Executive Board

Promoting Diversity, Equity, and Inclusion at the UCLA Academic Senate

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To: Academic Senate Committee and Council Chairs

From: Jessica Cattelino, Chair, UCLA Academic Senate

Re: Committee/Council Status Updates on Promoting Diversity, Equity, and Inclusion at the UCLA Academic Senate

At the March 16, 2023, meeting of the Executive Board, members reviewed the recent status updates from Academic Senate committees and councils on efforts to promote diversity, equity, and inclusion (DEI) within the Academic Senate.

Members expressed appreciation for the responses and on-going efforts. They noted the significant variation in how committees/councils are attending to DEI, both in the subject matter of their agenda items and in the way that Senate bodies operate.

Members approved a motion to suggest that every committee/council incorporate DEI considerations when introducing each item on a meeting agenda. (The Executive Board, for example, includes in the introduction of each agenda item, no matter the topic, a brief [1-2 sentence] consideration of whether and how that agenda item may be related to diversity, equity, and inclusion.) Additionally, the Executive Board recommends assigning a rotating lead among your committee/council membership to present those DEI considerations. Please consider implementing this practice at future meetings. I welcome your feedback on this small meeting facilitation tool.

As the Academic Senate moves into the next phase of aligning our work more closely with our DEI values and commitments, we continue to consider how best to support our committees/councils and members. Please reach out to me and Executive Director April de Stefano if you seek support or to discuss ideas.

At the Executive Board meeting members discussed how it is the responsibility of each committee/council and of every faculty member to serve the Academic Senate in a way that contributes to diversity, equity, and inclusion. This is our collective journey, and thank you for your part in moving us forward.

Cc: April de Stefano, Executive Director, UCLA Academic Senate
    Andrea Kasko, Vice Chair/Chair Elect, UCLA Academic Senate
    Shane White, Immediate Past Chair, UCLA Academic Senate
    Academic Senate Staff
March 3, 2023

Jessica Cattelino, Chair
Academic Senate

Re: Promoting Diversity, Equity, and Inclusion at the UCLA Academic Senate

Dear Chair Cattelino,

At its meeting on March 1, 2023, the Committee on Library and Scholarly Communication (COLASC) reviewed the letter from the Executive Board with suggestions to improve Promoting Diversity, Equity, and Inclusion at the UCLA Academic Senate. The following comments were shared:

It is evident and an equity issue that the universities’ research infrastructure, data resources, and services are inequivalent between disciplines, leading to discrepancies, and a lack of resources, knowledge, training, and support for members to sufficiently conduct research.

The committee agreed, in an effort to raise DEI impacts and values during committee discussions, COLASC will continue to keep in mind for every issue discussed the impact DEI concerns may have on the outcome of the issue raised and presented.

Thank you for the opportunity to comment. If you have any questions, please do not hesitate to contact robert.zeithammer@anderson.ucla.edu, or the Committee Analyst, at rrouzankay@senate.ucla.edu.

Sincerely,

Robert Zeithammer, Chair
Committee on Library and Scholarly Communication

cc: Andrea Kasko, Vice Chair/Chair-Elect, Academic Senate
    Shane White, Immediate Past Chair, Academic Senate
    April de Stefano, Executive Director, Academic Senate
    Charlotte Rose, Committee Analyst, Committee on Library and Scholarly Communication
    Renee Rouzan-Kay, Senior Policy Analyst, Committee on Library and Scholarly Communication
    Members of the Committee on Library and Scholarly Communication
February 27, 2023

TO: Jessica Cattelino, Chair, Academic Senate

FR: Andrew Leuchter, Chair, Council on Planning and Budget

RE: UCLA Academic Senate Diversity, Equity and Inclusion (DEI) Plan

At its meeting on February 6, 2023, members of the Council on Planning and Budget reviewed and discussed the August 29, 2022 letter from the Executive Board.

CPB has advocated for faculty participation in key budget decision-making processes. Through its work at the Budget Model Working Group and the newly established Health Sciences Finances Working Group, the Council continues to be mindful of the need to have a diverse group of members to participate in and lead the discussions of key campus issues. Similarly, members were encouraged to consider and propose colleagues for Senate service.

