

McKelvey School of Engineering Diversity, Equity & Inclusion (DEI) Committee Charter

Purpose

The purpose of McKelvey School of Engineering DEI Committee is to support, guide, and direct the school's mission and vision toward diversity, equity, and inclusion.

Guidelines for Committee Interaction

- Make space, take space (empower others to be big while also allowing yourself to be big). We are at our best when all voices are heard.
- Listen to understand (vs. Listen to respond)
- Open communication (Lean in, reflect, describe experience, ask questions)
- Assume good intent
- Speak in the "I" not the "we" (unless given explicit consent to do so)
- What is learned here leaves here, while what is said (names and identifiers) does not. We respect the confidentiality of our committee but understand that the lessons, revelations, discoveries experienced are intended to positively impact the school.
- Ask clarifying questions to help us understand.

Guiding Principles

The McKelvey School of Engineering values diversity, equity, and inclusion as essential to our core mission to promote independent inquiry in engineering research and education with an emphasis on scientific excellence, innovation, and collaboration without boundaries. We believe that there are principles that are so important to realizing the school's mission and vision toward diversity, equity, and inclusion that they should infuse every aspect of the committee's activities. Our work as a committee will be rooted in four Guiding Principles:

- A commitment to a culture and climate in which all students, faculty, and staff feel welcome and respected is critical for institutional excellence and distinction.
- A transformation of not only individual values, beliefs, and behaviors but also institutional policies, procedures, and practices is required to improve diversity, equity & inclusion.
- Recruitment, retention, and success of underrepresented students, staff, and faculty is a cornerstone of addressing the lack of diversity within the academic and professional communities.
- Developing common instructional practices and engaging in educational opportunities create awareness, appreciation, acceptance, and celebration of different cultures, beliefs and ideas.

These Guiding Principles establish a framework for addressing the specific, and often distinctive, challenges engineering higher education faces with respect to diversity, equity & inclusion.

Committee Charge and Responsibilities

We believe in creating and maintaining a culture that embraces and appreciates the strength and value of differences. We realize there is an opportunity for growth in the areas of diversity, equity & inclusion, and we are committed to addressing longstanding inequality within the school and larger community. We are developing programs, policies, and resources, but most importantly, we are listening to McKelvey students, staff, and faculty. By working together, we can enact change.

The committee will guide the work of DEI in McKelvey through the following responsibilities:

- Developing, revising, and assessing the implementation of the DEI Strategic Plan and initiatives
- Monitoring the development, implementation, and evaluation of a diverse, inclusive, and equitable climate and culture in McKelvey
- Providing input on school-wide policies and procedures that are intended to address social injustice and inequality within McKelvey, Washington University, and the St Louis community.
- Guiding leadership with best practices for DEI in policies, teaching, training, hiring, and retention of faculty, staff, and students
- Serving as a resource for guidance and consultation regarding DEI issues for faculty, staff, and students
- Sharing the work of the committee with the McKelvey community
- Recognizing the disparate impacts of current events on diverse campus communities.

Sub-Committees

Sub-committees will be established by the Committee as needs are identified.

McKelvey School of Engineering Diversity, Equity & Inclusion (DEI) Committee Guidelines

Membership

The McKelvey School of Engineering DEI Committee will consist of positions with representation from faculty, staff, and students. Invitations for positions may be extended by the committee chair and co-chair. Faculty, staff, and students interested in serving on the DEI Committee can also complete an online application. The DEI Committee will review applications for potential members and make recommendations for member invitations. Membership of the DEI Committee will embody diversity and inclusion in regard to race/ethnicity; gender and gender identity; sexual orientation; religious, spiritual, or ethical practices; age; ability; veteran status; socio-economic status, etc. DEI Committee actions, reports, and outcomes will be based on a consensus view.

Chair and Co-Chair

The McKelvey School of Engineering DEI Committee will be chaired by the Director of Diversity Initiatives and co-chaired by Vice Dean of Faculty Advancement.

Recorder

A McKelvey administrative staff member will attend all meetings to record minutes and provide any additional support to the committee. Meeting minutes will be archived on the DEI website.

Faculty, Staff, and Student Positions

Faculty and staff positions serve two-year terms and student positions serve one-year terms, which may be renewed. Terms are to be staggered. Committee members are selected through an application process and/or appointed by the Chair and Co-Chair.

Temporary Positions

Faculty, staff, and students can be appointed to the committee on a temporary basis for a limited and pre-defined period to assist in special projects such as strategic planning or climate assessment.

Committee Member Expectations and Commitment

Terms: Membership terms are limited with the option for renewal. The DEI Committee year coincides with the fiscal year (August to July).

Participation Expectations: Members are expected to commit at least four to six hours per month to the DEI Committee. This commitment may include monthly committee meetings, subcommittee meetings, and events. Attend DEI Committee meetings and be prepared to engage. Members are expected to join a subcommittee and meet with their subcommittee outside of DEI Committee meetings. The subcommittee leads report back to the DEI Committee and share information from the DEI Committee with their subcommittee members. Members are encouraged to participate and attend DEI Committee-sponsored events, trainings, and retreats whenever possible. Dates and times of meeting, events, trainings, and retreats can be found on the DEI website.

Attendance: Quorum is a minimum of half of current number of members necessary to enact and/or implement decisions. A simple majority of a quorum determines all voting outcomes. All members are selected through an application process and/or appointed can vote. Individuals that have temporary positions on the committee may not vote.

Minimum Committee Constituent Representation:

- Faculty Representative from each department
- Undergraduate Student Services
- Graduate Student Services
- Industry Relations
- Human Resources
- Marketing & Communications
- Research Development & Administration
- University Advancement
- Division of Engineering Education
- Women & Engineering
- UMSL/WashU Joint Engineering Program
- Association of Graduate Engineering Students
- National Society of Black Engineers
- oSTEM
- Society of Hispanic Professional Engineers

Steering Committee

The steering committee consists of the Engineering Dean, Director of Diversity Initiatives, and Vice Dean of Faculty Advancement and will meet once every two months. The steering committee sets the direction and priorities for the DEI Committee and serves as a conduit between DEI Committee and McKelvey leadership.

Alumni and Industrial Advisory Group

The DEI Alumni and Industrial Advisory Group is a group of alumni and supporters of the McKelvey School of Engineering who are dedicated to the areas of diversity, equity and inclusion. Active members provide support to DEI Committee by providing guidance on the development, implementation, and assessment of DEI Strategic Plan and initiatives; translating DEI best practices found in corporate settings to higher education; and facilitating DEI initiatives that focus on interactions among students, alumni, and industry. The DEI Alumni and Industrial Advisory Group will meet with the DEI committee Chair and Co-Chair quarterly and receive an annual report.

Reporting Relationship

The McKelvey DEI committee will submit an annual report at the end of the fiscal year to the Dean and Academic Executive Committee. The committee will report on the implementation of the DEI Strategic Plan and initiatives, status of climate and culture, school-wide policies and procedures identified as problematic, and guidance for school and department leadership on DEI issues. Annual reports will be archived on the DEI website.