

## Diversity, Equity, and Inclusion Committee Charter

### Mission Statement

The Diversity, Equity, and Inclusion Committee, (DEI Committee) is a subcommittee of the Governance Council that works to maintain an active role in identifying, understanding, and administering advice about complex issues pertaining to diversity, equity, and inclusion. The committee's core values are to uphold individual civil rights pursuant to a fair, just, and equitable experience in all aspects of campus life. The objective of this committee is to establish and maintain a culturally competent environment in which model behavior is demonstrated by all members of our campus community.

### Meetings

Meetings will be held at least twice a month in the Fall and Spring semesters, although subcommittees may need to meet at different times. Every academic year, a meeting schedule will be developed and provided to the committee. Dates and times can be found on the DEI website.

Quorum is based on simple majority of voting members that are present. A simple majority of a quorum determines all voting outcomes. All members of the committee have the ability to vote. Guest of the committee may participate in the discussion but not vote.

### Definitions

The DEI Committee has adopted the following [glossary of terms](#) from the California Community College Chancellor's Office (CCCCO) to establish an understanding and *common language* around understanding the ideas and concepts relating to diversity, equity, and inclusion in order to advance the DEI Mission:

**Diversity:** The myriad of ways in which people differ, including the psychological, physical, cognitive, and social differences that occur among all individuals, such as race, ethnicity, nationality, socioeconomic status, religion, economic class, education, age, gender, sexual orientation, marital status, mental and physical ability, and learning styles. Diversity is all inclusive and supportive of the proposition that everyone and every group should be valued. It is about understanding these differences and moving beyond simple tolerance to embracing and celebrating the rich dimensions of our differences (qtd. in the CCCC DEI Glossary of Terms).

**Equity:** The condition under which individuals are provided the resources they need to have access to the same opportunities, as the general population. Equity accounts for systematic inequalities, meaning the distribution of resources provides more for those who need it most. Conversely equality indicates uniformity where everything is evenly distributed among people (qtd. in the CCCC DEI Glossary of Terms).

**Inclusion:** Authentically bringing traditionally excluded individuals and/or groups into processes, activities, and decision/policy making in a way that shares power (qtd. in the CCCC DEI Glossary of Terms).

Moreover, since the concepts behind DEI are complex and encompass ideas from other areas, this additional shortlist of terms, is also provided from the CCCC's glossary of terms to support the DEI Committee's Mission:

**Cultural Competence:** Is the ability to honor and respect the beliefs, language, interpersonal styles and behaviors of those receiving and providing services. Individuals practicing cultural competency have knowledge of the intersectionality of social identities and the multiple axes of oppression that people from different racial, ethnic, and other minoritized groups face. Individuals striving to develop cultural competence recognize that it is a dynamic, on-going process that requires a long-term commitment to learning. In the context of education, cultural competence refers to the ability to successfully teach students who come from cultures and interpersonal awareness and sensitivities, learning specific bodies of cultural knowledge, and mastering a set of skills for effective cross-cultural teaching (qtd. in the CCCC DEI Glossary of Terms).

**Cultural Fluency:** Is the ability to effectively interact with people from different cultures, racial, and ethnic groups. It includes an awareness of how to properly respond to differences in communication and conflict as well as the appropriate application of respect, empathy, flexibility, patience, interests, curiosity, openness, the willingness to suspend judgement, tolerance for ambiguity, and sense of humor (qtd. in the CCCC DEI Glossary of Terms).

**Equality:** The condition under which every individual is treated in the same way, and is granted the same access, rights, and responsibilities, regardless of their individual differences. People who support equality believe that different circumstances and identities should not prescribe social disadvantage; therefore, equality is the elimination of this disadvantage (qtd. in the CCCC DEI Glossary of Terms).

## **Charge and Responsibilities**

The charge of the DEI Committee is to assist in developing a supportive campus environment where all members of our community feel safe, included, have a voice, can learn, grow, and achieve success without barriers.

