

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Diversity Council</b>		<b>SOP #: DI.02.01</b>
Effective Date	4/8/2021	
Last Revision/Review	5/1/2023	

### **1. Purpose**

The Diversity Council develops, recommends and advocates for policies, practices, and programs that promote diversity, equity and inclusion, all of which aim to 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 1<sup>st</sup>.
- c. —OMS-I student rep shall be appointed in August. Chair will open their application window in July. OMS-II student rep shall be the currently elected SGA DEI student body representative.
- 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. The Diversity Council will consist of eight members including the Chair who will be the College's ~~Assistant Vice President of Diversity and Inclusion~~. Chief Diversity Officer

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(CDO). Membership will include diverse representation from the student body, faculty, staff and a community representative.

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

- 2 Faculty members
- 2 Staff members
- 4 Student members – (I, II, III, IV)
- 1 Community representative

### **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 via:Conference Call
- ii. Face-to-Face Meeting
- iii. Virtual-Conferencing

### **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

4/5/23

## **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