

CHARTER COMMITTEE ANNUAL REPORT TO THE SHARED GOVERNANCE COUNCIL

Committee: UI Charter Committee on Diversity

Report Year: 2022-2023

Committee Chair(s)	<i>Amy Alice Chastain – Faculty Christine Norquest – Staff</i>
Committee Members	<i>Anny Curtius, Arunkumar Pennathur, Audra King, Caitlynn Brown, Dana Dominguez, Ijeoma Ogbonna, Nick Nachtman, Sarah Averill, William Loyd, Jr.</i>
Committee Charge	<p><i>2.8(13) Committee on Diversity, Equity, and Inclusion Charter (Amended 6/24/05; 5/07; 6/09; 7/13; 5/1/19)</i></p> <p><i>a. Charge. The Charter Committee on Diversity, Equity, and Inclusion shall be governed by the terms of the General Charter with membership confirmed by the Associate Vice President for Diversity, Equity, and Inclusion.</i></p> <p><i>In addition, the Committee shall:</i></p> <ol style="list-style-type: none"> <i>1. Advise on the formulation, review, and application of policies and guidelines that promote and support the full contributions of all of the university's diverse faculty, staff, and students.</i> <i>2. Consider and recommend actions that will help support and fulfill diversity-, equity-, and inclusion-related commitments made by the university under the University of Iowa Strategic Plan and other university programs, plans, and policies.</i> <i>3. Provide a forum to which faculty, staff, and students may refer questions and recommendations concerning university diversity-, equity-, and inclusion-related policies and procedures.</i> <p><i>Task for 2022-23 academic year:</i></p> <p><i>To gather information about what different entities (colleges, departments, units, committees, organizations, etc.) are doing to support diversity, equity, and inclusion on campus</i></p>
Current Year Meeting Dates	<p><i>09/21/22 10/28/22 12/12/22 02/06/23 03/03/23 04/10/23 05/09/23</i></p>
Please indicate the typical frequency of meetings (e.g., first Tuesday of month at 4 pm). If there are subcommittees, please	<p><i>Co-chair meetings to prep agendas and/or meet with campus partners on survey creation or distribution prior to each committee meeting; Co-chair check-in meetings with Liz Tovar to discuss updates and support needed after each meeting.</i></p>

indicate the frequency of those meetings, too.	
Current Year Activities	<ol style="list-style-type: none"> 1. Discussion of survey: Why are we collecting information? Who needs to receive a survey? How do we frame our questions? 2. Gathering list of people who need to receive the survey (the bulk of our time was spent here) 3. Write survey questions 4. Review, revise, edit survey questions 5. Gather feedback from appropriate units and gain necessary approval for distribution 6. Distribute survey through Mail Merge 7. Review feedback 8. Compile data in a useable format
Topics your committee will address during the coming year	<ol style="list-style-type: none"> 1. Assess data collected 2. Compile a list of central themes and takeaways 3. Offer recommendations of the committee
Other issues of concern	
What should we tell applicants for this committee regarding expectations of members (anticipated workload, existence of subcommittees, etc.)?	<i>One hour monthly for meetings and some additional work outside of meeting time (typically one hour per week, but this could vary by year)</i>
Does your committee have a website? If so, what is the URL?	https://opsmanual.uiowa.edu/governance/university-iowa/advisory-bodies/committee-diversity-equity-and-inclusion-charter
Are agendas and minutes for your committee preserved from year to year and made available to new chairs and committee members? If so, what is your process for doing this?	<i>2022-23 agendas are available for committee co-chairs via email correspondence with Christine Norquest or Amy Alice Chastain; access to previous agendas and minutes is unknown by 2022-23 chairs</i>
Recommendations, if any, to the shared governance groups.	<i>Because some UI employees are not paid during summer, we recommend that there is no expectation of meetings or committee workload during summer months</i>