CPB will continue to discuss and advocate for a diversity of opinions in budget decisions.

cc: Andrea Kasko, Vice Chair/Chair-Elect, Academic Senate
    Shane White, Immediate Past Chair, Academic Senate
    April de Stefano, Executive Director, Academic Senate
    Elizabeth Feller, Associate Director, Academic Senate
    Members of the Council on Planning and Budget
February 28, 2023

Jessica Cattelino, Chair
Academic Senate

RE: Promoting Diversity, Equity, and Inclusion at the UCLA Academic Senate

Dear Chair Cattelino,

At its meeting on February 9, 2023, the Committee on Committees (ConC) reviewed the letter from the Executive Board with suggestions to improve Promoting Diversity, Equity and Inclusion at the UCLA Academic Senate. This report conveys the efforts ConC has pursued to create balanced senate committees and slates with regard to areas of discipline, gender, and ethnicity/race. We will also report on some of the problems encountered in attempts to create diverse committees and suggestions for systemic improvements that could help ConC in its mission to create balanced committees.

ConC is created as a representative committee for elected faculty from different areas across campus. If the committee is complete and there is equal participation from all member’s representatives, which clearly is not the case given some areas have stronger voices due to their representatives, there theoretically should be appropriate area representation from each constituency. My impression is this is not the case because of different representative knowledge of their communities and the differential individual efforts of members of ConC. Less straightforward has been the ability to select appropriate representation based on gender and race. And this is where issues have arisen regarding our knowledge and ability to identify appropriate candidates. First, let me review the recommendations that were discussed with ConC at the beginning of the year and any progress.

**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 the use of the volunteer list.

**Reply from ConC:** We consider this a good objective but the data needed to document diversity is often inaccessible or there is ambiguity as to an individual’s self-reported race and gender in existing databases. To form committees, we rely on personal knowledge from ConC committee members about their constituency and on web-based information which is often dated and sometimes just plain wrong—it is much better practice to base information on an individual’s self-reporting. We always try to equalize committees based on gender and this is an ask of the committee when considering the replacement of committee members (specifically what is the current gender balance, what genders are cycling off, what do we need to maintain the gender balance and has there been dominant one-gender leadership that needs consideration). This can be a problem with regard to individual gender identity and it may be something for further discussion (one committee would like a transgender faculty member to be appointed). Our
attempts to balance diversity in race and ethnicity have relied on committee-member knowledge and the internet. We did also try to garner appropriate information by modifying the volunteer application for Senate Committees (https://senate.ucla.edu/about/senate-service) with this additional question: “Please articulate what qualities you believe you could bring to an Academic Senate committee/council for inclusivity of faculty representation:” However not many faculty use this mechanism and we mostly rely on suggestions from our committee members.

Let me relay one example of an issue this year: I had nominated a female faculty member for the Graduate Council and when our analyst looked her up in the system she had access to it was the incorrect title. Apparently, this faculty of color was not eligible for senate service, so she was not considered during a committee meeting. After much digging at my ask, our analyst discovered she was indeed on the senate and so we had to go back to ConC to revisit the past vote for Grad Council and reverse a prior decision. This faculty member accepted the appointment and will increase diversity on this committee for 2023/24. I relay this just to reinforce the need for better access for ConC to accurate faculty data....

2. Document recruitment methodology for selecting members including the principles governing selection and measurements for DEI progress.

Reply from ConC: DEI awareness with regard to the area of expertise and gender I believe is strongly on ConC’s radar and considered at every meeting where faculty are nominated and ranked for committees. We now have included best practice training for members in initial ConC meetings. Racial and cultural diversity is discussed in this training. Recruitment methodologies have been confined to the committee members and the volunteer application form. Clearly, not everyone is known to the ConC members, and my strong impression is that those who are not known to their constituents have a low chance of selection for committee membership.

3. Review the efficacy of recruitment communications and internal processes.

Reply from ConC: We do now have training sessions at the ConC meetings at the beginning of the academic year. We have paired up ConC faculty liaisons to train new faculty on the liaison process. We have widely disseminated the volunteer portal and optimized the wording. We have templates for questions to be asked by the liaisons and ask that the liaisons speak with the Chair/co-Chair at different times from the Analyst and perhaps also communicate with other members of the committee if there are issues to which the liaisons were alerted. Individual recruitment communications are faculty member specific but best practices are covered in our training sessions. Our analyst this year provided lists of eligible faculty in each constituency but I cannot judge how much this was utilized for decision making and pertinent information for DEI cannot be included. Liaisons are encouraged to research, in particular faculty from underrepresented groups, and personally invite them to be on committees, first having approached them for interest. There have been some responses from diversity faculty that relay sentiments of exploitation for service and to avoid this situation prior knowledge of interest would be important to be aware of.

