University Committee on Diversity
Iowa State University

Governance Document

I. Preface

The University Committee on Diversity serves to advise the President, the Vice Presidents, the Chief Diversity Officer, and their leadership teams on issues related to managing diversity and leveraging diversity efforts within the institution.

II. Institutional Statement on Diversity

Iowa State University is a diverse community of people of all genders, ages, cultures, ethnicities, races, religions, sexual orientations, socio-economic backgrounds, abilities and languages. Iowa State University celebrates and promotes diversity by creating a safe place in which people can express themselves freely and share their unique talents and ideas. This diversity of thought enriches our campus by fueling creativity, sparking innovation, improving our scholarship, enhancing our learning and improving the quality of our academic product. Employees and students at Iowa State University agree to foster an environment of inclusion that moves beyond simple tolerance to recognizing the richness of diverse languages, cultures, ages, genders, races, ethnicities, sexual orientations, religions, abilities and backgrounds.

III. Committee Charge

The University Committee on Diversity will assess annually the effectiveness of diversity efforts on campus, identify gaps in university diversity policies, develop new proposals and initiatives to strengthen diversity efforts, and encourage units to meet diversity objectives set forth in ISU’s Strategic Plan. The Committee will work with faculty, staff, and administrators with responsibilities for these issues to support the design of new policies, improved recruitment, increased retention, and advancement of equity.

IV. Goals and Objectives

The University Committee on Diversity will fulfill its charge by working towards the following goals and objectives:

A. Assisting the university in meeting diversity goals set forth by the Board of Regents and outlined in ISU’s Strategic Plan;
B. Supporting diversity-related research and activities that create connections and collaborations between various business units, academic units and support services;
C. Assessing the effectiveness of diversity efforts on campus, identifying gaps in university diversity policies, and strengthening diversity efforts by an effective review of unit diversity reports;
   1. recommend ways to improve efforts aimed at recruiting and retaining diverse faculty, staff and students;
   2. examine data illustrating gender, race and ethnicity of faculty, staff and students
   3. recommend goals and progress indicators for each academic or business unit.
   4. create a rubric to assess effectiveness in managing diversity efforts
D. Providing recommendations for best practices to infuse diversity into the curriculum and improve upon our mission-focused institutional activities: teaching, research, outreach/professional practice/extension, and service;

E. Implementing strategies to facilitate event coordination for on campus and community diversity-related festivals, celebrations and events that lead to collaboration across university boundaries when planning diverse events;

F. Evaluating Iowa State University’s progress on strategic diversity initiatives by means of:
   1. a campus climate study;
   2. a bi-annual review of unit diversity reports and analysis of effectiveness of diversity efforts on campus;
   3. recommendations on specific diversity priorities for individual campus units;
   4. an assessment of diversity issues or concerns raised by Iowa State University students, faculty, or staff

V. Organizational Structure
The University Committee on Diversity will have the following organizational structure in place to help facilitate its work.

A. Leadership

   **Chair** (Chief Diversity Officer): calls meetings to order, sets yearly priorities and objectives, represents committee to university administration/governance;

   **Co-Chair** (Diversity and Equity Coordinator): ensures agenda, coordinates communication with campus constituencies external to committee, advises the Chief Diversity Officer on all diversity-related matters;

   **Recorder**: administrative support for the University Committee on Diversity, delivers agendas, ensures meeting documentation

B. Subcommittees

The UCD has six standing committees (Executive Committee and five subcommittees) that aid in the fulfillment of the UCD’s charge and assist in the accomplishment of its goals. Each UCD member will participate in at least one subcommittee depending on need, interest level, and representative type. All subcommittees will have at least four members to ensure even distribution of representatives. These standing committees are:

1. **Executive Committee**: Will oversee the work of the five standing subcommittees. The Executive Committee is comprised of the Chair, Co-Chair, Recorder, and subcommittee chairs. The Executive Committee is responsible for determining committee priorities; provides direction to the University Committee on Diversity; and identifies ways to carry out the university's Strategic Plan. The Executive Committee is responsible for the UCD budget and makes funding decisions informed by input from the entire UCD. The Executive Committee is also responsible for submitting a year-end report to the CDO for discussion with ISU Senior Leadership.

