

Judith Herb College of Education

Diversity Committee By-Laws (Revised October 2021)

- A. Diversity Committee Membership
  - i. The Diversity Committee (DC) will consist of:
    - A. Two full-time faculty members from each department and one alternate, elected by the department;
    - B. One staff member elected by college staff;
    - C. The Inclusion Officer (formerly Diversity Liaison) appointed by the Dean; and
    - D. Four students (two graduate and two undergraduate) selected democratically by the Diversity Committee.
  - ii. Description/Responsibilities of Positions
    - A. Chair or Co-Chairs – Convene and facilitate meetings, serve as the spokesperson for official matters
    - B. Secretary – Record meeting minutes and organize them in a central location for all members to have access
    - C. Inclusion Officer – Dean's representative as the liaison between the University Diversity Office and the JHCOE Diversity Committee
    - D. Faculty Member - Participate in meetings and share responsibilities of Diversity Committee's work
    - E. Student Member - Participate in meetings and share responsibilities of Diversity Committee's work
    - F. Alternative Representative - Alternate Representatives serve during a Department Representative's absence or serve out the remainder of a Representative's term should the Representative need to resign or need to be replaced by vote of no confidence.
  - iii. Selection of membership
    - A. Faculty members - Each Department Chairperson is responsible for organizing the elections for the selection of departmental representatives to this committee.
    - B. Dept Faculty Alternative Representative - Each Department shall also elect an additional full-time member of its faculty to serve as its Alternate Representatives annually.
    - C. Staff Member - Staff of the JHCOE will elect each year one staff member to serve as member of Diversity Committee.
    - D. Student members – All students in college are invited to apply for membership. Diversity Committee will make the final selections of two graduate and two undergraduate students.
  - iv. Terms of Membership
    - A. Faculty will serve two-year terms, with the option for one additional year.
    - B. Staff and student members will serve for a two-year term, with an option for one additional year.

B. Diversity Committee Responsibilities:

- i. Elect a Chairperson(s) and determine procedures for committee operations.
- ii. Develop the Diversity Strategic Plan such that it aligns with the University Diversity Plan.
- iii. Review, revise and update the College Diversity Strategic Plan annually.
- iv. Collaborate and negotiate with committees within the University and the community to achieve goals.
- v. Evaluate the functions of the DC and recommend revisions when appropriate.
- vi. Implement the College of Education Diversity Strategic Plan
- vii. Perform other functions as assigned by the Dean.

C. Meetings

- i. The Diversity Committee will meet at least once per month.

D. Amendments of By-Laws

- i. All amendments to by-laws should be submitted to the Dean of the College of Education as the DC reports directly to the Dean's Office.