


MEMORANDUM

TO: Bryan Kopp, Convener
Joint Minority Affairs Committee

FROM: Joe Gow, Chancellor 

SUBJECT: Committee Charge for 2008-2009 Academic Year

DATE: September 11, 2008

Please convey my gratitude to the committee members for their willingness to serve on the Joint Minority Affairs Committee for the 2008-2009 academic year. As the convener of JMAC, please arrange, as soon as feasible, an organizational meeting. In addition to a chairperson, please also elect a secretary.

Primary responsibilities of the chairperson include:

- promptly informing the Chancellor's Office of the results of the election of officers and any changes in committee membership.
- organizing and conducting meetings.
- completing a year end report on the committee's activities to be submitted to the Chancellor's Office no later than April 30, 2009.

Primary responsibilities of the secretary include:

- recording minutes of each meeting.
- promptly sending meeting minutes to Charise Bock (bock.char@uwlax.edu) so that the minutes can be posted on the Joint Committees website.

In the event the committee chooses to rotate secretarial duties, please designate one person to be responsible for e-mailing the meeting minutes to Charise Bock.

After consultation with others, I ask the committee to report on the following special charges in addition to the committee's typical responsibilities:

1. **Review & Revise Committee Bylaws:** Please review the attached bylaws (available at <http://www.uwlax.edu/hr/Joint%20Committees.PDF>). Make recommendations for revisions paying careful attention to the general Duties and Responsibilities and Committee Membership. Please note that the administrative consultants should include the Associate Dean for Campus Climate and Diversity. **Please complete this charge no later than December 1, 2008.**
2. **Student Faculty Mentoring Program:** Formulate a student/faculty mentoring program for multicultural students in consultation with Barbara Stewart, Associate Dean of Campus Climate and Diversity. **Please complete this charge no later than April 30, 2009.**

3. Campus Climate Survey: Review the results of the campus climate survey and make recommendations about methods to address identified concerns. **Please complete this charge no later than April 30, 2009.**

As in the past, recommendations from JMAC should be forwarded directly to the Chancellor's Office. Throughout the process I expect individual committee members to consult with their respective governance groups for input on and agreement with issues. If we determine that a particular committee recommendation requires further deliberation and comment, we may elect to forward it to one or more of the three governance groups for further analysis and recommendation.

If you have any questions about the charges, please feel free to contact me.

Finally, if I or anyone on the leadership team can assist your committee in any way during the year, please do not hesitate to ask.

Best wishes on your committee's work over the course of the coming year!

JG/cb
Attachment

cc: Chancellor's Staff
Academic Deans
Joe Heim, Faculty Senate
Will Van Roosenbeek, Academic Staff Council
Derek Kockler, Student Association