Tuesday Group discussed the April 2016 recommendations of the CEDI Structure and Functionality Action Team with CEDI co-chair Adriana Estill. (Staff co-chair Mary Amy was on medical leave but expressed her support for the Action Team’s proposal.) Following this discussion, Tuesday Group endorsed the Action Team’s recommendations and has come to the following decisions regarding the future structure/function of CEDI.

CEDI’s Roles:

1) CEDI plays a special listening and hortatory role (part of the “conscience” of the College), being attentive to community concerns and raising issues that are not attended to elsewhere on campus. This may include giving voice to student, faculty, or staff concerns. CEDI should help to determine whether and when to do campus climate surveys as part of assessing the state of inclusion and diversity at Carleton. The campus should also be regularly invited to contact CEDI committee members with concerns.

2) In concert with the College’s goals for inclusion and diversity, CEDI’s role should be proactive, educative, communicative, and coordinating.

Annual Charge:

CEDI will be charged annually by the President (in consultation with the Tuesday Group and College Council) to attend to issues of particular import to the community. These issues may be drawn from work related to campus climate, diversity, and identity that is happening across the College. This annual charge will help to give CEDI leadership clarity and flexibility.

A report from CEDI should be sent to the President and College Council at the end of the year and posted on CEDI’s website for the sake of clarity and transparency.

Advisor:

For the sake of continuity and connection, A CEDI Advisor will be appointed at the level of Associate Vice President and Chief of Staff to help provide links to the Tuesday Group and augment the visibility for CEDI, demonstrating the high priority of inclusion and diversity to the campus community. The CEDI Advisor will:

- Work with the co-chairs to help CEDI develop and communicate an evolving vision of diversity and inclusion at Carleton
- Help the co-chairs encourage and weave together various campus initiatives on diversity
- Counsel the co-chairs on the collaborative nature of their partnership in this work
- Serve as a liaison between the President’s Office, Tuesday Group, and the co-chairs
- Advise the co-chairs as needed on CEDI’s work and plans
- Be the keeper of historical memory on previous decisions and projects
- Help as needed and possible with projects or events
- Facilitate administrative support in the President’s Office for CEDI.
• Work with the supervisors of staff co-chairs to ensure support for the full participation of the staff member

CEDI Co-Chairs:

CEDI will be co-chaired by a faculty and staff member in two-year, staggered terms. Each of these co-chairs will serve one year as a future chair-designate on CEDI, prior to their two-year leadership roles (a time during which orientation, conferences, and training can occur to prepare them for leadership of the group). The faculty and staff co-chairs, as well as the future chair-designates will be appointed to their respective positions by the Tuesday Group, in consultation with the FAC (faculty) and SAC/Forum (staff).

The tenured faculty co-chair will have a course release. The staff co-chair will receive a stipend and will be given the flexibility and support to make some adjustments in their responsibilities to create time for CEDI. Neither will serve as CEDI Action Team leaders or members; their role will be primarily to coordinate, communicate, and lead CEDI’s efforts.

The responsibilities of the co-chairs include working collaboratively and in equal partnership to:
• Help CEDI develop and communicate an evolving vision of diversity and inclusion at Carleton
• Encourage and help to weave together various campus initiatives on diversity
• Prepare the agenda and lead the bi-weekly CEDI leadership board meetings
• Work with Action Team coordinators to monitor progress towards goals
• Plan the bi-annual larger CEDI meetings and other expanded CEDI meetings as needed
• Regularly communicate with campus constituencies about CEDI’s work
• Disseminate information to the entire campus community, and act as contact people for questions
• Keep up-to-date on developments in the areas of diversity, equity, and inclusion in higher education
• Suggest possible leadership nominees to CEDI
• Work closely with the CEDI Advisor and report regularly to the President and Tuesday Group.

Membership/Meetings:

Two faculty members, one bi-weekly staff member, one exempt staff member, and two students will be selected as at-large CEDI leadership board members by the faculty, SAC, Forum, and CSA, respectively. The faculty at-large members will be selected by the FAC.

The CEDI leadership board will meet bi-weekly. The leadership board will consist of the six elected at-large members, the Advisor of CEDI, the co-chairs (present and future), and ex officio members from the Dean of Students office (e.g., the Coordinator of a potential Bias Incident Response Team), the Director of Faculty Diversity Recruitment, OIL, GSC, TRIO/SSS, the Chaplain’s Office, Disability Services, and the Title IX Coordinator.

As is now the case, “Action Teams” may be formed around particular concerns and/or recommendations. The Action Teams will be evaluated each year to determine whether they should continue or whether different Action Teams should be created.
A larger CEDI-related group will meet as needed, and at least at the beginning and end of each year, to help communicate with the campus about inclusion and diversity concerns and to enhance communication between the many individuals, groups, committees, or offices working on related issues.

CEDI will report to College Council.

**Resources Needed:**

The CEDI website will be the focus of enhanced and updated information in order to communicate more effectively with the campus.

CEDI may draw upon its current budget ($2,800 in FY16) to fund conference participation, trainings, projects, lecturers, facilitate campus conversation, etc. For larger one-time projects or events, CEDI leadership should speak to the President or other relevant offices (e.g., the Convocation Committee). Additional base budget requests, substantiated by the specifics of the initiatives being considered, will be considered by Tuesday Group.

Administrative support (in the form of a student employee) will report directly to the Advisor, with regular check-ins with the co-chairs.

**Assessment:**

This structure and its substantive results will be re-assessed by Tuesday Group at the end of the 2017-18 academic year to determine whether it is meeting the needs of the community.