

Morgridge College of Education (MCE) Inclusive Excellence Committee Bylaws

The implications of IE are far-reaching. The scope of IEC is to serve as facilitators to assist with community building, knowledge acquisition, professional development, and personal growth as it relates to DEI within MCE. These bylaws have been prepared as a guideline to ensure the intentional practices.

Article I: General Section

- 1. Terminology:** Inclusive Excellence (IE) is the practice of addressing diversity, equity and equity-mindedness, and inclusion (DEI) to ensure the well-being of a democratic culture. It is an active process through which MCE continually incorporates IE into organizational functions (e.g., teaching, scholarship, administration) and community engagement through active learning, uncovering inequities, and identifying inclusive practices to create sustained systemic change (Association of American Colleges and Universities, n.d.).
- 2. Vision:** To continuously improve MCE community engagement and personal knowledge as it relates to IE.
- 3. Mission:** IEC believes that in order to improve our collegial community engagement at the faculty and staff levels, we must focus on programming that is responsive to and engages all faculty and staff around issues of DEI. This is based on two empirically-supported frameworks:
 - a.** Azjen's Theory of Planned Behavior (1991), which states that people's actions and attitudes are formed after careful consideration of available information; and,
 - b.** Grapin and colleagues' (2015) multilevel framework for recruitment and retention, which notes that if institutions truly value and prioritize collegiality between and retention of faculty and staff, then it is essential they intentionally implement strategies to increase feelings of connectedness among individuals.

Consequently, IEC will serve as facilitators to intentionally increase DEI knowledge and awareness and community building within MCE in order to support application and implementation of IE initiatives by faculty and staff. IEC facilitated activities include, but are not limited to:

- a.** Offering professional development,
- b.** Providing community gatherings,
- c.** Coordinating service opportunities,
- d.** Evaluating the work of the IEC,
- e.** Eliciting feedback from the MCE community regarding programming and community building.

- 4. Core Values:** The values of IE are manifested in the *MCE Culture of Our College* through the actions of Community, Curiosity, Communication, Collaboration, and Courage (5 C's). The 5 C's, defined, are:
- a. Community:** This includes supporting colleagues, acknowledging biases and working to grow past them rather than pretending they don't affect us, and intervening and advocating if colleagues are being marginalized.
 - b. Curiosity:** This includes seeking to understand others, querying prevailing assumptions inconsistent with our values, and suggesting alternative options.
 - c. Communication:** This includes listening to learn, presuming positive intent before responding, sharing information proactively, freely expressing differing opinions, and respectfully addressing disagreements directly with one another.
 - d. Collaboration:** This includes embracing unique perspectives to make better decisions, and respecting others' time and boundaries.
 - e. Courage:** This includes challenging the status quo - even when it's uncomfortable, taking ownership of our actions - including our offenses, and taking strategic risks and being open to possible failure.

Article II: Subcommittees

Subcommittees will enact the mission and vision through small group work. Membership will range between two and four members; if needed, an individual member can be on more than one committee at a time.

- 1. Leadership Subcommittee (2-4 members):** This subcommittee will consist of faculty and staff representatives elected every 2 years, staggered, to serve as the IEC Co-Moderators. This committee will
 - a.** develop and/or update Bylaws,
 - b.** develop annual goals for the IEC to inform the year's programming, informed by IEC membership guidance and feedback collected from MCE each Fall (e.g., the MCE Strategic plan, DU guidance, other feedback sources),
 - c.** facilitate IEC meetings (e.g., develop agendas, document meeting minutes),
 - d.** disseminate biannual calls for membership (i.e., September and January, monitor membership interest survey),
 - e.** create and/or maintain IEC One Drive and Portfolio (e.g., post agendas and meeting minutes, edit committee membership, maintain current copies of IEC guiding document, add DEI resources),
 - f.** track budget (e.g., work with Dean's suite to determine budget and finance dean to use funds),
 - g.** respond to any inquiries regarding IEC programming, including status updates, and
 - h.** work in collaboration with the Deans' suite to plan relevant professional development programming (e.g., IEC portions of MCE retreats, summer book discussion).

