

**Diversity Committee  
Central Ohio Technical College and  
The Ohio State University at Newark**

**Bylaws**

**Article I. Name**

This committee, a cost-shared committee of the Dean/Director of Ohio State Newark and the President of Central Ohio Technical College, shall be known as the Diversity Committee of Central Ohio Technical College and the Ohio State University at Newark.

**Article II. Mission**

The mission of this committee is to promote and develop an awareness of and sensitivity to multicultural and diversity issues. The Committee works to empower students, faculty, and staff to enrich their educational and working experiences. In addition, we are committed to enhancing individual and collective understanding of—as well as an appreciation for—diversity in all of its forms in the local and larger communities.

In compliance with its mission, the Committee will develop programs to:

- Foster and maintain institutional commitment to multiculturalism;
- Continually evaluate institutional conditions, programs and policies and make recommendations for change as appropriate;
- Promote values of diversity throughout our institutions;
- Promote inclusiveness and shared responsibility in all initiatives;
- Encourage the enhancement of diversity components within course curricula; and
- Provide opportunity to surrounding communities to enhance dialogue on diversity-related matters.

**Article III. Membership**

The membership of the Committee shall be comprised of:

- three Ohio State University (OSU) faculty members appointed by the Ohio State Newark Dean/Director;
- three Central Ohio Technical College (COTC) faculty members appointed by the COTC Vice President for Academic Affairs;
- one Ohio State Newark staff representative from admissions or advising appointed by the Ohio State Newark Dean/Director;
- one staff member from the COTC Gateway appointed by the COTC Vice President for Enrollment Management and Student Affairs;

- the Director of Disability Services;
- the Coordinator of Multicultural Affairs;
- an additional representative from the Office of Student Life appointed jointly by the COTC President and the Ohio State Newark Dean/Director;
- a representative from the Office of Human Resources appointed jointly by the COTC President and Ohio State Newark Dean/Director;
- an Ohio State Newark academic leader, appointed by the Ohio State Newark Dean/Director; and
- a COTC academic leader, appointed by the COTC President.

Except for appointments specifically designated by position, the term of membership is two academic years, and there is no limit to the number of years a member may serve, subject to reappointment by the designated authority. Members are expected to attend and fully participate in all meetings.

#### **Article IV. Officers**

The committee shall have a Chair, a Vice-Chair, a Recording Secretary, and a Treasurer. The officers will be elected at the last meeting of the Committee in the spring academic term. The term of the Committee officers begins July 1.

*The Diversity Committee Chair* keeps the membership rolls, prepares the agenda for all meetings, schedules and presides over regular and special Diversity Committee meetings, and ensures communication on campus diversity issues and Committee activities, as needed, with the President of COTC and the Dean/Director of Ohio State Newark.

*The Diversity Committee Vice-Chair* assists the Chair with the business of the Committee and acts in that officer's stead when necessary, performs other duties as assigned by the Chair, and succeeds the outgoing Chair.

*The Diversity Committee Recording Secretary* records and distributes to Committee members the official minutes of all Committee meetings and electronically archives all Committee meeting minutes. The Secretary shall also record, as part of the minutes, attendance at meetings.

*The Diversity Committee Treasurer* prepares and submits to the President of COTC and Dean/Director the proposed annual Diversity Committee Budget, as well as monitors and reports on the finances of the Committee throughout the year.

## **Article V. Meetings**

The Committee will meet at least once a month throughout the academic year to conduct business. A schedule of meeting times and dates for the year shall be provided to all members of the Diversity Committee by the Committee Chair. Committee meetings shall be open to attendance by any interested party. Guests will notify the chair of their intent to address Committee members at meetings. Student leaders and other guests will be invited periodically to present to the Committee on issues of interest or concern.

Meetings are to be conducted informally, unless, at the discretion of the Chair, rules of Procedure require enforcement. If so, the committee will be governed by Robert's Rules of Order, in its most recent edition.

## **Article VI. Bylaws Amendment Procedure**

A simple majority at any scheduled meeting may amend these by-laws provided the proposed amendment(s) is/are distributed by the Committee Chair via e-mail at least one week in advance of the meeting at which the proposed amendment will appear on the agenda.