2. **Diversity Assessment and Accountability Committee**: Leads analysis of diversity reporting efforts made by each unit, recommends goals and progress indicators for each academic or business unit, creates a rubric to assess effectiveness in leveraging diversity
efforts. The Diversity Assessment and Accountability Subcommittee writes an executive summary, for full committee review at the end of the year.

3. **Diversity Grants and Funding Committee**: Annually advertises women’s and diversity grants. Sets criteria and eligibility requirements for women’s and diversity grants. Makes recommendations to CDO on diversity proposals to fund. Regularly provides guidance on the process (i.e., timeline, required components, funding priorities) and establishes a feedback loop for funded/unfunded projects. The subcommittee assesses the effectiveness of the proposals and initiatives that are funded. This subcommittee will also identify for the UCD other opportunities for funding, both internal and external.

4. **Programming and Communication Committee**: Coordinates and collaborates with external committees on the implementation of diversity-related programming. Leverages resources and facilitates communication between units. In coordination with EVPP staff, manages content of the UCD website to ensure current campus-wide representation of diversity activities. The Programming and Communication Subcommittee may include representatives from the Committee on Lectures.

5. **Academic Affairs Diversity Committee**: Serves as a conduit and outreach mechanism for college diversity chairs including the coordination of college-based diversity activities, multi-college sponsored events, and areas related to teaching and research core activities. The Subcommittee is made up of the diversity chair from each academic college plus one representative from Student Affairs.

6. **Ames/DSM Community Relations Committee**: Coordinates UCD involvement and proactive engagement in local community events. Co-promotes diversity related programs and activities to enhance the town and gown relationship. The Ames/DSM Community Relations Subcommittee advises UCD of opportunities to partner with City and State leaders on diversity celebrations.

Membership on subcommittees is not limited exclusively to UCD members. Campus representatives may also be included on subcommittees in order to enhance communication, establish collaborative relationships, and build community.

**VI. Membership**

The University Committee on Diversity consists of 28 university community members who are appointed or nominated by various academic or business units. Membership includes:

- Chief Diversity Officer & Associate Provost of Academic Personnel [1]
- Diversity and Equity Coordinator [1]
- President’s Office [1]
- Dean’s Council [1]
- Academic College Diversity Committee Chairs [8]
- Vice President for Business and Finance representatives [3]
- Vice President for Student Affairs representatives [3]
- Professional & Scientific Council [1]
- Faculty Senate [1]
- Government of the Student Body [1]
- Graduate and Professional Student Senate [1]
Selection process
Depending upon the existing committee roster, members may be appointed (i.e., P&S Council, GPSS) or nominated (i.e., at large). The replacement process for members who leave the committee will involve nominating or appointing a new representative.

Length of terms
UCD members will serve a three-year term, renewable based upon level of contribution, at the discretion of the Chief Diversity Officer.

Voting
All 28 members of UCD have the right to vote on each issue that comes before the committee. Because the UCD is an advisory body, members serve in an advisory role. Therefore, the President, the Vice Presidents, the Chief Diversity Officer and their leadership teams reserve the right to pursue alternative approaches to leveraging diversity efforts, within the institution.

VII. By-laws
A quorum, or minimum number of members present necessary to conduct the business of the committee, is fifteen members. The Chief Diversity Officer (or appointed delegate) must be one of the fifteen members present in order for a quorum to exist. If the University Committee on Diversity has fifteen members present, it can lawfully make binding decisions on behalf of the entire body. If no quorum exists, then all UCD members will be given the opportunity to vote on issues electronically, within two business days of the meeting. The Chief Diversity Officer (or appointed delegate) will oversee any electronic voting that takes place. The results of an electronic vote are final, regardless of whether a quorum exists.

VIII. Meeting Schedule
The University Committee on Diversity will adopt a regular monthly meeting schedule and will hold an annual committee planning session (either early Fall or late Spring). Subcommittees will meet as needed to fulfill special duties and assignments.

IX. Communications and Website
On its website, the University Committee on Diversity will post the following:

A. Annual Committee Reports
B. An executive summary of the Diversity Reports
C. A list of UCD Subcommittees and duties
D. Agendas and Committee Minutes for the previous year

Approved by UCD on October 13, 2011