

CHARTER COMMITTEE ANNUAL REPORT TO THE SHARED GOVERNANCE COUNCIL

Committee: Diversity, Equity, and Inclusion

(As of May 2024: renamed to Access, Opportunity, and Diversity Charter Committee)

Report Year: 2023-2024

<p>Committee Chair(s)</p>	<p><i>Venise Berry – Faculty Elizabeth Mendez-Shannon – Staff</i></p>
<p>Committee Members</p>	<p><i>Alicia R. Ambler, Audra M. King, William Lloyd Jr., Phuong H. Nguyen, McKenzie C. Pendry, Teri Schnelle, Jared Stiles, Jan C. Waterhouse</i></p>
<p>Committee Charge</p>	<p>2.8(13) Committee on Diversity, Equity, and Inclusion Charter (Amended 6/24/05; 5/07; 6/09; 7/13; 5/1/19)</p> <p>a. Charge. The <u>Charter Committee on Diversity, Equity, and Inclusion</u> shall be governed by the terms of the General Charter with membership confirmed by the Associate Vice President for Diversity, Equity, and Inclusion. In addition, the Committee shall:</p> <ol style="list-style-type: none"> 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. 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. 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. <p>Recommended May 2024 as a 4th item: The Chairperson(s) shall serve on the Leadership Unit for the Division of Access, Opportunity, and Diversity (AOD), representing the Charter Committee</p> <p>Recommended May 2024 as a 5th item: Support reimagining DEI to focus on creating a community that enhances access, opportunity, and diversity while helping build skills for cultural and global competency, thereby creating a welcoming environment.</p>
<p>Current Year Meeting Dates</p>	<p>9/22/23 10/20/23 11/17/23</p>

	<p>12/15/23 1/19/24 2/23/24 3/15/24 4/19/24</p> <p><i>Subcommittee meetings 1/26/24, 2/5/24</i></p>
<p>Please indicate the typical frequency of meetings (e.g., first Tuesday of month at 4 pm). If there are subcommittees, please indicate the frequency of those meetings, too.</p>	<p><i>Monthly and either 2nd or 3rd Friday of the month. Subcommittees were held during these meetings and additional ones were based on committee member availability</i></p>
<p>Current Year Activities</p>	<p><i>We have identified three impactful items</i></p> <ol style="list-style-type: none"> <i>1. Reviewed previous year (2022-2023) accomplishments</i> <i>2. Designed and executed a “Stay-Interview” pilot including staff and faculty participants using a focus group approach. The insights gained from this initiative will inform recruitment and retention efforts</i> <i>3. Increasing the representation of students of color at Iowa by actively engaging with families to educate them about Iowa during their attendance Hawkeye Visit Days</i> <p><i>See addendum for summaries</i></p>
<p>Topics your committee will address during the coming year</p>	<ol style="list-style-type: none"> <i>1. Given the recommendations from the Forward Taskforce, the committee will evaluate the potential merge with other related committees.</i> <i>2. Review the stay interview items and evaluate themes emerging from the collected data. We will carefully curate recommendations based on our thematic analysis</i> <i>3. Review efforts made during the previous year to increase student diversity during Hawkeye Visit Days. We want to ensure that potential students and their families have access to diverse faculty and staff members.</i>
<p>Other issues of concern</p>	<p><i>Given the state of diversity, equity, and inclusion in Iowa, it’s clear that this charter committee holds immense significance for our campus community. Its work is pivotal in fostering a more inclusive and equitable environment where everyone feels valued and respected</i></p>
<p>What should we tell applicants for this committee regarding expectations of members (anticipated workload, existence of subcommittees, etc.)?</p>	<p><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></p> <p><i>We are awaiting student recommendations so tha the committee can offer a more inclusive process</i></p>

<p>Does your committee have a website? If so, what is the URL?</p>	<p style="text-align: center;"><i>Charter Committee Details:</i></p> <p style="text-align: center;"><i>https://opsmanual.uiowa.edu/governance/university-iowa/advisory-bodies/committee-diversity-equity-and-inclusion-charter</i></p>
<p>What is your process for passing on previous agendas and minutes to the new committee chair(s)?</p>	<p style="text-align: center;"><i>One committee member is assigned to support documentation. All meeting agendas, notes and process lists are found on a Teams Channel. This year we received 2022-23 information which supported a woven process as committee members who were on the charter committee previously</i></p>
<p>Recommendations, if any, to the shared governance groups.</p>	<p style="text-align: center;"><i>Committee meetings and work process is paused in the summer to support committee members' employee status</i></p>

Addendum

Summary of Subcommittee Activities 2023-2024

Subcommittee: Stay Interview Pilot Spring 2024

The toolkit for the focus group-stay interviews included three main documents:

1. **Event Structure:** This document detailed the event's expectations, timeline, and participant support. It emphasized the charter committee's mission and the pilot project's focus on fostering a "Welcoming and Inclusive Environment," a key goal of the Strategic Plan. By conversing with staff and faculty employed at UI for over three years, we aim to gather insights on why individuals stay, offering recommendations to enhance support through various campus programs. The event will collect narrative notes to identify themes, which will be shared with participants and stakeholders.
2. **Facilitation Guide:** This guide supported the inquiry and reflection process. It included questions about why participants joined the University of Iowa, their current satisfaction, retention factors, and potential reasons for leaving. It covered initial attractions, satisfaction with their decision, and whether they would choose UI again. The guide also explored UI-specific and Iowa City community factors, career development opportunities, and suggestions for improving faculty and staff retention. Interviewers received training to understand the reflection process and prepare for group discussions.
3. **Post Focus Group Support:** Recognizing the potential emotional impact of the reflective process, this step offered employee-support resources to participants.