

MEMORANDUM

TO: Diversity and Equity Action Committee

FROM: Sam Minner, Provost and Vice President for Academic Affairs

DATE: October 2011

SUBJECT: Committee Membership

I am writing to congratulate the following persons on their appointment or election to the Diversity and Equity Action Committee for the 2011-2012 academic year in accordance with Radford University's Internal Governance Document. Your interest in and commitment to Radford University by serving on this committee is very much appreciated.

Membership

		<u>Term</u>
Social Equity Officer (non-voting)	[vacant]	Permanent
Director of Human Resources	Ms. Joey Sword	Permanent
Admissions Representative	Ms. Opal Merchant	2010-2012
Director of Diversity and Inclusion	Mr. Adrian DeLoach	Permanent
Coordinator of Disability Resource Office	Ms. JoAnn Stephens-Forrest	Permanent
College Dean	Dr. Patricia Shoemaker	2011-2013
Teaching Faculty	Dr. Mary Atwell	2010-2012
Teaching Faculty	Dr. Beyoung Park	2010-2012
Staff Senate Representative	Ms. Tabitha Greear	2010-2012
Student	TBD	2011-2012
Student	TBD	2011-2012
Graduate Student	TBD	2011-2012

Committee Function:

Recommends and reviews policy and procedures concerning equity issues. Serves as advisory group to the President's Cabinet and the University's Equal Opportunity Official on diversity and equity issues. Develops and recommends strategies for recruitment and retention of under-represented groups (students, faculty, and staff). Develops and recommends strategies and reviews issues related to students, faculty and staff with disabilities. Proposed actions from this committee require the opportunity for comment from all the senates prior to submission of a final report to the President's Cabinet.

The Responsible Administrator listed below or his/her designee shall call the first meeting of the committee at which the committee will elect a chair. It is the responsibility of the chair to insure that minutes are recorded for each committee meeting. Those minutes and supporting documents shall be forwarded to the Responsible Administrator and copied to Dr. Rhett Herman for posting on the Faculty Senate website as soon as possible after each meeting.

Designated Administrator:

Social Equity Officer