

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Diversity Advocacy Team		SOP #: DI.001.00
Effective Date	5/24/21	
Last Revision/Review		

1. Purpose

The purpose of the Diversity Advocacy (DAT) Team, a collective group of appointed Diversity Council members, is to support and maintain a sense of belonging for all members of the Burrell College community, especially underrepresented and diverse students. As advocates, DAT members serve as a support team that is in place to listen and learn from a student, staff, and faculty member's experience(s) or challenge(s) and provide guidance on navigating and engaging with areas of concern that may currently seem inaccessible or unapproachable. The Diversity Advocacy Team can also assist with connecting students, faculty, and staff with local and regional cultural and community resources, organizations, and outlets.

2. Definitions/Abbreviations

Advocacy: Available to any member of the college community to a) bring concerns to the attention of appropriate entities within the institution; b) refer students to appropriate supporting offices/services for reported incidents/experiences; c) provide support and empathy through discussion and mentoring to diverse students and to students seeking to better understand and how to be supportive of diversity at the College and in the community.

Burrell College Community: Students, staff, and faculty

DAT: Diversity Advocacy Team

Diversity Related Matters: Diversity related matters entail areas of inclusion, equity, and access, which includes circumstances where these ideals may not have been afforded. Communication and support are encouraged and allow the opportunity for learning and growth.

Submission: Online inquiry on diversity related matters by a member of the college community seeking support from DAT.

3. Related Policy/Authority

2020-2021 Student Handbook: Non-Discrimination, <https://bcomnm.org/wp-content/uploads/2020/06/3.-Non-Discrimination.pdf>

BCOM Non-Discrimination Policy: B1040, https://bcomnm.org/wp-content/uploads/2019/02/B1040_NonDiscrimination.pdf

BOM Title IX Policy: B1043, https://bcomnm.org/wp-content/uploads/2020/08/B1043_Title-IX_Signature_08-14-2020.pdf

4. Responsibilities

All Members of the Burrell College Community share a responsibility to support and grow a diverse and inclusive environment. Support may be provided by the DAT for any such purpose including, but not

limited to, (i) a community member expressing the need to connect with someone who can empathize or relate with their diverse experience, background, culture, or community, (ii) utilizing the Diversity Advocacy Team when considering the use of tribal, cultural, or community names, symbols, or images for staff, faculty, and student sponsored activities; and (iii) seeking the guidance of the Diversity Advocacy Team when considering the idea of interfacing with diverse cultures or communities, in research, education, community service, etc. or when developing curricular materials regarding diverse populations.

5. Procedural Steps

1. Submissions

- a. A student, faculty, or staff member can submit an inquiry regarding Diversity Related Matters (content) via the Diversity Advocacy Team web form.
- b. Prior to processing a submission, a Disclaimer will populate regarding the College's Grievance Policy with a check box that the user will be required to mark, acknowledging that the disclaimer has been read. Once the Disclaimer has been read and the check box marked, the submission will process.
- c. ONLY inquiries submitted via the online submission system will be reviewed by the DAT: <https://bcomnm.org/diversity-inclusion/diversity-council/diversity-advocacy/>
- d. The Appropriate online submissions pathway will be similar to the IT Help Desk ticket system:
 - i. A form will collect information to generate a submission
 - ii. A log would be generated for each submission and assigned a submission ID
 - iii. Information contained in the submission will be stored on password protected drive

2. Meeting Venues

- a. If the Chair calls a meeting of the Diversity Advocacy Team, one of the following venues can be utilized to conduct the meeting:
 - i. Conference Call
 - ii. Face-to-Face Meeting
 - iii. Virtual-Conferencing

3. Diversity Advocacy Team Membership

- a. Diversity Advocacy Team members
 - i. Office of Diversity and Inclusion Vice President (Diversity Council Chair)
 - ii. Appointed staff and faculty Diversity Council members

4. DAT Procedures

- a. Upon receipt of a submission, or when scheduled meetings occur, DAT will meet to discuss and make recommendations regarding specific submission related matters and/or general support of diversity, equity, and inclusion of students, staff, and faculty.
- b. If/as needed, DAT will complete an action plan that outlines DAT support mechanisms related to individual submissions and/or long-term goals of the DAT.
- c. Response implementation – the goal is to facilitate the sharing of knowledge to support the diversity, equity, and inclusion of students, staff, and faculty.

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

5. Safeguarding of Privacy/Confidentiality

- a. The DAT will operate in accordance with, and subject to, established College policies and procedures as well as applicable laws, rules, and regulations.

6. Training

- a. Relevant training will be recommended and made available to Diversity Council members as needed
- b. Training opportunities available at NMSU will be considered and utilized

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

Defined metrics regarding outreach and support will be tabulated, in a deidentified and aggregate form, to be included in an Annual Report 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	5/28/2021
Department Head of Diversity and Inclusion	Date

9. Distribution List

Internal

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			