- 2. Communications Subcommittee (2-4 members):** This committee will
 - a. organize IEC member representation for MCE faculty and staff interviews (e.g., monitor meeting invite response in Outlook, reach out to IEC members to ensure attendance at interview),
 - b. create and/or update "Reference Page" for interviews (e.g., found on IEC Portfolio),
 - c. draft monthly IEC update for Dean's newsletter, including programming and event details and other information,
 - d. assist other sub-committees with disseminating messaging ad-hoc, and
 - e. include a link to the *MCE Inclusive Excellence Committee* DU Portfolio (<http://portfolio.du.edu/morgridgeIE>) page in all communications.

- 3. Social Subcommittee (2-4 members):** This committee will
 - a. organize community gatherings, ideally once per Fall, Winter, and Spring quarters (e.g., happy hours, social events after retreats),
 - b. organize one community service activity per Fall, Winter, and Spring quarters, and
 - c. use IEC survey results, IEC member suggestions, and other DU community partners to identify potential community organizations.
 - d. examples of community organization include: Food Bank of the Rockies, Casa de Paz., DU Native Student Alliance.
 - e. examples of community gatherings include: MCE Faculty of Color Affinity Group (coordination only), MCE Staff of Color Affinity Group (coordination only), "Spring Fling" (after MCE spring retreat).

- 4. Lunch and Learn Subcommittee (2-4 members):** This committee will
 - a. organize 90-minute formal professional development opportunities as they relate to the broader theme of the yearly book club selection,
 - b. schedule one L&L per Fall, Winter, and Spring quarters, consisting of inviting an external to DU speaker (i.e., community leaders, content experts, recognized scholars; speakers may be offered an honorarium, if funds available) to speak to the MCE community (lunch will be provided, if funds available).
 - c. examples of past L&L include: Eliza McIntosh, Ms. Wheelchair America 2017; Dr. Susan Faircloth, Professor and Director, CSU School of Education, RISE Center Scholar Education.

- 5. Chomp and Chat Subcommittee (2-4 members):** This committee will
 - a. organize 60-minute informal community engagement activities to build relationships and intentional culture through a lens of DEI,
 - b. plan one C&C for the Fall, Winter, and Spring quarters; these sessions will be loosely structured to allow for organic connection among faculty and staff (lunch will be provided, if funds available), and
 - c. examples of small group topics include: book club follow-up, stress management, professional goals, workplace transitions.

- 6. Assessment and Evaluation Subcommittee (2-4 members):** This committee will
- a. create/revise IEC programming feedback surveys,
 - b. disseminate surveys to MCE faculty and staff once per Fall, Winter, and Spring quarters, and
 - c. summarize and report collected data to IEC members to inform the work of IEC and future programming based on the needs of the MCE community.

Article III: Membership

1. **Eligibility:** IEC participation is limited to MCE faculty and staff only, at this time. Membership is voluntary. Representatives should be balanced across lines and positions in the college (e.g., at least one faculty and staff representative from each academic and administrative department).
2. **College Officers:** Inter-committee representation is suggested.
 - a. The *FGB Vice President of IE* will maintain membership on the IEC and provide quarterly updates that will help the IEC to develop future programming; in return, IEC will provide updates on IE initiatives, which this officer will report back to FGB as appropriate.
 - b. An *Associate Dean* will attend ICE monthly meetings to provide updates and answer questions that will help the IEC to develop future programming; in return, IEC will provide updates on IE initiatives, which this individual will report back to the Dean's Office as appropriate.
3. **Investment:** Members are encouraged to display
 - a. commitment to the work and the time involved (e.g., attend committee meetings, Lunch and Learns, Chomp and Chats),
 - b. self-awareness related to one's ability to actively participate on the committee and make the committee (or sub-committee of which they are a member) aware when they are unable to actively participate, and
 - c. respect for curious, collaborative, and courageous environments and relationships (see the 5 C's).

Article IV: Meetings

1. **Process**
 - a. IEC functions independently of Faculty/Staff governance.
 - b. IEC engages in DEI programming for faculty and staff and works to intentionally build a community focused on IE at MCE.
 - c. IEC will solicit feedback internally (e.g., committee members through meetings) and externally (e.g., faculty and staff through surveys).

2. Parameters: IEC does not function as consultants. Matters outside the scope of the IEC include

- a.** marketing & communications (e.g., announcements, collateral),
- b.** admissions (e.g., recruitment strategies),
- c.** financial aid (e.g., distribution of funding), and
- d.** human resources (e.g., recruitment and retention plan, onboarding new hires).