



## **Diversity, Equity, and Inclusion Committee Charter**

### **Mission**

Clackamas Community College strives to address, explore, educate, learn about, and respond to the diversity of the human experience.

We prepare our students to successfully understand diverse perspectives and backgrounds by teaching critical thinking, empathy, and a deeper appreciation of others.

We create an inclusive, equitable, culturally competent, and supportive environment where students and employees model behavior that enriches our community.

### **Purpose**

The Diversity, Equity, and Inclusion Committee will guide and hold the institution accountable in the integration of diversity, equity, and inclusion into all aspects of the work at Clackamas Community College.

### **Guidelines for Interaction**

1. Create a brave learning space
2. Acknowledge harm and impact of your behavior/comments
3. Discomfort is welcome
4. Respect each other's perspectives
5. If you experience yourself making judgments, ask yourself where those feelings came from
6. Listen with the intent to hear and understand, rather than to respond
7. Stay engaged
8. Consider your privilege
9. Step up, Step back
10. Stories told stay here, knowledge leaves
11. Speak your truth--share your experiences, use "I" statements
12. Expect and accept non-closure
13. Center the experience of systemically non-dominant people in this space

### **Definitions**

**Diversity:** The range of human differences, including but not limited to race, ethnicity, gender, gender identity, sexual orientation, age, socioeconomic status, physical ability or attributes, religious or ethical values systems, national origin, political beliefs, and cultures.

- Diversity means more than just acknowledging and/or tolerating difference. It's a set of conscious practices that seek to understand and appreciate the interdependence of humanity, cultures, and the natural environment.

**Equity:** Ensuring that everyone has support and access to the resources needed to be successful and identifying and eliminating barriers that have prevented the full participation of communities most impacted by systemic oppression.

- Improving equity involves increasing justice and fairness within the procedures and processes of institutions and systems, as well as in the distribution of resources. Tackling equity issues requires an understanding of the root causes of outcome disparities within our society and institution.
- Equity differs from equality. Equality refers to treating everyone the same, but does not necessarily lead to equitable outcomes because diverse communities have diverse needs and have faced varying obstacles and inequities.

**Inclusion:** Ensuring that people of all backgrounds, identifies, abilities, perspectives, and beliefs have an equal opportunity to belong, achieve, and contribute to their communities. An inclusive institution promotes and sustains a sense of belonging; it values and practices respect where all people are recognized for their inherent worth and dignity, talents, beliefs, backgrounds, and ways of living.

**Cultural Competence:** An understanding of how institutions and individuals can respond respectfully and effectively to people from all cultures, economic statuses, language backgrounds, races, ethnic backgrounds, disabilities, religions, genders, gender identifications, sexual orientations, veteran statuses and other characteristics in a manner that recognizes, affirms and values the worth, and preserves the dignity, of individuals, families and communities.

### **Meeting Schedule**

The second and fourth Fridays of each month from 9:30am-11am. The DEI Committee will meet once a month, on the 2nd Friday of the month. The 4th Friday of the month may be used for subcommittee/work groups to meet with their group members and work on their projects.

### **Scope**

The committee will guide the work of diversity, equity, and inclusion at our institution through the following:

1. Assessing the implementation of the Diversity, Equity, and Inclusion Strategic Plan
2. Monitoring the development, implementation, and evaluation of standards for cultural competence for students and employees
3. Providing input on institutional policies and procedures to address diversity, equity, and inclusion issues
4. Focus on institutional policies and procedures to address diversity, equity, and inclusion issues and make recommendations when appropriate
5. Evaluating and recommending solutions where institutional inequities exist
6. Informing and consulting with students, staff, faculty, and administration regarding diversity, equity, and inclusion initiatives
7. Ensuring the maintenance and dissemination of best practices for diversity, equity, and inclusion in institutional policies, teaching, training, hiring, and retention of students and employees
8. Serving as a resource for guidance and consultation regarding diversity, equity, and inclusion issues for students and employees

9. Disseminating information about ongoing professional development training around diversity, equity, and inclusion for students and employees
10. Seeking regular feedback from students and employees to inform decision-making and understand opportunities for improvement
11. Sharing the work of the committee with the college community

### **Committee Creation**

In February and March 2017, the Diversity Taskforce requested feedback on the above statement from the following groups: Associated Student Government, Classified Association, College Council, Department Chairs and Directors, Executive Team, Faculty Senate, Human Resources. The Diversity Taskforce worked to obtain campus input on important areas of diversity or equity for the college community. In addition to feedback from specific groups, a survey was created and sent to the entire campus (students, staff, and faculty) to determine the top three areas that Clackamas should focus on related to diversity and equity. The areas are listed above as the purpose of the committee.

