

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Diversity Council		SOP #: DI.02.02
Effective Date	4/8/2021	
Last Revision/Review	5/6/2024	

1. Purpose

The Diversity Council develops, recommends and advocates for policies, practices, and programs that promote diversity, and ensure equitable and inclusive learning and work environments for all students and employees. The Diversity Council aims to foster a sense of belonging for all and sustain a culture of respect and dignity among faculty, staff, students, and the communities that we engage and serve.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Chair of Diversity Council

4. Definitions/Abbreviations

DC: Diversity Council – An interdisciplinary council of appointed faculty, staff, and students from Burrell College, and a community representative.

SGA: Student Government Association

5. Procedural Steps

1. Membership Appointment

- a. All members will be appointed annually by the President prior to the fall semester, who will ensure, prior to appointments, each member has the support of their respective immediate supervisor and, in the case of the faculty, endorsement of Faculty Council and for the students, support from the SGA leadership, and are in good standing academically as confirmed by Student Affairs.
- b. Chair will open application window mid-April and close on/before June 1st.
- c. —OMS-I student rep shall be appointed in August. Chair will open their application window in July.
- d. The term of membership appointments will be for one year, July 1 – June 30, and members will be eligible for re-appointment via application.

2. Composition

- a. Membership is open to all and appointed individuals will include a diverse representation from the student body, faculty, staff and a community representative.

Chair –Chief Diversity Officer, or other position as designated by the President.

Faculty members from both campuses as available

Staff members from both campuses as available

Student members – from both campuses as available with representation from each class year in addition to the current SGA Diversity & Inclusion Chair

Local Community representative

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3. Meetings and venues

- i. Chair will schedule monthly meeting making efforts to accommodate availability of student representatives based on their academic schedule. Monthly meetings can be held in person w/ Zoom link or via Zoom entirely.
- ii.

4. Communications

- a. Regular reports on the Council's activities will be communicated via the College's internal communication mechanisms and college-wide meetings. The Board of Trustees will receive reports at their quarterly board meetings, or as needed, from the Diversity Council Chair and President.

6. Reports/Charts/Forms/Attachments/Cross References

Reporting

- a. An Annual Report including the goals, contributions, and outcomes of the Diversity Council's undertakings will be due in June.

7. Maintenance

The SOP will be reviewed annually by the Office of Diversity and Inclusion and the Diversity Council.

8. Signature

Approved by

Chair of Diversity Council

Date

5/6/24

9. Distribution List

Internal

10. Revision History

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Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
4/5/23	5.1; 5.2 & 5.3	Clarified appointment timeframes and updated composition of students and chair.		5/17/2023
5.6.2024		Section 1- 5/6/24 - expanded and clarified purpose. Section 5.1.c- 5/6/24 – deleted duplication language of 2 nd year student appointment Section 5.2.a.- 5/6/24 - clarified composition language for inclusion of Florida campus Section 5.3 – 5/6/24 – clarified meeting venues		5.6.2024