4. In discussion with CAP (see below), reconsider the longstanding Senate practice of expecting CAP members to be Full Professors Step VI or higher.
Reply from ConC: I passed this report on to Chair Jessica Cattelino earlier this year. “With regard to point 4 and as mentioned above, there were only positive statements voiced to lower the professor step requirements for CAP and ClinCap committee members”. Unfortunately, we have not been able to have the Chancellor’s Office approve members below Professor step 5. We have written a letter to Vice Chancellor Levine to further consider this cut-off since ConC members have voiced arguments that faculty from underrepresented groups may have difficulty reaching this step because of variable paths taken during their faculty careers. Our compromise is to individualize this request based on alternate career paths and gaps e.g. parenthood, trauma, late starts to career, or changes in directions, and ask for flexibility and not a hard step cut-off.

Suggestions and Discussion points:

a) That future years there should be a formal ask from Chairs, ORUs, FECs, EDI, and Senate Committees for faculty suggestions for committee vacancies for subsequent ConC consideration. This is done informally between certain ConC members already but a formal process may be desirable.

b) I have issues with the word “service” which I feel could be changed. The culture should be consideration of senate committee “appointments” as a privilege. For this to evolve there needs to be a worth tab associated (point c)

c) Compensation, respect, or a leg-up for promotion would aid our recruitment processes and I believe encourage diverse faculty to accept appointments.

d) That step requirement e.g. for CAP and ClinCap be individually assessed by the Vice Chancellor of Academic Personnel after a justification from ConC and not be a hard cut-off at Professor Step 5.

e) Hurting our recruitment pools are the reputations of some committees where the workload is extremely high, and faculty convey frustration for little or no reward- UgC is one example.

f) Our analyst needs better access to current faculty databases for appointment accuracy, conflicts with other academic positions, and demographic information.

g) ConC is keen to recruit Latino/a, LatinX committee members— we don’t generally extend the same long-arm to recruit, Asian or South Asian candidates (who are, at least, covered by “race” concerns.

h) Currently unable to access LGBTQ +status except anecdotally through committee members’ knowledge of candidates

Thank you for the opportunity to comment on this report. Should you have questions about ConC’s deliberations of this request, please do not hesitate to contact me at cevans@g.ucla.edu or via the Committee analyst, Renee Rouzan-Kay at rrounzankay@senate.ucla.edu

Sincerely,

Chris Evans, Chair
UCLA Committee on Committees, 2022-23

cc: Andrea Kasko, Vice Chair/Chair-Elect, Academic Senate
    Shane White, Immediate Past Chair, Academic Senate
    April de Stefano, Executive Director, Academic Senate
    Renee Rouzan-Kay, Senior Policy Analyst, Committee on Committees
    Members of the Committee on Committees
February 27, 2023

TO: Jessica Cattelino, Chair, Academic Senate

FR: Jeff Brantingham, Chair, Council on Research

RE: UCLA Academic Senate Diversity, Equity and Inclusion (DEI) Plan

At its meeting on February 1, 2023, members of the Council on Research (COR) reviewed and discussed the August 29, 2022 letter from the Executive Board.

Through its research and travel grants program, COR has continuously advocated for support for junior faculty, explicitly stated in its call for proposals, in addition to offering an automatic deadline extension. The review process has a built-in step to benefit junior faculty applications. One of our members is involved in the TDG review, we have established a connection to the ORA/OCGA area and also meet with the ORCA to offer a distinct point of view and perspective.

