**Diversity Curriculum Committee Bylaws**

**1. Name**

1.1 The name of this committee shall be the Diversity CurriculumCommittee (DCC).

**2. Faculty Senate Charge**

2.1 The Diversity CurriculumCommittee is charged by the Faculty Senate with managing the undergraduate diversity requirements and ensuring that these requirements are consistent with Northern Arizona University’s mission. The DCC accomplishes this charge by:

2.1.1. ensuring that diversity-designated courses introduce students to the history, culture and perspectives of racial and ethnic minorities from the United States and non-Western peoples across the globe;

2.1.2. reviewing course proposals submitted for approval as either US Ethnic Diversity or Global Diversity designation for the Academic Catalog by applying criteria aligned with strategic course design as articulated in NAU’s Degree Program Expectations;

2.1.3. clearly establishing and communicating the purposes and intended learning outcomes of the requirements;

2.1.4. as part of an academic units’ Academic Program Review or Specialized Accreditation process:

2.1.4.1. reviewing academic unit’s Global Diversity or US Ethnic Diversity designated courses to evaluate their alignment to designation criterion,

2.1.4.2. providing recommendations to the academic unit, the academic unit’s Dean, and the Provost for consideration in the academic unit’s Action Plan concerning courses that are found to no longer align with Global Diversity or US Ethnic Diversity designation criterion;

2.1.5. approving processes for assessing the learning outcomes of the Global Diversity or US Ethnic Diversity requirements and approving continual improvement efforts for the university-wide requirement, particularly efforts related to student’s achievement of learning outcomes.

**3. Relationship to the Faculty Senate and University Undergraduate Committee**

3.1. Diversity CurriculumCommittee shall:

3.1.1. Submit Committee Bylaws to the Senate, through the Faculty Senate Executive Committee, for approval;

3.1.1.1. Minor amendments to the Bylaws that are proposed for increased efficiency and which do not alter the underlying purposes of the committee do not need Faculty Senate approval. See Diversity Curriculum Committee Bylaws Section 10.

3.1.2. Submit an annual written report including actions taken to fulfill the DCC charge and strategic efforts for the coming year.

3.1.2.1. The report shall be submitted at the end of each academic year, or more often if deemed necessary by the Committee, to the Past President of the Faculty Senate for transmission to the Senate through the Faculty Senate Executive Committee.

3.2. The Diversity Curriculum Committee shall seek approval from the University Undergraduate Committee and the Faculty Senate for changes that have a substantial impact on the undergraduate program, such as:

3.2.1. Total number of credit hours required by the Diversity Requirement.

3.2.1. Number of credit hours for components of the Diversity Requirement

3.2.1. Addition or elimination of a component of the Diversity Requirement

3.3. Diversity Curriculum Committee shall seek approval from the University Undergraduate Committee for changes that do not have a substantial impact on the undergraduate program, such as:

3.3.1. Internal curricular changes to the Diversity requirements.

**4. Membership**

4.1. Membership on the Diversity CurriculumCommittee is composed of elected and appointed voting members, and appointed ex officio non-voting members.

4.1.1. Voting members of the DCC shall include one representative elected or appointed from each area as listed below:

4.1.1.1. College of Arts and Letters = 1

4.1.1.2. College of Education = 1

4.1.1.3. College of Engineering, Forestry, and Natural Sciences = 1

4.1.1.4. College of Health and Human Services = 1

4.1.1.5. College of Social and Behavioral Sciences = 1

4.1.1.6. Commission on Ethnic Diversity = 3

4.1.1.7. Extended Campuses = 1

4.1.1.8. Honors College = 1

4.1.1.9. The W.A. Franke College of Business = 1

4.1.1.10. University Undergraduate Committee representative= 1

4.1.2. Ex officio (non-voting) membership of the Diversity CurriculumCommittee shall include the following representation:

4.1.2.1. Academic Advising

4.1.2.2. Liberal Studies Director

4.1.2.3. Faculty Senate

4.1.2.4. Provost’s Office

4.2. Members will serve three-year staggered terms so that approximately one-third of the members are elected each year.

4.3. All members will serve without compensation.

**5. Officers of the Committee**

5.1. The Committee will have two officers, an elected Chair and an elected Chair-Elect. The officers will be elected each year from among the eligible voting members of the Committee.

5.1.1. Elections will be held in a manner as to provide for a smooth transition into the business of the upcoming academic year.

5.1.2. The term of the officers is one year, starting at the first meeting of the academic year until the new chair resumes the responsibilities.

