

**University of New Mexico Health Sciences Center
Office for Diversity, Equity, and Inclusion
Inclusive Excellence Council (UNM HSC OfDEI IEC)
Charter**

The **HSC OfDEI Inclusive Excellence Council (IEC)** was founded in 2020 by the Vice President for Diversity, Equity, and Inclusion (VP of DEI). The IEC was launched on June 16, 2021. The IEC informs and advises the VP of DEI and Executive Vice President for Health Sciences (EVP HS) on issues related to diversity, equity, and inclusion (DEI) at the UNM HSC including, but not limited to, diverse faculty, staff, and learners' personal and professional development needs; community, state, and national DEI concerns; best practices in supporting a diverse and inclusive environment; and meeting UNM HSC DEI goals.

The **HSC IEC** will advance diversity, equity and inclusion across the UNM HSC through the vision and practice of inclusive excellence. *An academic health sciences center's achievement of Inclusive Excellence* is dependent on how well it -supports belonging of, engages, and values the communities it is called to serve internally and externally; including the rich diversity of learners, staff, faculty, administrators, alumni, patients, and community members. The HSC IEC serves as a resource on matters of strategy, policy, and practice to increase diversity, foster and maintain a climate of belonging, and achieve equity.

The IEC will prepare and submit an annual report summarizing its activities and actions during the course of the year. The HSC IEC reports to the VP DEI.

Goals and Objectives

- Provide input on a strategic vision for the HSC DEI enterprise that aligns with the overall UNM HSC's strategic plan;
- Provide an official voice on overall HSC DEI policies and processes;
- Provide expertise and input on HSC DEI educational innovations as well as an operational perspective on the design, implementation, evaluation and conduct of academic scholarship of HSC DEI initiatives;
- Through an evidence based lens, critically determine community, clinical, operational, educational, and research factors that may catalyze or impede the HSC DEI enterprise;
- Make formal recommendations on community, operational, clinical, educational, and research issues related to the DEI enterprise to the VP of DEI and EVP HSC.

In pursuing these goals and objectives, the IEC endeavors to ensure that its actions support and are consistent with academic-based decision-making and joint governance as these concepts evolve at UNM HSC. In this regard, the Council will create an environment conducive to broad-based consultation among UNM HSC's, administrative, academic, clinical and research leadership, faculty, learners, trainees, and employees. All IEC reports should be directed to the VP of DEI and EVP HSC.

Membership

Membership in the IEC mirrors the UNM HSC organizational chart with additions to reflect at large specific roles. Members can be voting or non-voting members.

The following individuals will be voting members of the IEC. Voting members may not assign designees to fulfill their role and attendance on the IEC.

1. Vice President DEI (chair)
2. Executive Associate Vice Chancellor for DEI (vice chair)
3. UNM Hospitals DEI Executive Officer
4. UNM Sandoval Regional Medical Centers DEI Executive Officer
5. UNM Medical Group DEI Executive Officer
6. School of Medicine DEI Executive Officer
7. College of Nursing DEI Executive Officer
8. College of Pharmacy DEI Executive Officer
9. College of Population Health DEI Executive Officer
10. Clinical & Translational Sciences Center DEI Executive Officer
11. UNM Comprehensive Cancer Center DEI Executive Officer
12. HSLIC DEI Executive Officer
13. 14. 15. 16. 17. One at large representative from Health Professional Students from each college/ school (SOM Medical Student, CON, COP, COPH, Health Professions Program)
18. One at large Resident/ Fellow representative
19. One at large Post-doc/ Graduate Student representative
20. 21. Two at large Faculty representatives
22. 23. Two at large Staff representatives
24. 25. Two at large Alumni representatives

DEI Executive Officers will be selected by the Dean/CEO/Highest level of leadership of each represented entity. See DEI EO Roles and Responsibilities for more information: https://hsc.unm.edu/diversity/_media/_files/iec-roles-responsibilities.pdf

At Large Representatives will be selected through self-nomination and by application to the Office of DEI. At Large members will be appointed for a 2-year term (beginning July 1st and ending June 30th of their second year). Health professional students must have completed the majority of their first year and be in good academic standing. The application and transition process for At Large Representatives is as follows:

- Applications for At Large Representatives will open in early January, will close at the end of February, and will be determined from the applicant pool by the end of April.
- The Vice Chair of the IEC will lead the selection committee.
- May and June will serve as a transition time for incoming and outgoing At Large Representatives. Incoming and outgoing At Large Representatives will meet at least once during this period. If able, incoming At Large Representatives are invited to attend IEC meetings during this time.
- Outgoing At Large Representatives will continue with all position activities, including attending meetings until the end of their term on June 30th.
- At Large Representatives will resign their position if their academic or professional status no longer aligns with their At Large role.
- Should an At Large Representative resign their position prior to the end of their term, the next highest ranked applicant will be appointed to the position.
- Existing At Large Representatives may reapply for a second consecutive term, with a two-term limit.

