

## DEIPC Reports to University Senate 2023-2024

1. **15 Sep 2023**
  - a. **Operating Procedures 2023-2024** Vote will be conducted via email among committee members and submitted to University Senate Secretary in advance of next Senate meeting (9/15)
  - b. **Recommended Syllabus Statement** Detailed discussion with President Cox regarding previous recommended DEI syllabus statement put forward by DEIPC in March 2023 and passed by Senate. Pres. Cox shared insights from recent meetings with BOR regarding USG policy changes 6.5.1 and 6.5.2. President returned Senate-approved syllabus statement back to DEIPC for reconsideration/revision in light of new policies with apparent bearing on the statement. All other agenda items tabled to subsequent meetings—committee discussed general plan of action moving forward and intends to review statement and discuss possible revisions and resubmission as motion before Univ. Senate in future alongside broader consideration of other DEI-related policy issue on campus.
2. **17 Nov 2023**
  - a. **Recommended Syllabus Statement** DEIPC is re-examining the previously shared DEI syllabus statement to revise language and pending these revisions intends to reapproach APC for approval to place the suggested statement online (along with the other required statements) but only as an optional statement for faculty to use if they so choose.
  - b. **Policy Guidance** DEIPC is reviewing a Policy Guidance audit process and looking at how it can be scaled to fit at our institutional level to create a way for policies to be reviewed for impact/effect/ etc.
  - c. **Human Resources Training** DEIPC has discussed possible opportunities to provide support to HR as they review trainings for our campus.
3. **19 Jan 2024**
  - a. **No Quorum** present so six attending members operated as ad hoc committee to discuss old business related to the following items, with the intent to make suggestions to the whole for formal approval and action at the February meeting. Approval for any proposed new business on agenda for that meeting will be accomplished via email vote prior to the meeting.
  - b. **Recommended Syllabus Statement** Diversity syllabus statement revision to include preamble specifically outlining purpose and intent of the statement and emphasizing voluntary application and adaptability by faculty for course/learning activity use. Revisions made collectively in advance of next meeting and possible collaboration with APC in February toward making joint motion before Senate in March for inclusion as suggested syllabus statement on the University website. Pending revisions and communication with APC leadership/membership via email.
  - c. **Equity Policy Review** Discussion of Equity Policy Review guidelines (initially developed in Minnesota University System) document previously shared by Michael Snowden (Chief Diversity Officer, OIE) and how to apply more directly to GCSU policy reviews across campus.

- i. Michael Snowden suggested bringing in author of equity policy review guidelines at future DEIPC meeting (Feb. or March, pending availability) for guidance in devising similar review policies for DEIPC at GCSU. Also suggested sharing equity policy review guidelines with new campus auditor to ensure consistency and compliance as related to issues of DEI.
    - ii. Michael Snowden suggested that committee use Equity Policy Review guidelines to devise committee procedures for consistent policy review through DEI lens, with intention to apply said review procedures to policies in all offices on campus throughout next year and offer feedback to said offices as appropriate based on results of these reviews, purportedly completed in DEIPC sub-committees.
  - d. **Training Module** Carol Ward updated attending members on voluntary DEI training module development in HR office, and again conveyed intention to engage DEIPC in review as on-going process proceeds.
- 4. **23 Feb 2024**
  - a. **Recommended Syllabus Statement** Diversity syllabus statement final revision in committee of the whole to include preamble specifically outlining purpose and intent of the statement and emphasizing voluntary application and adaptability by faculty for course/learning activity use. Draft will be shared with APC and SACP ahead of March standing committee meetings for possible collaboration in making joint motion for inclusion as suggested syllabus statement on University and/or OIE website before Senate at March or April full Senate meeting. Pending revisions and communication with APC/SACP leadership/membership via email and March committee meetings. Revised draft statement below:
    - i. **Georgia College & State University Statement on Diversity, Equity, and Inclusion**
    - ii. *The following suggested syllabus statement is designed to serve as a template for faculty seeking to specifically convey their course policies concerning issues of diversity, equity, and inclusion to students. Faculty are encouraged to incorporate this statement into course syllabi and to revise and adapt the template to suit specific course needs, but incorporation of this syllabus statement is not required.*
    - iii. *Georgia College & State University recognizes that inclusion and belonging are essential to our core values of reason, respect, and responsibility. We strive to achieve inclusive excellence in the composition of our community, our educational programs, university policies, research and scholarship, campus life, employment practices, co-curricular activities, and community outreach. A welcoming and inclusive learning environment that fosters a sense of belonging by valuing diversity of intellectual thought, experiences, and identifications is essential. Further information and support are available through the Office of Inclusive Excellence located in 108 Parks Hall at 478-445-4233 or [oie@gcsu.edu](mailto:oie@gcsu.edu).*
  - b. **Equity Policy Review** Discussion of Equity Policy Review guidelines (initially developed in Minnesota University System) document previously shared by Michael Snowden (Chief Diversity Officer, OIE) invite to author Clyde Pickett (former college of Dr. Snowden) to attend next DEIPC meeting (03/01) or

following (04/05) for external DEI policy review guidance, along with possible invitations to leadership in other pertinent campus offices for internal guidance on institutional policy review regarding DEI.