COR looks forward to continuing the discussion and support of this very important topic.

cc: Andrea Kasko, Vice Chair/Chair-Elect, Academic Senate
Shane White, Immediate Past Chair, Academic Senate
April de Stefano, Executive Director, Academic Senate
Elizabeth Feller, Associate Director, Academic Senate
Members of the Council on Research
February 27, 2023

Jessica Cattelino, Chair
Academic Senate

Re: Promoting Diversity, Equity, and Inclusion at the UCLA Academic Senate

Dear Chair Cattelino,

At its meeting on February 7, 2023, the Committee on Data, Information Technology, and Privacy (CDITP) reviewed the letter from the Executive Board with suggestions to improve Promoting Diversity, Equity, and Inclusion at the UCLA Academic Senate. The following comments were suggested:

CDITP recognizes the importance of diversity, equity, and inclusion, particularly as part of the Academic Senate, it is unclear to CDITP how to proceed on this front, particularly given the limited number of meetings that this committee typically has annually; and 2) the relatively small size of the CDITP also limits the committee’s ability to capture both representations in perspectives as well as the required knowledge/expertise for the committee, and so one of the forthcoming recommendations on CDTIP’s future will be the increase the size of the committee, which would then assist with DEI and other operational aspects of this group.

Thank you for all your efforts on this report. If you have any questions for us, please do not hesitate to contact me at BuiA@mii.ucla.edu or via the Committee analyst, Renee Rouzan-Kay, at rrouznkay@senate.ucla.edu.

Sincerely,

Alex Bui, Chair
Committee on Data, Information Technology, and Privacy

cc: Andrea Kasko, Vice Chair/Chair-Elect, Academic Senate
    Shane White, Immediate Past Chair, Academic Senate
    April de Stefano, Executive Director, Academic Senate
    Renee Rouzan-Kay, Senior Policy Analyst, Committee on Data, Information Technology, and Privacy
    Members of the Committee on Data, Information Technology, and Privacy
February 23, 2023

TO: Jessica Cattelino, Chair, Academic Senate

FROM: Sandra Graham, Chair, Committee on Privilege and Tenure

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

The Committee on Privilege and Tenure (P&T) continues to make efforts to highlight diversity, equity and inclusion in its cases and policy reviews. At their February 16, 2023 meeting, P&T members revisited the UCLA Academic Senate Diversity, Equity, and Inclusion (DEI) Plan (“Plan”) and the steps proposed by the Executive Board in their May 5, 2022 memo. P&T offers the following updates on their committee efforts.

P&T relies on a diverse membership (as defined in the bylaws and the Plan). To further increase diversity and representation while still maintaining a small enough committee for effective deliberations, P&T voted to increase membership from seven to nine. The bylaw change became effective in January, 2023. Committee members individually promote volunteering for Senate service in their respective departments, but it is hard to gauge the effectiveness of those efforts.

To make sure all members have a voice and to share the burden of cases, after some discussion over a few meetings, in January P&T voted in a process of assigning individual agenda items to members to prepare and present at each P&T meeting. Since the committee is diverse and some members have more service burden than others or are at a more research-intensive phase of their careers, the chair and members make a special effort to support those members by adjusting review and hearing committee assignments accordingly. Committee participation is excellent.

Because the oversight of faculty rights is a particular responsibility of P&T, in addition to the improvement of committee web pages, the Committee is seeking additional ways to make the committee processes more visible to faculty. Committee members find that many faculty are unaware of their professional rights, let alone the processes available to address grievances that those rights may have been violated. It seems to take some social capital to “find” the P&T process. Faculty who find their way to P&T typically were referred by another faculty member. The Committee recommends that Charges and P&T Chairs present, along with CAP Chair and Vice Chair, to the annual chairs and deans meetings and would appreciate facilitation of that effort by the Executive Board. P&T welcomes other suggestions to make faculty rights more visible to all faculty.
February 23, 2023

TO: Jessica Cattelino, Chair, Academic Senate

FROM: Norweeta G. Milburn, Chair, Charges Committee

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

The Charges Committee frequently must review allegations of misconduct that either involve underrepresented faculty or allegations that specifically allege some element of discrimination or harassment. At their February 15, 2023 meeting, Charges members revisited the UCLA Academic Senate Diversity, Equity, and Inclusion (DEI) Plan (“Plan”) and the steps proposed by the Executive Board in their May 5, 2022 memo. Charges offers the following updates on their committee efforts.