Based on campus feedback, college administration formed the Diversity, Equity, and Inclusion Committee which was convened for the first time in fall term 2017. The committee's scope also incorporated requirements of Oregon House Bill 2864 around cultural competency training for college employees.

The DEI Committee engaged in a strategic planning process between January 2019 and May 2020.

### **Subcommittees**

Subcommittees are aligned with priorities and goals identified in the 2020 DEI Strategic Plan. A list of subcommittees and descriptions are available on the DEI webpage. Subcommittees create an opportunity for members of the college community to engage in implementation of the DEI Strategic Plan. Inquiries about subcommittees should be directed to [diversity@clackamas.edu](mailto:diversity@clackamas.edu).

### **Relationship to Other Committees**

Presidents Council, College Council, Access, Retention and Completion (ARC) Committee, Institutional Standards and Procedures (ISP) Committee, Organizational Learning Committee. Membership

The Diversity, Equity and Inclusion Committee includes 19 members with the following roles and membership structure:

### **Employee Group Positions**

Employee Group positions (classified, full-time faculty, and associate faculty) are employees serving two-year terms, which may be renewed. Terms are staggered, i.e., members from the same employee group are selected in overlapping years.

Members (except for the ACE Diversity Representative) are selected through the following process:

1. The Committee puts out an open call for prospective members to apply for open positions.
2. Prospective members submit an application.
3. Committee convenes a workgroup to review applications and make recommendations to the co-chairs and Chief Diversity, Equity, and Inclusion Officer (CDEIO).

4. Co-chairs and CDEIO make the final decision to appoint new members.

The employee group members are as follows:

- 2 Classified representatives, one of which is an ACE member (dues paying) elected by Association of Classified Employees (ACE) as the Diversity Representative (one appointed each year)
- 2 Full-time Faculty representatives (one appointed each year)
- 2 Associate Faculty representatives (one appointed each year)
- 1 Admin/Confidential representative (appointed every other year)

#### Assigned Positions

Assigned positions are employees and students identified by department leads based on position. Depending on the department, these individuals may serve for a longer time period:

- 1 College Relations and Marketing representative
- 1 Disability Resource Center representative, or a representative with knowledge of ADA compliance
- 1 Human Resources representative
- 1 Associated Student Government (ASG) student representative (one-year term)
- 1 Multicultural Center student representative (one-year term)
- 1 Multicultural Center Coordinator
- 1 Foundation representative

#### At-large Positions

At-large positions are employees serving two-year terms, which may be renewed. Terms are staggered, appointing two representatives in even years and one in odd years.

- Selected through the application process described below.
- 3 at-large positions for CCC employees

#### Application Process

Applications are updated annually by the Co-chairs and CDEIO

1. Completed applications are submitted electronically to [diversity@clackamas.edu](mailto:diversity@clackamas.edu), or written and submitted to the CDEIO.
2. Applications will be reviewed first by the DEI application workgroup, then by the Co-chairs and Chief Diversity Equity and Inclusion Officer (CDEIO).
3. All final decisions and appointments will be made by the Co-Chairs and CDEIO.

#### Midterm Departures/Replacements

- If a committee member does not complete a full term the committee will fill the position from an application submitted for the same academic year.
- If there are no existing applications submitted within the past year, the committee will proceed with the application process described above.
- Committee members who enter midterm are encouraged to apply for the next opening to complete one full term after their replacement term.

#### Committee Member Expectations/Commitment

- Membership terms are limited with the option for renewal.

- The DEI Committee year coincides with the CCC academic year (September to June).
- Members are expected to commit at least six to eight hours per month to the DEI Committee.
- The committee meets once a month, plus subcommittee meetings, training, and events.
- Attend DEI Committee meetings, and be prepared to engage in discussion, and volunteer for projects or assignments. Meetings are the second and fourth Fridays of the month from 9:30 to 11 a.m.
- Members are expected to co-lead a subcommittee/work group or represent the DEI Committee on other college groups. Subcommittee/work group leads report back to the DEI Committee, and share information from the DEI Committee with their subcommittee/work group members.
- Members are expected to participate and attend DEI Committee-sponsored events, training, and retreats whenever possible.