SAFS Diversity Committee

The Diversity Committee is an integral part of the School of Fishery and Aquatic Sciences. It helps the advancement of diversity, equity and inclusion initiatives within the School.

The inaugural meeting will be at the end of October of 2018.

Charge
This is the initial charge, but it can be revisited later once the committee is established.

I. Advise the School Director, Associate Director and Administrator on means to promote diversity and equity and create a supportive and respectful climate for all.

II. Advocate for policies that improve diversity, equity and inclusion (DEI) for the broader SAFS community.

III. Support the implementation of the initiatives from SAFS360\(^1\), and from the Strategic Recruitment, Diversity and Communication Plans\(^2\) as they relate to diversity, equity, and inclusion.

IV. Serve as a channel of communication with the SAFS community and with the College of the Environment on DEI issues.

V. Monitor the progress on initiatives in a measurable manner, and stimulate accountability towards diversity work.

VI. Develop and implement an effective communication strategy to maintain SAFS community informed on progress and initiatives related to DEI.

Meetings
The committee will convene at least once per quarter, but monthly meetings are strongly recommended to meet the charge described above. The committee will meet as a whole or as needed in smaller groups.

The meeting agenda will be determined by the co-chairs and secretary. Topics may include, but are not limited to:

- Current work on DEI and give updates.
- Set short term goals based on SAFS diversity initiatives progress.
- Foster and seek input about any diversity concerns from students, postdocs, staff and faculty (find out what SAFS needs help with).

Once a quarter there will be a public meeting. The date will be announced to the broader SAFS community one month in advance.

Structure
The diversity committee should represent all peer groups: graduate students, undergraduate students, post docs, staff and faculty, one SAFS360 co-lead and one representative of the College’s diversity committee.

\(^1\) SAFS360 is a task force, which charge is to develop a code of conduct (an outcome of the all hands meeting on February 2017).

\(^2\) Diversity in a broader context includes recruitment, retention, professional development and communication for staff, faculty, students and postdocs.
The number of members is limited to 12. Individuals will be appointed to one-year terms, but can be re-appointed. The committee is expected to reconstitute every year, but members can volunteer to stay for one more term to have overlap with new members. Members interested in extending their tenure should notify the committee one quarter before their term expires.

A call for new committee members for the next academic year should be done at the beginning of the Spring quarter.

There are three current standing members: a representative of SAFS360, a representative of the college diversity committee, and SAFS staff members charged with advancing SAFS diversity, equity and inclusion goals.

The committee will elect two co-chairs that will divide the tasks and work collaboratively, and one secretary. If the secretary is not present any member can take meeting minutes. The minutes should represent facts presented and decisions made during the meeting.

A quorum of 2/3 of the standing committee should be present to conduct business.

Membership
To select members, a call for nominations to join the diversity committee will be open to all SAFS peer groups. Self-nominations and nominations by others are accepted.

If more nominations are received than the number of empty seats on the committee, the committee will randomly choose new members following the structure requirements of SAFS community representation.

Attendance of at least ¾ of the committee meetings is required to maintain membership. If a member cannot attend a meeting, they are expected to contribute to the discussion electronically.

Communication
The committee will inform SAFS faculty on DEI progress and decisions once per month on the faculty and staff meetings.

Together with the Communications specialist, appropriate updates will be posted on SAFS Diversity, Equity and Inclusion webpage and other communication platforms.

Committee members contact information and the meeting minutes will be public.

The SAFS Diversity Committee is reinstated as continuation of the work started during the diversity lunches held on 2017-2018.

This initial charter was created by: Lindsay Alma, Dan Dinicola, Amy Fox, Tim Essington, Isadora Jimenez-Hidalgo, Natalie Lowell and Samantha Scherer.