5.1.3. Officers may be re-elected to additional terms.

5.2. The Chair is responsible for:

5.2.1. setting the agenda in consultation with the staff of the Office of Curriculum, Learning Design and Academic Assessment

5.2.2. conducting the meetings to insure that the business of the Committee is conducted in a timely manner,

5.2.3. ensuring accurate minutes of the meetings and membership attendance records are publicly available,

5.2.4. providing leadership for the immediate and annual work of the Committee, and

5.2.5. reviewing content and information disseminated through the Diversity Curriculum Committee website

5.2.6. serving or appointing a DCC representative to serveon the Curriculum & Assessment Coordinating Committee.

5.3. The Chair-Elect will assume the duties of the Chair in his/her absence, and other responsibilities as delegated by the Chair.

**6. Duties of Membership**

6.1. Each voting member is expected to attend each meeting of the DCC, participate in DCC activities, and complete any assigned tasks. At a minimum, this includes preparing for DCC meetings by reading all materials scheduled on the agenda, in advance, for discussion and voting.

6.2. If a voting member is unable to attend a scheduled meeting of the DCC, the member should notify the Chairof the impending absence.

6.2.1. Substitutes are not permitted on a meeting-by-meeting basis and because of the importance of the discussions that occur at the DCC meetings, votes in absentia are not permitted.

6.3. A member’s position will be declared vacant by the Chair if the member fails to attend three meetings during the year and the vacating member’s area of representation will be asked to facilitate the designation of a new faculty member to serve for the amount of time remaining in that committee member’s term. If the remaining time in the term is less than one year, the replacement member may be appointed by the Academic College’s Dean.

6.3.1. If a regular member of the DCC is unable to attend the meetings for one semester or more, a long-term substitute may be appointed for the affected time period.

**7. Meetings**

7.1. The committee will meet regularly, throughout the semester, in a pre-arranged location.

7.2. Special meetings may be called by the Chair as necessary to conduct Committee work.

7.3. Members may attend via technology.

7.4. Agenda and minutes of the previous meeting, including attendance records, will be available online a minimum of 24 hours prior to the meeting.

7.4.1 If the agenda materials are not ready for distribution the week before the meeting, the Chair and the Administrative Liaison will notify the membership concerning the delay. At that point, some parts of the agenda may be distributed with missing items distributed as soon as they are available.

7.5. All business of the Committee will be conducted at regularly scheduled meetings of the Committee, or at special meetings with the consent of the Committee and presence of a simple quorum at the special meeting.

7.6. All meetings are open to the public.

7.7. If the Committee Chair and the Chair-Elect are both unavailable, the Chair will appoint a committee member to act as a substitute to chair the meeting. If a policy motion results in a tie, the motion will be tabled until the DCC faculty chair can render a tie-breaking vote.

**8. Voting**

8.1. A simple quorum (50% of the voting members + one member) of the voting members must be present at any meeting before any binding action may be taken. The number of members necessary for a quorum will be determined at the first meeting each Fall based on the numerical representation from the units.

8.2. The Chair of the committee may vote in the event of a tie vote.

8.3. Proxy voting is not allowed.

8.4. Virtual voting is acceptable if the member is present on the phone at the time of the vote for an item or groups of items.

8.5. Approval of formal actions of the Committee regarding policies will be by a simple majority vote of the regular voting members of the Committee present at the meeting when the vote is taken.

**9. Subcommittees**

9.1. The DCC has the authority to create subcommittees to facilitate the accomplishment of the committee’s charge.

9.2. Any DCC subcommittee or task force maydevelop their own set of by-laws (if applicable) and procedures related to their charge by the DCC.

**10. Amendments**

10.1. These Bylaws may be amended at any regular meeting of the Diversity Curriculum Committee by a majority vote of those present, assuming a quorum, provided that notice of the proposed actions shall have been given at the previous regular meeting, or shall have been communicated to all members of the Committee in writing through email or regular mail at least two (2) weeks prior to the meeting at which the action is to be taken.

**11. Establishment of Operating Policies and Procedures**

11.1. In concert with the Curriculum and Assessment Coordinating Committee and the Office of Curriculum, Learning Design, and Academic Assessment, the DCC will establish and document the processes and procedures for carrying out its charge.

**12. The Diversity Curriculum Committee as part of the general function of the Northern Arizona University Governance Structure.**

12.1. The Diversity Curriculum Committee recognizes that its bylaws must be in accordance with the Faculty Senate charge, all NAU and ABOR policies and local, state and federal laws.