

August 29, 2022

To: AY2022-23 Committee and Council Chairs and FEC Chairs

From: Jessica Cattelino, UCLA Academic Senate Chair

Cc: Andrea Kasko, Vice Chair/Chair Elect, UCLA Academic Senate
Shane White, Immediate Past Chair, UCLA Academic Senate
April de Stefano, Executive Director, UCLA Academic Senate
Divisional Committee and Council Analysts

Re: **UCLA Academic Senate Diversity, Equity, and Inclusion (DEI) Plan, Part I**

At its February 3, 2022, meeting, the Executive Board approved a motion to have a small working group of members make suggestions for concrete next steps for the UCLA Academic Senate (Senate) to improve its diversity, equity, and inclusion (DEI). The working group (Jessica Cattelino, Greg Leazer, Tara Peris, and April de Stefano) identified three areas of focus for Senate DEI: 1) diversifying and emphasizing inclusion in Senate committees and leaders, 2) Program Review, and 3) judicial committees.

This document, part one of the proposed plan, focuses on **diversifying and emphasizing inclusion in Senate committees and leaders**, with the following goals:

1. Cultivate diverse leaders
2. Improve data collection and analysis to advance recruitment of members and leaders
3. Take concrete steps to improve climate and foster inclusion on all committees and councils

At its May 12, 2022, meeting, Executive Board members reviewed an earlier version of this proposed plan. Members approved a motion to endorse this document after editorial changes, and distribute to committees. The document below reflects these revisions.

RECOMMENDED ACTION ITEMS FOR DIVISIONAL COMMITTEES AND COUNCILS

Recommendations for the Committee on Committees (ConC)

1. Identify and report to the Executive Board on the demographics (e.g. gender, race, ethnicity, school/division) of each committee and council and committees overall; track trends over time; document good faith efforts to diversify committees (e.g. how many asked/declined by gender, race, ethnicity); develop and report on strategies including use of the volunteer list.
2. Document recruitment methodology for selecting members including the principles governing selection and measurements for DEI progress.
3. Review the efficacy of recruitment communications and internal processes.
4. In discussion with CAP (see below), reconsider the longstanding Senate practice of expecting that CAP members are Full Professor series, Step VI or higher.

5. In collaboration with CDITP (see below), consider the feasibility, scope, essential data elements, and appropriateness of developing a database of all Senate faculty for recruitment for Senate service. And/or, consider the possibility of using Opus for related purposes.
6. Annually, report to the Executive Board on these matters.

Recommendation for the Committee on Data, Information Technology, and Privacy (CDITP)

1. In collaboration with ConC (see above), consider the feasibility scope, essential data elements, and appropriateness of developing a database of all Senate faculty for recruitment for Senate service, and of using Opus for related purposes.

Recommendations for the Council on Academic Personnel (CAP)

1. In discussion with ConC (see above), reconsider the long-standing Senate practice of expecting that CAP members are Full Professor series, Step VI or higher.
2. Building off of the Senate and Academic Personnel Office [memo](#) in spring 2021, develop additional guidance for CAP members as well as departments and schools on better recognition for service in academic personnel process. Plan for and document annual member training on this issue, and report on this annually to the Executive Board.

Recommendation for the Committee of Faculty Chairs (CFC)

1. Discuss ways to work effectively with respective FECs and schools/divisions to develop a deeper pool of candidates running for ConC seats (e.g. better explain what it is, what it does, mentorship, cultivating interest).

Recommendations for all Committee and Council Chairs in AY2022-23

2. Formulate tools/strategies (e.g. talking points, materials, “buddies”) to assist ConC recruitment of members and chairs, including with a focus on diversity.
3. Inform new committee members about Senate-related DEI issues, expectations, and approaches to issues (e.g. consider DEI impacts, values, etc. in committee discussions, make DEI-related considerations an explicit and expected part of committee processes).
4. Discuss intentional ways to help all members feel valued and heard on your committee/council (e.g. build cohorts or help members bond without creating a time sink).
5. Develop onboarding materials and/or practices for new committee members to understand how DEI issues are relevant to your committee’s charge and conduct.
6. Ask current and former Senate committee members and Leadership to present their experiences with Senate service at department faculty meetings to encourage your colleagues to volunteer.
7. Consider the importance of diverse perspectives and experiences as you cultivate future chairs (and, when applicable, vice chairs) of your committee or council.
8. Personalize recognition letters for Senate service.
9. Report on the DEI-related processes and activities of your committee or council to the Executive Board, twice in AY22-23 (January and May/June) and possibly annually thereafter.

Recommendations for the UCLA Academic Senate Chair

1. Lead an Executive Board review of ConC’s DEI-related practices and plans.
2. Lead the Executive Board to develop a suite of suggested DEI-related questions to guide committee and council discussions. (Questions might include: Whose voice isn’t present? Where

do we not have input that would be valuable? Where are there possible unintended harms?)

Ask the EDI office for any resources and suggestions.

3. Develop a Chairs' Orientation for Fall 2022 that thematizes and emphasizes DEI goals.
4. Ask all committees/councils to submit a mid-year and final reports on DEI efforts and outcomes in AY 2022-23.
5. Mid-year, remind committee and council chairs of above recommendations and support them as necessary in meeting them. Work with Vice Chair, Immediate Past Chair, and Executive Director to diversify the Leadership pipeline and build inclusion.

Recommendations for the Executive Director

1. Work with ConC Chair and Analyst to review the efficacy of their recruitment communication and internal processes.
2. Support the Senate Chair's DEI projects, as recommended above.
3. Work with Assistant Directors to train Analysts to foster committee and council DEI work.
4. Explore options for Senate-specific DEI trainings of staff and committee/council members.

For a summary of recent UCLA Academic Senate work on DEI issues, see the April 18, 2022, [letter](#) titled "Progress Report on UCLA Academic Senate Response to the 2021 MRIC Report."