

Diversity and Inclusion Committee Charter

Purpose

The purpose of East Stroudsburg University's Diversity and Inclusion Steering Committee is to support, guide, and direct the university's mission and vision toward diversity, equity, and inclusion. *Students First: Empowering Innovation through Collaboration 2017-2020* identifies four initiatives under **Strategy 4: Inclusion and Diversity**, which includes:

- Inclusion and Diversity Pathways
- Expansion of the Diversity Dialogue Project
- An Intentional Framework for Recruitment
- Community Engagement in Societal Issues

The D & I Steering Committee will continue to focus on these initiatives throughout the 2019-2020 academic year. Additionally, this group aims to advance the efforts of the Assistance Vice President for Inclusive Excellence by providing recommendations on university procedures and policies, reviewing data that directly impacts the experiences of the campus community such as climate surveys, and continuously advocating for the diversification of all university practices.

Chair

The Diversity and Inclusion Steering Committee will be co-chaired by representatives from Campus Life and Inclusive Excellence and Academic Affairs.

Membership

The Diversity and Inclusion Steering Committee will consist of no more than **35 members** including faculty, staff, and students. Appointed by the President and Provost, the committee's make-up is representative of the diverse campus community.

Recorder

The executive assistant for Campus Life and Inclusive Excellence will attend all meetings to record minutes and provide any additional support to the committee.

Constituents Represented on the Committee

Admissions	Student Activity Association	Athletics
College of Arts and Sciences	Graduate Studies	Various Student Organizations
College of Business Management	Enrollment Services	OASIS
College of Health Sciences	Facilities Management	Campus Life and Inclusive Excellence
College of Education	Diversity Dialogue Project	Frederick Douglass Institute
Human Resources	Multicultural Male Initiative	University Relations
Residential and Dining Services	Alumni Engagement	Academic Affairs
Career Development		

Charge and Responsibilities

The charge of the Diversity and Inclusion Steering Committee is to assist in the development of a supportive campus environment where students, faculty, and staff feel safe, included, have a voice, can learn, grow, and achieve success without barriers. The committee will:

- Provide recommendations to the university administration on issues related to diversity, equity, and inclusion
- Continuously assess the campus climate among faculty, staff, and students and work with administration to directly address these issues
- Oversee the designation of funds for student conference participation through ESU Student Activity Association sponsorship
- Participate in available professional development opportunities

Accountability

- Steering Committee members will participate in monthly meetings on scheduled dates in SITE 404. No proxies will be allowed at the Steering Committee meetings.
- Committee members will participate in sub-committees to ensure that the committee's work is progressing.
- Sub-committee chairs will provide a written report one week in advance of the upcoming meeting.
- During each meeting, reports will be provided on the groups' progress, challenges, and areas of opportunity.
- Committee members are required to serve a 2-year term.
- Attendance at regular monthly meetings and/or subcommittee meetings is expected unless there is a conflict with scheduling of other responsibilities. Opportunities for teleconference meetings will be available. In the event that a member cannot meet on a regular basis, the member may be asked to reconsider membership.

Sub-Committees

Access and Equity

- Identify barriers to access and equity (faculty and staff recruitment practices)
- Review institutional numbers in programs (i.e. African Americans in education majors, women in STEM programs, etc.)
- Curate list of professional organizations beneficial for faculty and staff networking and recruitment efforts
- Identify affinity groups for faculty and staff (i.e Black/Latino Faculty Association)
- Establish mentorship opportunities for faculty and staff of color
- Represent D & I at events (i.e. MLK Breakfast, Admissions events (ASR))
- Participate in recruitment initiatives
 - Identify a team that meets with diverse candidates, serves on hiring committees, recommends standards for hiring processes

Diversifying Curriculum

- Assess the diversity in course content related to diversity in courses, programs, and experiences across campus (i.e. Number of diverse programs/classes offered per semester)
- Identify resources for faculty, staff, and students (books, conferences, workshops, training)
- Collaborate with library to feature books of the month
- Identify gaps in diverse education (training opportunities, talks, etc.)

- Expand Diversity Dialogue Project
- Support university-wide initiatives (MMI, MLK Day of Service)

Campus Climate

- Explore ways to create supportive environments for faculty, staff, students, and the greater community
- Actively engage and participate in climate survey process (i.e. open forum, focus groups, dialogues, etc.)
- Coordinate D & I sponsored events for visibility (i.e. end of semester stress reliever for students, assist with voter registration, etc.)
- Highlight accountability of faculty, staff, and students (i.e. Diversity /Social Justice Champ of the month or semester program)
- Community Engagement Efforts

Reporting Relationship

The Diversity and Inclusion committee will submit an annual report at the end of the academic year to the President and Provost. The committee will report on processes to President's Council, University Senate, and the All University meetings as requested. Annual reports will be archived on the D & I website.

Meeting Frequency

Every academic year, a meeting schedule will be developed and provided to the committee. Meetings will be scheduled monthly, although sub-committees may need to meet at different times. Dates and times can be found on the D & I website.

Attendance

Quorum is a minimum half of current number of members +1 necessary to enact and/or implement decisions. A simple majority of a quorum determines all voting outcomes. All members of the steering committee have the ability to vote. Individuals outside of the steering committee may not vote (i.e. additional members of any sub-committee or visitors to regularly scheduled D & I meetings).

* Participation on this committee is recognized as service to the university. As such, every member's efforts toward diversity, equity, and inclusion at East Stroudsburg University should be evaluated as a contribution to the mission of the institution.



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Campus Life & Inclusive Excellence