Principal’s Implementation Committee on Racism, Diversity and Inclusion:

Terms of Reference (Amendment 1, January 19th, 2017).

Purpose

Expeditiously to review recommendations in the 2009 Diversity, Anti-Racism, and Equity (DARE) Report and the Diversity and Equity Task Force (DET) Action Plan 2010-11 (and previous related reports where applicable), as well as to identify barriers to implementation of the recommendations contained therein, identify the steps needed to remove those barriers, including the identification of financial and human resource constraints, and submit to the Principal, no later than March 31, 2017, a final list of actions to be implemented that identifies priorities, suggested timelines, and measures to evaluate the success of implementation. The Implementation Committee may consult, to the extent that the Committee feels is warranted, with subject matter experts, with a focus on implementation advice.

Membership

The six-member Committee will comprise two faculty, two staff members, and two students. The Senate shall select three members: one member of faculty, one member of staff and one student, who need not be members of Senate.

The Principal will appoint the remaining faculty, staff and student members after the results of Senate’s selection are finalized by the Secretariat.

Members will be responsible for ensuring that their schedules will accommodate Committee meetings and deliberations. The membership shall be announced in the first week of January 2017. The Committee shall choose its own chair.
Advisers

Given the need to ensure swift access by the Committee to specialized resources, advisers will be appointed to provide immediate feedback on questions, suggestions and recommendations. This group of experts will be referred to as advisers. Advisers will attend a minimum of three of the total Committee meetings, and may attend more, where schedules allow. Meeting attendance arrangements will be facilitated by the recording secretary.

Reference Group

A reference group will provide additional expertise to the Committee, where required. Further questions from the Committee regarding financial, legal, structural, social, or other implications, may be referred to the reference group for feedback. Reference group members may be contacted directly, outside committee meetings, and asked for their input. They may be invited to meetings, but only where this would be the most efficient way for relevant information to be shared, and questions to be answered.

Administrative support

Administrative support will be provided by the Office of the Principal, for the scheduling of meetings, and other logistical requirements.
Reporting

The Committee shall finalize its recommendations in written form to the Principal by March 31, 2017. The Committee shall determine, at its first meeting, how it will choose to report progress to the Principal and Senate. The Committee shall meet weekly. At least one Committee meeting shall be held prior to the January 31, 2017 Senate meeting. The Principal will provide an update to the Committee, on actions taken to date in response to the DET and DARE reports, by January 31, 2017.

(DOCUMENT ENDS).