Some Charges members report that they individually promote volunteering for Senate service in their respective departments and encouraged others to do so. Many committee members, even those with a number of years on campus, commented that they were unaware of the Charges Committee until they were nominated to serve on it! It is clear that in order to have more faculty volunteer and/or be willing to serve, that there should be more awareness on the campus of the important role Charges plays in both preserving faculty due process rights and holding faculty accountable.

The Charges Chair has been implementing the communication tips suggested to chairs in the Fall orientation to good effect. The Committee has five (of eight) new members this year, which has made dividing case review for different perspectives at the start of the year challenging. As we are mid-way through Winter Quarter, the newer faculty are gaining confidence in presenting, which improves the diversity of voices. Due to the subject matter, Charges has its share of difficult conversations. The diversity of the committee helps balance these, but it might help in future years if Senate committee members had some sort of guide to meeting participation. Charges is considering developing their own as the year progresses.

The Charges Committee has a particular responsibility that impacts DEI on campus and is therefore integral to the committee’s own DEI efforts. The intention of the disciplinary process is to preserve conditions that protect faculty rights, including the right to an environment that equally applies policies and is free from discrimination and harassment. The Committee has the following concerns that have DEI implications that are perhaps more visible to Charges: (1) It is a high bar to file charges. Any individual may file a charge, but those “embraced” by deans have more resources. Because they are less likely to be able to engage a dean to file charges, it is therefore inherently more difficult for underrepresented community members, including faculty, to file charges; (2) Faculty with more “power” and visibility may more easily avoid the charges process, which means that underrepresented faculty with little means to address charges may be more vulnerable; (3) Charges is strictly a disciplinary process. That is, it is only for imposing sanctions for “faculty misconduct that is either serious in itself or is made serious through its repetition, or its consequences.” While the Faculty Code of Conduct allows that there are “other forms of reproval and administrative actions,” there exists no mechanism to implement those. Charges believes that such a “warning” system would benefit all community members, but especially would empower those who are underrepresented.

The Committee looks forward to continued discussion of DEI efforts by the Senate and its committees.
February 23, 2023

To: Jessica Cattelino, Chair
Academic Senate

Re: Academic Senate Diversity, Equity, and Inclusion Efforts

Dear Chair Cattelino,

At its meeting on February 14, 2023, the Faculty Welfare Committee (FWC) discussed the Academic Senate’s request on Academic Senate Diversity, Equity, and Inclusion Efforts. Members offered the following comments on the recommendations highlighted.

- **Formulate tools/strategies (e.g., talking points, materials, “buddies”) pertaining to your committee/council that will support the Committee on Committees’ recruitment of members and chairs, including with a focus on diversity.**
  To better represent and include a broader sense of the faculty, the committee believes the recruitment efforts of the FWC need to include junior faculty as members. It is this group that is especially dependent on the University for their welfare. It is junior faculty who often are most impacted by the University’s economic and educational decisions. A letter was sent to the Committee on Committees requesting FWC’s membership include junior faculty, specifically Assistant professors.

- **Raise DEI impacts and values in committee discussions, making DEI-related considerations an explicit and expected part of meetings, (For example, in Executive Board meetings we endeavor to ask, for each agenda item, what the DEI considerations or implications might be.)**
  The committee agreed, when a topic or issue is introduced, we will explicitly and will ask if there are DEI concerns that impact the outcome of the issue. Encouraging everyone to think more broadly viewing each agenda item with DEI and access in mind.

- **Use communication best practices to help all members feel valued and heard. Consult resources on meeting facilitation, as provided by the Senate office, for some great ideas that can improve committee meetings.**
  The Communication and Best Practices document was presented and read aloud. The committee will continue to reflect on the resources outlined to improve meeting operations and the inclusivity of thoughts and ideas.

- **Ask current and former Senate committee members to present at their department faculty meetings to encourage your colleagues to volunteer for Senate service.**
  Members are encouraged to report back to their department important issues presented to the Academic Senate and during meetings, making conscience efforts to ensure colleagues are
informed, and also developing a rapport to encourage colleagues to participate in the Academic Senate.

- **Consider the importance of diverse perspectives and experiences as you cultivate future chairs (and, when applicable, vice chairs) of your committee or council.**
  Given the great demands placed on the FWC Chair locally and systemwide, the committee advocates and is working to revise its bylaws to include a vice chair position to foster support, alleviate the service burden, and cultivate the willingness of future leaders on the committee.

