

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Diversity Council</b>		<b>SOP #: DI.02.00</b>
Effective Date	4/8/2021	
Last Revision/Review		

### 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 by the President 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. Upon the recommendation of SGA leadership, student member appointments will occur in March recognizing the transition of SGA leadership. Upon appointment, voting power will transfer to the newly appointed student members.
- c. The Diversity Council membership will be appointed by the President prior to the start of the fall semester.
- d. The term of membership appointments will be for one year 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. Membership will include diverse representation from the student body, faculty, staff and a community representative.

Chair – Assistant Vice President of Diversity and Inclusion, or other position as designated by the President

- 2 Faculty members
- 2 Staff members

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- 2 Student members
- 1 Community representative

### **3. Meetings and venues**

- a. At the beginning of the fall and spring semesters, the student members will consult with the Chair of the Diversity Council and a faculty member to determine recurring monthly days and time periods of availability to meet. The recurring monthly days and time periods of availability will be referenced to solidify the recurring monthly meetings for the semester.
- b. If the Chair calls a meeting of the Diversity Council, one of the following venues can be utilized to conduct the meeting:
  - i. 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	4.9.2021 Date
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## **9. Distribution List**

Internal

## **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date