The role of the DEI Committee is to guide the work of diversity, equity, and inclusion at our institution through, but is not limited to the following:

1. Develop and help implement Diversity, Equity, and Inclusion goals in the College's Strategic Action Plan;

2. Work with administration to audit the organization in areas of Diversity, Equity, and Inclusion through assessments and data collection using climate surveys, campus pride indices, CCSSE (Community College Survey of Student Engagement) in order to find solutions to address areas of need;
3. Seek regular feedback from all members of our community to inform decision-making and understand opportunities for improvement;
4. Advise and recommend to the Governance Council ways to address and resolve issues impacting diversity, equity, and Inclusion in a culturally responsive, sensitive, and effective manner;
5. Provide input on institutional policies and procedures to address , equity, and inclusion issues;
6. Assist in coordinating various initiatives across campus as they relate to Diversity, Equity, and Inclusion;
7. Facilitate communication among and across campus stakeholders involved in the work of Diversity, Equity, and Inclusion;
8. Coordinate staff development and training opportunities for all members of our community that promote and advance diversity and awareness education through the professional development committees;
9. Provide support and assistance to equity and diversity-related projects and activities and facilitate engagement in campus issues related to equity and diversity;
10. Support and promote educational initiatives that result in cultural competency, intercultural awareness, and respect the diverse of all members of our community; and
11. Ensure the dissemination of best practices for diversity, equity, and inclusion in institutional policies, training, hiring, and retention of students and employees with the EEO Committee.

### **Membership**

The Diversity, Equity, and Inclusion Committee year coincides with the Taft College academic year (August to May). The Committee will consist of members from all constituent groups at Taft College--students, faculty, classified staff, and administration—with optional representation from an alumnae and/or a community member. Interested constituent group members should follow the College’s processes that dictate membership selection. In the event that a member cannot meet on a regular basis, the member may be asked to reconsider membership.

As the work of this committee requires an investment both in the understanding of what is meant by “diversity,” “equity,” and “inclusion,” members will receive continual training as needed. This training will generally coincide with a regular scheduled meeting.

To accomplish the ongoing mission of the Committee, to both model and perpetuate DEI at the College, the following members will serve on the committee with the full privileges of having a voice as a voting member:

- Vice President of Instruction or a designee
- Vice President of Student Services or a designee
- Vice President of Human Resources
- Dean of Instruction
- Dean of Student Services
- Director of Distance Education
- Academic Senate Liaison
- Classified Liaison
- Student Liaison

### **Committee Member Expectations and Commitment**

In accordance with the DEI Committee Mission, members agree to adhere to the following:

- Sign the Safe Space Agreement, annually, to ensure that all members are heard and respected;
- Participate in an annual, committee training that includes a review of the charter and unpacks what is meant by diversity, equity, and inclusion, in terms of the mission and governance of the committee;
- Attend two Diversity, Equity, and Inclusion Committee meetings per month;
- Serve on two Diversity, Equity, and Inclusion subcommittees;
- Commit to attend both committee and subcommittee meetings for a total of 4 hours per month for all meetings with subcommittee leads reporting back to the DEI Committee, and sharing information from the DEI Committee with their subcommittee members;
- Contribute to building a collegial and respectful campus community;
- Contribute to increasing the knowledge and understanding of members by sharing stories, experiences and insights;
- Advocate and promote the tenets of the DEI Committee's mission across campus, including meetings, committees, and other convenings; and
- Participate in campus-sponsored events related to DEI, including events sponsored by the committee and by other areas of the campus.

### **Guidelines for Interaction:**

- Conduct oneself respectfully and in adherence to the Safe Space Agreement;
- Be present, and respect the space as well as everyone's contributions and perspectives;
- Agree to maintain confidentiality and trust among the group;
- Consider and address the impact of words and actions;

- Consider how privilege impacts experiences and perspectives; and
- Acknowledge offense in the moment.

**Self-Evaluation/Internal Evaluation/Committee Evaluation:**

In accordance with Governance Council, the DEI Committee will document its activities through memoranda, report to the Governance Council, and complete an Annual Program Review.

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