Content Expert/Advisors

In order to have the necessary content experts to support the IEC, a group of non-voting *advisors* will also be invited to participate on the IEC. Advisors are critical and their participation will be welcomed and expected on committees or work groups related to the activities of the IEC. These individuals may include:

Vice Chancellors/Presidents
Associate Vice Chancellors/Presidents
HSC Chief of Staff
Center and Institute Directors
Health Professions Programs Associate Dean
HSC Faculty/ Staff/ Council/ Content Experts
Diversity Mavens
Interprofessional Education (IPE)
Representatives for Student and Staff organizations
Legal
Compliance
Community Stakeholders

Other non-voting advisors may be invited to attend at the discretion of the committee chairs and may include HSC faculty, staff, and other content experts.

Chair

The council will be chaired by HSC VP for DEI.
Responsibilities include:

- Represents the IEC by attending meetings and using the IEC's vote to represent the views of the IEC membership;

- Convenes regular meetings (a minimum of eight meetings per year) and works with all members to identify key agenda items;
- Approves final meeting notes;
- Reports and makes recommendations to the HSC Executive Vice President, the UNM HSC Core Group, and other groups as applicable; and
- Provides an update to the core group once a year at the discretion of the EVP of the Health Sciences and will be available to provide updates to entities and colleges as needed.

Vice Chair

The Executive Associate Vice Chancellor will serve as Vice Chair and will assume all responsibilities of the Chair in the Chair's absence.

Committees

- Committees will be established at the discretion of the Chair with advice from the IEC.
 - Committees may include participants that are not on the IEC or advisors to the IEC. It is anticipated that representatives of learner-focused organizations will have representation on these committees and will be actively engaged participants.
 - Committees may establish sub-committees and/or ad-hoc taskforces at the discretion of the committee Chairs/Co-Chairs to accomplish their goals and objectives
 - During year one, the committees will conduct an inventory of existing HSC DEI promising practices in supporting a diverse and inclusive environment.
 - All IEC members must serve on at least one committee.
1. Academic Development and Professional Training
Focus areas will include:
 - DEI content in the curriculum for learners, training for faculty and staff (implicit bias, racial literacy, etc.)
 2. Workforce Development (*participation of learners and learner-focused organizations will be encouraged*)
Focus areas will include:

- Recruitment, retention, promotion of diverse HSC students, residents/fellows, staff and faculty
 - Leadership and personal development
3. Community Engagement
Focus areas will include:
- Enhance communication channels with internal and external stakeholders to gauge their needs and heighten awareness of opportunities through HSC DEI
 - Foster partnerships with internal and external stakeholders
4. Culture and Climate
Focus areas will include
- Assess campus DEI climate
- Raise awareness and reduce frequency and burden of implicit bias across education, research and clinical spheres

Meetings

The HSC IEC will meet in year one a minimum of six times. Meeting recordings will be published.

On behalf of the membership, the Chair may invite other appropriate individuals to participate on specific projects or agenda items.

Voting and Consensus

The IEC will employ a Hybrid Voting and Consensus decision-making model. From time to time, the IEC will be asked to make decisions on Urgent Issues, Non-Urgent but Time Confined, and Non-Urgent and Not Time Confined. Voting will be used for Urgent Issues and Non-Urgent but Time Confined Issues. Consensus will be used for Non-Urgent and Not Time Confined Issues. The Chair will determine when voting vs consensus method will be used. Non-voting members may participate in discussions for consensus issues.

Electronic Voting

At their discretion, the Chair and Vice Chair may decide to conduct a vote online. Members will receive electronic notice of the vote with the subject line "ACTION NEEDED: ____" and have 1 week to respond. One of the voting options will include a request to bring the item to a future meeting for further discussion.

A quorum is considered to be one more than half of the number of voting members. The Chair will vote to break a tie. If a quorum is reached, then the result of the vote will be announced at the next meeting. If a quorum is not reached, the matter will be brought up at the beginning of the very next meeting for an expeditious simple majority vote.

Terms and Definitions

Diversity - The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique, and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies or attributes. It is the exploration of these differences in a safe, positive, and nurturing environment. It is about understanding each other and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual.

<https://www.qcc.cuny.edu/diversity/definition.html>

Inclusion - Is a core element for successfully achieving diversity. Inclusion is achieved by nurturing the climate and culture of the institution through professional development, education, policy, and practice. The objective is creating a climate that fosters belonging, respect, and value for all and encourages engagement and connection throughout the institution and community.

<https://www.aamc.org/professional-development/affinity-groups/gdi>

Equity - refers to fair opportunity for everyone to attain their full potential regardless of demographic, social, economic or geographic strata. <https://www.who.int/gender-equity-rights/understanding/equity-definition/en/>

Document History

8/22/2020 - Adopted by HSC Core Leadership Group

12/14/2020 - Minor revisions for consistency and formatting

12/20/2022 - Revised & Adopted by IEC