PCOD Working Group
Final Recommendations for PCOD Charges
7/25/12

Function
The function of the President’s Council on Diversity (PCOD) is to bring representatives from the entire campus community together with a shared purpose to enhance the state of diversity on campus.

Charges
Some of the charges are long-term, ongoing expectations for PCOD. Other assignments are short-term, task-defined charges, that once completed can be removed or replaced with new charges. We, as a campus can take the opportunity to appreciate and celebrate every achievement to help maintain motivation, optimism, and momentum. As the list is quite lengthy, PCOD may prioritize these charges in consultation with president.

1. PCOD will act as an advisory board to the President on issues regarding campus diversity and campus climate
   a. Liaise with key constituent groups (e.g., College Senate, chairs/department heads, departments/units, cabinet, University Police Department, Oneonta Police Department, Bias Acts Response Team, Judicial Affairs, student government and other student leaders) through regularly scheduled meetings to become informed and proficient on current campus climate and diversity issues
   b. Evaluate and synthesize the information collected to develop action plans and make recommendations
   c. The leadership of PCOD will meet regularly with the president (at least monthly) to provide and obtain information, make recommendations on relevant matters and emergent situations, and receive new charges from the president
   d. The president may also seek advice from PCOD on relevant matters and emergent situations

2. PCOD will research, assess, and make a recommendation to the president about the critical functions performed by the Office of Equity and Inclusion and the continuing need for an office, or propose other options

3. PCOD will collaborate with appropriate administrative entity(ies) to collect qualitative and quantitative data (including campus climate surveys) and recommend responses
   a. Facilitate the implementation of recurring (every 3-5 years) campus climate surveys
      i. Explore and recommend the appropriate use of both outside consultants and on-campus departments/offices
      ii. Review questions for appropriateness and effectiveness
iii. Encourage participation in the campus climate surveys and discussions of the results

b. Explore methods for collection of data on previously unreported/underreported populations such as sexual orientation, national origin, ethnicity, disability, class, religion, and gender identity

c. Review results to make recommendations for improvement;

4. PCOD will review the diversity initiatives in key campus-wide strategic planning documents (e.g., Strategic Plan, Academic Master Plan, etc.), recommend appropriate changes to the relevant initiatives, and suggest strategies for effective implementation

5. PCOD will work with faculty, staff, departments, and senior administrators to incorporate principles of diversity and inclusion in hiring, retention, curriculum, teaching, and campus life

   a. Provide assistance to senior administration and departments regarding recruitment, hiring, and retention of diverse faculty and staff

   b. Provide assistance to faculty/departments regarding diversity issues in curricula, classrooms, and responding to student needs

   c. Recommend methods for incentives, support, and a structure for accountability to create welcoming classroom communities

   d. Assist faculty/departments in responding to student questions, concerns, and needs as diversity and inclusion issues emerge

6. PCOD will assist in creating a welcoming and diverse campus culture and climate for all students

   a. Provide assistance to administration and departments regarding the recruitment and retention of a diverse student body

   b. Recommend and facilitate ongoing diversity trainings for student leadership

   c. Recommend and facilitate efforts to repair relationships between campus constituencies, University Police Department, and Oneonta Police Department

7. PCOD will promote transparency by communicating clearly regarding their work and the status of diversity and inclusion on campus and will facilitate campus-wide communication regarding diversity and inclusion.

   a. Make recommendations to the appropriate administrative offices regarding representations of diversity on the college’s website and the sections related to diversity

   b. Make recommendations to the appropriate administrative offices regarding record-keeping of diversity related programs and incidents (numbers and nature), procure data as available, and recommend public dissemination of those records as appropriate

   c. Write and publicize annual reports of its activities
Final Recommendations for PCOD Structure
7/25/12

PCOD will consist of 14 members representing all facets of the college community. It is critical that membership be comprised of campus diversity experts (both professionals and faculty) and general campus representatives who are interested in serving. Members shall represent both their own viewpoints as well as the department or constituency group that they have been selected to represent and shall make it clear when those two viewpoints diverge. Unless otherwise stated, all members (with the exception of students who shall serve a 1-year term with re-appointment possible) shall serve 2-year terms with the option of a second 2-year term. After serving two consecutive 2-year terms, members are required to take a (minimum) 1 year hiatus before serving again. (To prevent all members’ terms from expiring at the same time, some flexibility and staggering is recommended.)

Membership shall be as follows:

- The position currently titled Director of Equity and Inclusion (should it still exist and in whatever form it exists) will be a permanent member.
- College Senate shall select (via election or appointment) 3 teaching faculty members (who must self-nominate by explaining what they would bring to the council)
- Student Association shall select (via election or appointment) 2 student members
- The offices of Gender & Sexuality Resource Center, Multicultural Student Affairs, Center for Multicultural Experiences, Educational Opportunity Program, College Assistance Migrant Program, Student Disability Services, and the Affirmative Action Office shall come to agreement on 3 people to represent their collective offices
- The President shall solicit and appoint 2 Classified Service members
- The President, in consultation with cabinet, shall select 3 members from the campus community to ensure campus-wide representation

Regardless of how members are selected, each should receive a formal letter of instatement from the President.

PCOD shall develop its own chair selection process. Chairs shall serve 2 year terms and be eligible for additional terms. The responsibilities of the chair(s) are as follows:

- Calling regular meetings (monthly, at minimum)
- Being a liaison with the President via regular meetings as noted in the charges
- Ensuring progress on the charges of PCOD
- Drafting PCOD’s annual reports

PCOD will participate annually in a retreat and training attended by all members to facilitate group cohesion and shared understanding of the issues related to power, diversity, and inclusion.