- **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.**
  The DEI-related processes and activities will be part of the committee’s annual reporting.

In addition, the Faculty Welfare Committee discussed the disproportioned and huge discrepancy in workload placed on underrepresented faculty, faculty of color, and women in particular. These populations are overburdened, exploited, and not given enough time to teach, do research, or do other work. We recommend the Academic Senate carefully consider how this population is called upon for service, and cautiously think about how resources are allocated to support this group of faculty.

Thank you in advance for your consideration of our recommendation. If you have questions, please do not hesitate to contact me at bonacich@soc.ucla.edu or via the Committee analyst, Renee Rouzan-Kay, at rouzankay@senate.ucla.edu.

Sincerely,

Phillip Bonacich, Chair
Faculty Welfare Committee

cc: Andrea Kasko, Vice Chair/ Chair-Elect, Academic Senate
    Shane White, Immediate Past Chair, Academic Senate
    April de Stefano, Executive Director, Academic Senate
    Renee Rouzan-Kay, Senior Policy Analyst, Faculty Welfare Committee
    Members of the Faculty Welfare Committee
February 22, 2023

TO: Jessica Cattelino, Chair, Academic Senate

FR: Robert N. Watson, Chair, Committee on Undergraduate Admissions and Relations with Schools

RE: UCLA Academic Senate Diversity, Equity and Inclusion (DEI) Plan

At its meeting on February 17, 2023, the Committee on Undergraduate Admissions and Relations with Schools (CUARS) reviewed the August 29, 2022, letter from the Executive Board providing suggestions to improve diversity, equity, and inclusion within the Academic Senate.

Members reaffirmed the importance of incorporating diversity into the constitution and conduct of the committee, as discussed in the memo to the Executive Board dated December 6, 2022. Members noted that DEI-related considerations are embedded into all agenda items brought before the committee—for example, striving to ensure equitable and inclusive admissions policies, and helping UCLA reach its goal to become a Hispanic Serving Institution.

CUARS will continue to center DEI in its deliberations on issues affecting undergraduate admissions, and will endeavor to remain aware of any implicit biases in how these issues are discussed.

Thank you for the opportunity to provide an update. If you have any questions, please do not hesitate to contact me via Committee Analyst Julia Nelsen at jnelsen@senate.ucla.edu.

CC: April de Stefano, Executive Director, Academic Senate
Andrew Fuligni, Vice Chair, CUARS
Andrea Kasko, Vice Chair/Chair-Elect, Academic Senate
Julia Nelsen, Principal Policy Analyst, CUARS
Shane White, Immediate Past Chair, Academic Senate
February 21, 2023

To: Jessica Cattelino, Chair, UCLA Academic Senate

From: James Bisley, Chair, Graduate Council

Re: Promoting Diversity, Equity, and Inclusion at the UCLA Academic Senate

At its meeting on February 10, 2023, the Graduate Council reviewed and discussed the memorandum regarding promoting Diversity, Equity, and Inclusion at the UCLA Academic Senate and offered the following for the Executive Board’s consideration:

- **Communication**: Members stressed the importance of acknowledging Senate service and communicating the value of service to deans and department chairs. Members also stated that it would be beneficial for the Senate to be aware of faculty departmental commitments when nominating faculty for Senate service. Some faculty may feel compelled to accept service nominations while already overtaxed with departmental service.

- **Protection of junior faculty**: Members noted that junior faculty, which includes assistant and associate faculty, should be protected from being overburdened with service. Mentorship of junior faculty should include conversations regarding service, the type of service, and hours of service commitment that would be appropriate for junior faculty members at specific stages in their careers.

- **Compensation**: Members commented that guidelines and opportunities for providing compensation should be communicated to departments, deans, and faculty to support and encourage diverse participation. Members are concerned about equity as faculty with similar service levels are not equally and fairly compensated across departments, divisions, and schools.

We appreciate the opportunity to provide this status update. If you have any questions, please contact us via Graduate Council’s Analyst, Emily Le, at ele@senate.ucla.edu.
At its meeting on February 10, 2023, members of the Undergraduate Council (UgC) reviewed the August 29, 2022 letter from the Executive Board and discussed the Council’s progress to date in fostering diversity, equity and inclusion in the Academic Senate.

