

## STATEMENT OF PURPOSE

The University of Evansville Inclusion Committee (UEIC) provides campus members with resources and educational opportunities to enhance diversity at the University of Evansville.

The Inclusion Committee supports and promotes diversity and inclusion within the campus community by fostering an environment of awareness, equality and respect. The UEIC will be asked to capitalize on the strengths of all individuals, allowing the University of Evansville to grow and become more successful in its endeavors. The committee will help in providing practicable outcomes in order to strive to recruit and retain diverse persons, believing the cooperative wisdom gained from all talented people will create the optimum workplace and learning environment and enrich the overall student, faculty and staff experience at the University of Evansville.

The University of Evansville Inclusion Committee will specifically focus on:

**•The University of Evansville will develop and review data related to campus climate for our students, faculty, and staff members;**

*The UEIC will review the student diverse learning environment survey, religious diversity on our campus, our LBGT community, gender equity on campus, determine how engaged are our International Student population is on campus, and how involved our domestic students of color are at the University of Evansville.*

**•The University of Evansville will determine benchmarks for the overall equity in recruitment and retention for our students, student athletes, faculty, and staff members;**

*The UEIC will focus on short & long term goals and practical outcomes for faculty and staff recruitment and retention, student recruitment and student retention.*

**•The University of Evansville will provide professional development and curriculum & instruction for its students, faculty and staff members; and**

*The UEIC will help provide resources for a better anti-bias, gender and multicultural curriculum and instruction transformation at the University of Evansville. Some of the critical areas the UEIC will observe are the use of technology and providing cultural competency training and other diversity and equity related trainings. The UEIC will develop sub-committees to help cultivate additional resources for the formal academic curriculum.*

**•The University of Evansville will work to increase community involvement for students, faculty and staff members. The UEIC will be work parallel to the University of Evansville’s Social Responsibility Taskforce in order to not duplicate but rather enhance services.**

*The UEIC will research and develop a plan to enrich the diversity supplier program, further encourage community engagement to diverse venues within the Evansville community, and explore opportunities for community outreach and networking.*

At the end of each academic year the UEIC will develop key components to become part of the university-wide “Diversity and Inclusion Plan” to be used as a resource guide and tool for the University of Evansville and its campus members. The UEIC will also advise and make recommendations to University President, Dr. Thomas Kazee on matters of diversity, equity and inclusion.

## MEMBER GUIDELINES AND RESPONSIBILITIES

1. UEIC membership will consist of 10-12 members; made up of faculty, staff, students, and at-large community members. The committee will also have 6 ex-officio members; President of the University, University Chaplain, Senior Associate Athletics Director, Director of Human Resources, Assistant Vice President for Institutional Effectiveness, and the Diversity & Equity Officer.
2. UEIC members will contribute to particular activities and guide association strategies in various arenas of diversity, equity and inclusion.
3. UEIC membership will generally serve one or two-year terms, with one-third of the committee rotating off annually; terms begin and end the beginning of each academic year.
4. All UEIC appointments will be made by the approval of the University President, based upon recommendations from the Diversity and Equity Officer following a careful consideration of a list of volunteers as well as other sources.
5. The UEIC may also conduct business via a listserv and conference calls.

In addition to specific roles required by membership, members of the UEIC are expected to actively participate in the work of the committee, provide thoughtful input to committee deliberations, and focus on the best interests of the University of Evansville and committee goals rather than on personal interests.

### **Members should:**

- Review all relevant material before committee meetings
- Attend committee meetings and voice objective opinions on issues
- Pay attention to campus activities that affect or are affected by the committee's work
- Support the efforts of the committee chair and carry out individual assignments made by the chair
- Work as part of the committee to ensure that the committee's work and recommendations are in keeping with the University of Evansville mission and goals

### **Committee Chair Responsibilities**

In addition to specific roles required by the activities of individual committees, the Committee Chair of the UEIC is expected to guide the committee and work with the Diversity and Equity Officer to develop necessary work plans and meeting agendas.

#### **The Chair of the UEIC will:**

- Approve reports of committee meetings before their distribution
- Report to the committee on decisions of the Board of Trustees' Diversity Discussion Group and University President, Dr. Thomas Kazee that may affect the committee's work
- Where appropriate, guide the committee in proposing new activities and service that will further the mission and goals of the University of Evansville
- When appropriate, make policy recommendations to the University President, Dr. Thomas Kazee for transmission to the Board of Trustees

### **Structuring and Facilitating the Meeting**

- The Chair will provide an agenda sheet with the beginning and ending times for the meeting, meeting location, a list of committee members, and the agenda of topics.
- Provide at least minimal written background information for each agenda item.
- Indicate whether the item is for discussion only or if action is expected.
- Identify the person who is presenting each item.
- The committee belongs to the University of Evansville, and the chair's primary role is as facilitator.
- Guide, mediate, probe, and stimulate discussion. Monitor talkative members and draw out silent ones.
- Encourage a clash of ideas, but not of personalities. If emotions run high over a difficult issue, return the floor to a neutral person, seek a purely factual answer, or take a break.
- Keep discussions on track; periodically re-state the issue and the goal of the discussion.
- Seek consensus; unanimity is not required.
- Announce the results of actions taken and explain the follow-up to be taken and by whom.

- Close the meeting by noting achievements
- Following adjournment, the Chair will agree to follow-up on actions and locus of responsibility.

### **Written Report of Committee Meetings**

- Include the date, time, and place of the meeting. Note the name of the chair, members present and absent and other key people in attendance.
- Note all formal motions and report on passage or defeat
- Note all decisions reached, including motions passed and follow-up actions to be taken, with deadlines for implementation
- Include brief summary of discussions. Do not attribute comments to members except possibly where formal motions are introduced.
- Provide information on the time and place of the next meeting
- Meeting reports should be prepared as soon as possible (and within 30 days) after the meeting. They may be shared with the committee with a request that members contact the chair or staff liaison if errors are noted.