McKelvey School of Engineering EDI Committee Charter

Introduction: The Equity, Diversity, and Inclusion (EDI) Committee at the McKelvey School of Engineering is dedicated to fostering an inclusive environment that supports and enhances the school's mission. Through strategic initiatives and collaboration, the committee aims to embed the principles of diversity, equity, and inclusion into every aspect of the school's operations.

Community Agreements: The EDI Committee is committed to creating a collaborative and respectful community. This agreement outlines the expectations for interaction within the committee:

- **Make Space, Take Space**: If you are a talker, allow space for other to speak. If you are quiet, speak up.
- **Listen to Understand**: Prioritize understanding over responding.
- **Open Communication**: Engage in reflective and transparent dialogue.
- **Assume Good Intent**: Approach discussions with a positive and constructive mindset.
- **Speak in the "I"**: Share personal perspectives unless explicitly representing others.
- **Confidentiality**: What is said here, stays here. What you learned here leaves here with no names attached.
- **Seek Clarity**: Ask questions to enhance understanding.

Guiding Principles: The McKelvey School of Engineering EDI Committee operates under four guiding principles:

1. **Commitment to a Welcoming Culture**: Cultivate an environment where all individuals feel welcome and respected, as this is crucial for institutional excellence.
2. **Transformation of Values and Policies**: Advocate for the transformation of individual and institutional beliefs, behaviors, and policies to improve diversity, equity, and inclusion.
3. **Recruitment and Retention**: Focus on the recruitment, retention, and success of underrepresented groups to address diversity gaps in academic and professional communities.
4. **Educational Opportunities**: Develop instructional practices and educational opportunities that foster awareness, appreciation, and celebration of diverse cultures and ideas.

Leadership Roles:

- **Chairperson:** *McKelvey EDI Consultant.* Role: Oversee meetings, coordinate activities, and liaise with university leadership to advance the committee's mission.
- **Vice-Chairperson:** *Elected by committee members.* Role: Assist the Chairperson and assume duties in their absence.
- **Secretary:** *EDI Administrative Coordinator.* Role: Record meeting minutes, manage correspondence, and maintain committee records.
- **Subcommittee Chairs:** *Appointed or elected as needed.* Role: Lead subcommittees and ensure alignment with the committee's goals.

Committee Membership, Selection, and Commitment

Membership Composition:

- **Students**: Undergraduate, graduate, and PhD representatives, specifically members from student organizations like oSTEM, NSBE, and SHPE.
- **Faculty**: Tenured and non-tenured faculty, teaching faculty, and research faculty.
- **Staff**: Administrative, support, and research staff.
- **Administration**: Representatives from Marketing and Communications, Events, Human Resources, USS, and GSS.

Member Selection Process:
- **Nomination and Application**: Open call with criteria based on commitment to EDI values and diversity of perspectives.
- **Terms of Service**: One-year term with the option to re-apply each term.

Commitment: Members are expected to:
- Commit four to six hours per month, including participation in meetings and events.
- Engage actively in committee and subcommittee activities.
- Attend EDI-sponsored events and trainings whenever possible.
- Participate in ongoing EDI initiatives to foster future leadership.

Committee Charge and Responsibilities:
The EDI Committee is tasked with guiding the school's diversity, equity, and inclusion efforts through the following responsibilities:
- **Strategic Planning**: Develop, revise, and assess the EDI Strategic Plan and initiatives.
- **Climate and Culture Monitoring**: Evaluate and enhance the inclusivity of the school's environment.
- **Best Practices Guidance**: Provide recommendations on EDI in teaching, training, hiring, and retention.
- **Community Engagement**: Share the committee's work and recognize the impact of current events on diverse communities.

Sub-Committees and Charge and Responsibilities:
- **Communications & Events Subcommittee:**
  - **Focus**: Update the EDI Communication Plan and manage the Celebration Community Diversity Calendar.
  - **Responsibilities**: Brainstorm and promote events that advance EDI goals while ensuring effective communication of EDI initiatives and policies across the McKelvey community. This subcommittee collaborates with the EDI Consultant and EDI Communications Specialist to plan events, create awareness campaigns, update the EDI Communication Plan, and manage the Celebration Community Diversity Calendar. Additionally, the subcommittee builds partnerships with internal and external organizations to promote EDI initiatives beyond the university.
- **Training and Education Subcommittee:**
  - **Focus**: Develop and implement EDI training programs for various groups.
  - **Responsibilities**: Support educational initiatives that foster awareness and appreciation of diversity. This subcommittee collaborates with the EDI Consultant to create EDI moments for the McKelvey Academic Executive Committee,

promote and revise the EDI Certificate program, and propose and conduct new EDI training and educational events and program

- **EDI Action Plan Implementation and Assessment Subcommittee:**
  - **Focus**: Prioritize and evaluate the effectiveness of EDI initiatives.
  - **Responsibilities**: Conduct assessments of the current EDI climate and initiatives while providing recommendations to enhance EDI initiatives. This subcommittee works with the EDI Consultant to review EDI grants, evaluate current initiatives, identify areas of weakness for new initiatives, and propose new programs to enhance diversity, equity, and inclusion within the school.