NORCO COLLEGE

Charter for Institutional Commitment Project Team

August 2021

This Charter is established between the *Institutional Commitment Project Team* of the Racial Justice Taskforce (RJTF) and the Student Support Council to structure the process and planned outcomes included herein during the 2021-2022 academic year.

Purpose
The *Institutional Commitment Project Team* will develop and implement an action plan related to six of the recommendations derived from last academic year's Racial Justice Taskforce workgroup efforts. These six recommendations include a historical dimension related to Norco College and racism, a behavioral dimension related to Pro-Black professional development, compositional diversity dimension related to hiring practices, and three organizational/structural dimensions related to student complaints and grievances as well as the collection of disaggregated data related to college/district policing. These areas are further described in the guiding principles and scope sections of this charter.

Charge
The charge of the *Institutional Commitment Project Team* is to carry out the related recommendations generated from the 20-21 RJTF collective efforts. We adopted the [10-Point plan for addressing Anti-Blackness](#) and over this last year developed a set of recommendations. **EMP Alignment** Goal 4: (Professional Development) Implement Professional Development around Guided Pathways and equity framework; foster a culture of ongoing improvement. Goal 9: (Workplace/Employees) Expand workforce to support comprehensive college and develop/sustain excellent workplace culture. Objective 9.2: Develop systems and provide resources to preserve and foster a positive workplace culture for all constituent groups including full-time faculty, part-time faculty, classified professionals, student workers, and managers (support role aligned with DEI Committee lead)

Guiding Principles and Assumptions

For the 2021-2022 academic year, the RJTF adopted the University of Arizona's Campus Racial Climate Model to guide the creation of actions plans to implement the specific recommendations based on student feedback and research. The 6 recommendations under the *Institutional Commitment Project Team* rests in 4 of the 5 dimensions in the Racial Climate Model. This alignment is as follows:

University of Arizona's Campus Racial Climate Model

1. Historical Legacy of Inclusion/Exclusion **(Compile the history of Norco College for History and Legacy of Racism)**
   a. Resistance to Desegregation
   b. Mission
2. Compositional Diversity **(Audit hiring practices to ensure that we have equity-minded processes and structures in place to hire more Black/AA employees to close equity gaps)**
   a. Diverse Student Enrollments
   b. Diverse Faculty & Staff Hires
3. Psychological Dimension
   a. Perceptions of Racial/Ethnic Tension
   b. Perceptions of Discrimination
   c. Attitudes and Prejudice Reduction

4. Organizational/Structural Dimension **[Recommend the collection and accessibility of disaggregated data related to student experiences with district and campus police (referrals and outcomes) to assess equitable treatment of Black/AA students.]** **(Deploy trained Community Advocates or Ombudsmen to improve the College's response to student complaints)** **(Clarify and simplify the student grievance process** for complaints regarding discrimination, harassment, or retaliation.
   a. Definition(s) of Merit
   b. Admissions Practices
   c. Hiring Practices
   d. Tenure Practices
   e. Content of the Curriculum
   f. Budget Allocations
   g. Policies and Procedures
5. Behavior Dimension **(Provide ongoing Pro-Black professional development for all constituent groups at the college)**
   a. Social Interaction Across Race/Ethnicity
   b. Classroom Diversity
   c. Pedagogical Practices

Scope & Expected Deliverables

The *Institutional Commitment Project Team* will develop and implement an action plan related to the following six recommendations:

- Compile the history of Norco College for History and Legacy of Racism
- Audit hiring practices to ensure that we have equity-minded processes and structures in place to hire more Black/AA employees to close equity gaps.
- Recommend the collection and accessibility of disaggregated data related to student experiences with district and campus police (referrals and outcomes) to assess equitable treatment of Black/AA students.
- Deploy trained Community Advocates or Ombudsmen to improve the College's response to student complaints
- Clarify and simplify the student grievance process for complaints regarding discrimination, harassment, or retaliation.

Scope & Expected Deliverables

- Provide ongoing Pro-Black professional development for all constituent groups at the college

The project team will develop an action plan around the 6 recommendations and begin implementation. In late spring, the project team will provide a progress report and future recommendations. The scope of the action plan will span over a three year period.

Membership

In early fall, the project team will place a call for membership and select members to represent all the college's constituent groups. Project team members must complete at least one or more CORA courses made available by Norco College.

The recommended membership of 8-10 should include:

- 2-3 Faculty
- 2-3 Managers
- 2 Classified Professionals/Confidential
- 2 Students

Members sought in areas of expertise and interest in that include but not limited to student grievances/complaints, human resources, data analysis, or professional development.

Meeting Time/Pattern

The project team will meet the first and third Friday during the fall and spring semesters. The first Friday meetings will be held from 1:00 – 2:00 pm and the third Friday will be held from 1:00 to 2:30 pm. Project team members are encouraged to attend the RJTF meetings on the first Friday during the fall and spring semesters from 2:00 to 3:00 pm.

Roles of Chairs and Members

The Chair/Co-Chair(s) are accountable to the RJTF who in turn is accountable to the Student Support Council to ensure continuity of dialogue between governance tiers. Co-Chairs are responsible for preparing agenda and facilitating meetings of the Project Team based on best practices and guidelines for effective facilitation.

Members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the Project Team that can help to achieve the Project Team's charter deliverables to advance the strategic direction of the RJTF. Members are expected to actively attend and participate in all meetings, deliberations, and decision-making processes of the Project Team. While representing the perspectives of the constituency group to which they belong members are expected to engage in effective dialogue with their Project Team peers with the intention of finding consensus on all issues that come before the Project Team at the direction of the RJTF.

Roles of Chairs and Members
The Project Team is responsible for reporting the team's progress at the regularly scheduled RJTF meetings.

Meeting Procedures and Expectations

The Chair(s), and members of this governance entity will adhere to meeting and governance best practices as follows:
 	
• Ascribe to and practice established group norms:
   ▪ Be visible ▪ Open, honest conversation ▪ Listen to learn ▪ Share airtime ▪ Be present in the conversation ▪ Be open to new perspectives ▪ Establish level of confidentiality ▪ Call in culture ▪ Lean into discomfort and be brave ▪ No titles, no positions ▪
 	
Meeting agendas are issued in advance of meeting times. Meeting agendas are organized to achieve milestones established in the charter and prioritize actions pending, actions required, and problem solving to move the work of the group forward. Either minutes or notes are taken to record the groups progress OR a final summary report is to be submitted/posted.
 	
Members endeavor to:
 	
    • appropriately prepare for meetings based on the meeting agenda.
    • arrive promptly and stay for the duration of entire meetings.
    • participate in a problem-solving approach where the interests of all participants are considered in developing proposals and recommendations and, where appropriate, distinguish between constituency versus college-wide perspectives.
    • welcome all ideas, interests and objectives that are within the scope of the charter.
    • actively listen to engage in respectful and constructive dialogue.
    • work with a spirit of cooperation and compromise leading to authentic collaboration.
    • move forward once a consensus-based decision has been made.
    • continue to progress with the members who are present at each meeting.
    • follow through on tasks that are committed to outside of scheduled meetings.