- c. **Training Module** Carol Ward updated members on voluntary DEI training module development in HR office, and again conveyed intention to engage DEIPC in review as on-going process proceeds. Dr. Snowden followed up with update on DEI training module current in design/production through OIE in coordination with HR.

5. **15 Mar 2024**

- a. **Recommended Syllabus Statement** Following feedback from APC and SAPC, and pending student feedback from SGA, committee voted (via email exchange) to postpone putting forth motion approved at March 01 committee meeting (see below) to University Sensate until April 26<sup>th</sup> to allow for further review, discussion, and revision at April 5th DEIPC meeting, especially as it relates to suggestions for procedural implementation.
  - i. **Georgia College & State University Optional Syllabus Statement on Inclusive Excellence**
  - ii. *The following optional syllabus statement is designed to serve as a template for faculty seeking to specifically convey their course policies concerning issues inclusive excellence to students. Faculty are encouraged to incorporate this statement into course syllabi and to revise and adapt the template to suit specific course needs, but incorporation of this syllabus statement is not required.*
  - iii. *Georgia College & State University recognizes that inclusion and belonging are essential to our core values of reason, respect, and responsibility. We strive to achieve inclusive excellence in the composition of our community, our educational programs, university policies, research and scholarship, campus life, employment practices, co-curricular activities, and community outreach. A welcoming and inclusive learning environment that fosters a sense of belonging by valuing diversity of intellectual thought, experiences, and identifications is essential. Further information and support are available through the Office of Inclusive Excellence located in 108 Parks Hall at 478-445-4233 or [oiie@gcsu.edu](mailto:oiie@gcsu.edu).*
- b. **Policy Review**
  - i. Rhonda Fowler, GCSU Chief Auditor, joined the committee to provide insight and guidance into development of consistent policy review procedures for committee use moving forward. Discussion revolved around a document titled “Equity Lens for Policy Review” developed in the Minnesota State University system by a former colleague of Dr. Michael Snowden, Chief Diversity Officer, Office of Inclusive Excellence, who brought the document before the committee for guidance in developing consistent policy review procedures. Committee will have the document’s primary author Dr. Clyde Wilson Pickett, now of the University of Pittsburgh, join us for further discussion and guidance on this issue at the April meeting.

- c. Carol Ward (GCSU Human Resources) solicited the committee's assistance in reviewing various policy procedures on campus as her office conducts a comprehensive campus policy review in connection with recent BOR policies related to issues of academic freedom and freedom of expression. The committee agree to aid her office as needed out of session in order to meet the April 1 deadline for completion of said campus review.

### **DEIPC Operating Procedures 2023-2024**

- DEIPC meets on campus, most often in Ennis Hall 105, according to Georgia College's Governance Calendar. 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.Section 2.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.Section 2.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 Diversity, Equity, and Inclusion 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 DEIPC scope (Article V, Section 2.B.2)
- **The Chair**
  - Bylaws Responsibilities
    - Presents committee report to University Senate at scheduled University Senate meetings (Article II, Section 3.A.3)
    - Submit such reports to University Senate Secretary in appropriate format for minutes (Article II, Section 3.I)
    - Transfer committee records to the following year's committee (Article IV, Section 3.B)
    - Meet regularly with the Executive Committee and other chairs to facilitate communication (Article V, Section 1.C.14)
    - 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)
    - Be consulted by ECUS on due date and format of comprehensive annual report of committee (Article IV, Section 2)
  - Other Responsibilities
    - 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
    - Scheduling (in consultation with committee) meeting rooms, times, and dates for committee meetings
    - Entering committee motions proposed for University Senate consideration into the online motion database
    - Advertising committee meeting times and meeting agenda to the university community o Others as defined/assigned by the committee
- **The Vice-Chair**
  - Bylaws Responsibilities

- None
  - Other Responsibilities
    - Assumes all duties and responsibilities of the chair in the absence of the chair or Others as defined/assigned by the committee
- **The Secretary**
  - Bylaws Responsibilities
    - 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
    - Be contacted by committee members extending regrets prior to a scheduled committee meeting
    - 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 or 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) or 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) or 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.