

DRAFT #3: November 1

Proposed Report Outline and Timeline (TBA)

Report finalized: (TBA)

- I. **Charge**—done and on-going (edit if needed)
- II. **Task Force Members**—done/on-going (edit if needed)
- III. **Task Force Meetings**(list) with minutes in the appendix—ongoing and on web
- IV. **Executive Summary**
- V. **Introduction, History and Summary of Prior Documents and Current Initiatives**—mostly done
- VI. **Literature Review and Best Practices**-done
- VII. **Summary of Campus Engagement** -Pending
- VIII. **Recommendations** (see outline on next page)
- IX. **Appendix**---agendas, meeting minutes, engagement minutes—ongoing
- X. **Other**

Finalized by TF members: (date?)

Public Comment to recommendations complete by (date)

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Proposed Outline/List of Recommendations:

What are the questions we need to address in this TF and in the report?

1. Do we need a senior equity and inclusion position?

- a. If no, why not and what do we recommend?
- b. If yes, see list below.

2. Recommendations regarding:

- a. Title for position and organizational placement.
- b. Key Elements of the Job Description and qualifications.
- c. Staffing needs (i.e. administrative support, staff).
- d. Operational needs (budget for operations, training, celebrations, reports...).
- e. Space needs and recommendations regarding placement and alignment/co-location, if any.
- f. Supervisory responsibility/alignment of equity and inclusion programs or not? Title IX?
- g. Key desired outcomes, as well as priority activities within the first 2-3 years.
- h. Possible future initiatives (i.e. Climate Survey, Training, Diversity Plan monitoring, Celebrations, awards, etc.)
- i. Timeline for hiring and implementation of recommendations.
- j. Search suggestions (i.e. search firm, committee members)

3. Other ideas?