Diversity and inclusion” is broadly defined, and particularly includes definitions used by the UW Diversity Council, advisors to the President.
3) Concepts of diversity and inclusion extend to our teaching and research mission as well as recruitment and retention.
4) “Cultural competence” is the ability to interact effectively with people of different cultures, backgrounds, and ethnicity. It includes self-awareness, attitude, knowledge, and cross-cultural skills.
Relationships

1) Within the College:
   a. This committee is not meant to replace any unit-level organization already dealing with these matters. It seeks representation from those organizations to understand action and policy within each unit.
   b. This committee’s recommendations will be based on input and information gathered from individual units and programs, as well as others at UW, and are not binding. However, it does seek to be heard and respected on matters of diversity and inclusion.
   c. All members of the Dean’s office staff with “diversity” in their title will be ex-officio members of this committee.

2) Outside the College:
   a. This committee will keep current on issues and action of the UW Diversity Council, a body that helps set policy on diversity and inclusion throughout the university. The Council member who represents the College of the Environment will be an ex-officio member of this committee.
   b. This committee will also seek to have members from the other diversity organizations on campus, including but not limited to the Faculty Council on Multicultural Affairs, the Associated Students of the UW Diversity Commissions, the Graduate & Professional Student Senate Diversity Committee, and the Graduate Opportunities & Minority Achievement Program.

Membership – Composition, Election, and Term

1) The committee will be open to any member of the College who expresses interest and willingness be active by attending meetings regularly and/or joining electronic discussions. A self-nomination/recruitment email will be sent each August to all College members. Nominations from committee members of others within the College is also allowed and encouraged.

2) Ex-officio members include all staff of the Dean’s office with “diversity” in their title, and whoever represents the College on the UW Diversity Council. (Ex-officio members, by definition, have normal voting privileges.)

3) At least one, but not more than five, members should come from each unit or program of the College (approximately 15-45 total).

4) The committee should include at least two of each: undergraduate students, graduate students, teaching faculty, research faculty (including post-docs), classified staff, and professional staff. Faculty should, if possible, have standing to vote in their unit, and all members should reflect a balance of career stages, particularly faculty and staff.

5) Membership term is two years with members starting on either even or odd years. Those members whose terms are not expiring in any particular year elect new members from those who either self-nominate or are nominated by current committee members. Elections (completed electronically) will be held during the second week of October. If no new members apply, expiring-term members may be retained by election.
6) The minimum size of the committee is 12 and the maximum is 45. If membership exceeds 25, formation of sub-committees is encouraged.

**Member Duties**

1) It is the duty of each member to be engaged either through meeting attendance or electronic discussion of committee issues and/or business.

2) Members who do not respond to email or voice-mails, and/or fail to attend three consecutive meetings without prior notification to any committee officer, will be removed from the committee. The committee officers will note this unresponsiveness to other members, and request a vote during the next meeting to remove said unresponsive member.

3) Members who choose to withdraw, or are removed due to unresponsiveness, must wait one (1) calendar year before being eligible for election again.

4) Members are encouraged to stay abreast of and report any university and regional opportunities/events that promote cultural exposure, awareness, and inclusion.

5) Members are requested to attend at least one diversity or cultural event per quarter. Such events include, but are not limited to, discussions, forums, cultural shows, Registered Student Organization (RSO) meetings, RSO events, marches, rallies etc. The event(s) do not have to be UW-sponsored or approved, but at least one per year should be.

**Officers – Election, Term, and Duties**

1) The committee will elect a Chair, Co-chair, and two Co-Secretaries. Ex-officio members are not eligible for the Chair position. Members who are in their second year should fill these positions, though that is not required.

2) The full committee elects officers on an annual basis before mid-November.

3) No member may retain an office for longer than four years (i.e., two successive terms) except ex-officio members whose appointments in the Dean’s office last longer.

4) The Chair is responsible for organizing, via an agenda distributed at least three days before each meeting, and leading quarterly meetings of sufficient duration to cover multiple issues. Other more or less frequent intervals are permitted as determined by vote of the committee. The chair is also responsible for addressing personnel issues, (e.g. member who become inactive) and notifying the committee of any changes.

5) The Co-Secretaries takes notes/minutes of each meeting and distribute them to all committee members, whether present at a meeting or not, in a timely fashion. Co-Secretaries will be knowledgeable of basic parliamentary codes of conduct and enforce their implementation. Off-record discussion is permitted, and encouraged for some issues, so as to keep the committee fully aware of situations within the College. These periods will be agreed on by a quorum of those present at the meeting and reflected in the notes/minutes as ‘off-record discussion’.

6) The Co-chair acts in place of the Chair or a Co-Secretary should they become unavailable for any committee duty, including note taking at regular meetings, sending
emails, etc. The Co-Chair is also responsible for staying updated and informing the Chair of pertinent and relevant diversity and inclusion matters within the College.

Voting and quorum
1) A quorum is established at any meeting by having one more present than half of the total committee membership.
2) If a quorum isn’t established, the meeting can continue but votes (if any) must be conducted electronically afterwards among all members, or at the next regular meeting.
3) A vote is passed with two-thirds majority of either those present at a meeting with established quorum, or of the full committee membership if sent electronically.

Meeting Structure
While the Chair will determine individual meeting agendas, the following are suggestions:
1) The first 10 minutes are open-floor for members to give 1-2 minutes of attention to any topic of their choosing.
2) Meeting focus will alternate between understanding diversity work within CoEnv and addressing policies and other issues that prevent safe spaces.
3) Unless there is a special topic, or important prolonged discussion, the basic meeting structure will be as follows:
   - Open floor for 10 min.
   - Agenda (including announcements from chair)
   - Final thoughts and action-item list creation (if applicable)

Confidentiality
All meeting content and information may be shared with non-members provided that the topic of discussion is not about, or pertains to, a specific individual(s) within the UW community, or anything the committee deems confidential. Meetings are open to all members of the College except when the committee deems further discussion will be of a confidential matter.

Activities
1) College Outstanding Diversity Commitment Award (see webpage for more details)
2) Conversations on Defining Diversity (CoDD): topics, panelists, moderators, outcomes
3) Review of faculty position advertisements with advice on seeking diversity.
4) Developing best practices for evaluating diversity and inclusion activities of faculty for advancement reviews.
5) Group outings to cultural events, or other opportunities for community building.
6) A committee scrapbook (pictures and brief descriptions) of events that have been attended, or facilitated by the CoEnv Diversity Committee.
7) Content to update the CoEnv Diversity Committee webpage.
8) Others, as decided by the Committee.