December 9, 2022

TO: Alison Book (academic rep), Ashley Hall (academic rep), Greg Gunderson (staff rep), Angela Lindley (academic rep), Natalie Newsom (instructor rep), Mariana da Silva Schneider (student rep), Elizabeth McCoy (standing HR rep)

FR: Susan Catron, Dean

RE: DEI Stakeholder Council

Thank you for submitting your nomination for CPE’s new DEI Stakeholder Council. After reviewing all of the candidate statements, the Cabinet has voted to fill all available stakeholder roles and we are ready to announce our inaugural cohort. I am pleased to inform you that you were selected.

As a reminder, the Council’s role is advisory to the CPE Dean and executive leadership, in the same way the Campus Council on DEI is advisory to UC Davis campus leadership. It is not a planning or working group, and focuses on the overall DEI mission of the campus and CPE’s distinctive context as the lifelong learning division of the campus. The Council represents a critical link between CPE leadership and its diverse stakeholder groups. The overarching responsibilities of the Council are to:

* Provide input on priorities and strategies;
* Provide input on how CPE can best leverage campus activities;
* Advise on stakeholder engagement in the implementation of the five goals;
* Monitor progress toward annual goals.

In the course of its deliberations, the Council may suggest workgroups, advise Goal Champions on stakeholder input or engagement, and recommend annual priorities. However, the Council members are not expected to take on assignments or implement initiatives. The anticipated time commitment is 5 meetings per year, including a kick-off meeting and in-depth quarterly meetings to review and discuss annual goals, plans and progress. Meeting time and preparation estimated at 15 hours annually. In this inaugural year, service will be 1-2 years for each team member, with the expectation that ½ of the membership rolls off each year. This will enable a balance between continuity and new perspectives.

The executive analyst in the Dean’s Office will staff the Council and the Cabinet, and is responsible for divisional communications related to activities and progress in consultation with the Council and Goal Champions.

The Dean’s Office staff will soon reach out to schedule a kick-off meeting in January to review CPE’s draft DEI plan, its accountability matrix, and current state of each goal. Please look for an email.

Thank you for taking on this important work. I am very excited to see this initiative advance to a new level!