A key issue impacting diverse participation on the Council has been workload. Some members noted that UgC service has felt more manageable of late compared to previous years—particularly at the height of the pandemic—thanks to an overall reduction in online meetings, as well as steps taken to streamline the Council’s agendas and tasks. Members welcome further efforts to mitigate workload, such as the creation of new committees for program review and course approvals, while emphasizing the importance of robust mentorship and orientation to engage diverse faculty in shared governance. We are encouraging members to be UgC “ambassadors” to help with recruitment amongst their colleagues.

Members also discussed practices to improve communication during Council meetings. Several thought it was helpful to take periodic “temperature checks” on issues with a show of hands, as happened in a recent discussion, in order to capture the sentiments of members who may not always speak up. Members encouraged calling on each other and making space for quieter participants to add their input, so that everyone can have a chance to meaningfully contribute.

UgC welcomes continued conversations on this important topic.

CC: April de Stefano, Executive Director, Academic Senate
Andrea Kasko, Vice Chair/Chair-Elect, Academic Senate
Julia Nelsen, Principal Policy Analyst, Undergraduate Council
Anne Warlaumont, Vice Chair, Undergraduate Council
Shane White, Immediate Past Chair, Academic Senate
To: Jessica Cattelino, Chair, Academic Senate

From: Chon Noriega, Chair, Council on Academic Personnel

Cc: Andrea M. Kasko, Vice Chair/Chair-Elect, Academic Senate
Shane White, Immediate Past Chair, Academic Senate
April de Stefano, Executive Director, Academic Senate
Lori Ishimaru, Senior Policy Analyst, Academic Senate
Members of the Council on Academic Personnel

Date: February 7, 2023

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

At its meetings on September 13, 2022, and January 24, 2023, the Council on Academic Personnel (CAP) discussed Part I of the UCLA Academic Senate Diversity, Equity, and Inclusion (DEI) Plan.

In Spring 2022, CAP’s bylaws were amended so its members “hold the rank of full professor, typically at or above Step VI”; and in Fall 2022, ClinCAP’s bylaws were amended so its members “hold the rank of full professor,” removing any step expectation. These revisions are intended to allow greater flexibility in the recruitment of members. However, selection of faculty at lower steps should be done judiciously, as CAP requires a significant time commitment. The disproportionate service commitment may impede a faculty’s ability to sustain and continue excellence in teaching and research and negatively impact timely progress towards Step VI. The Senate should also be sensitive to the “minority tax” and ensure that minority faculty are not unduly overburdened by service responsibilities.

CAP members and former members of the Committee on Committees (ConC) identified inequitable compensation as a possible reason faculty are discouraged from serving on CAP. As described in CAP’s December 2022 budget request to the Executive Board, UCLA CAP receives lower compensation than other UC CAPs and the compensation received is not equally received between members. Ensuring equity among members and increasing UCLA CAP’s compensation to that of its sister campuses, will assist in recruitment of both DGSOM and diverse faculty to serve on CAP.

CAP has published guidance on faculty service that provides recommendations how to report and recognize extensive service. CAP is currently reviewing and updating all its guidance documents.

Thank you for the opportunity to participate in the Senate’s DEI efforts. If you have any questions, please do not hesitate to contact me at cnoriega@ucla.edu or via the Council’s analyst, Lori Ishimaru, at lishimaru@senate.ucla.edu.

DMS 17
To: Jessica Cattelino, Chair  
Academic Senate

From: Marco Giovannini, Chair  
Committee on International Education

Date: February 3, 2023

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

The Committee on International Education’s (CIE) work with international education and international students and scholars is inherently tied to diversity, equity, and inclusion (DEI). For example, at its November 30, 2022 meeting, CIE discussed promoting DEI in study abroad. Comments and suggestions including programs for DACA students, considering opportunities to raise general awareness and participation in specific destinations, developing more STEM programs, and outreaching with student organizations.

CIE will report on the DEI-related processes and activities of our committee to the Executive Board again in AY22-23. If you have any questions, please do not hesitate to contact me via the Committee on International Education analyst, Lori Ishimaru, at lishimaru@senate.ucla.edu.
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.


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.”