

## **By-Laws of the HSS Committee Against Anti-Black Racism.**

### **I: Mission of the Committee:**

The charge of the **HSS Committee Against Anti-Black Racism (CAABR)** is to investigate and develop models for diversifying the HSS curriculum across different levels: advising courses; courses in the discipline; the structure of the major; and School-level courses/structures. The CAABR also advises and supports Departments in their efforts to implement curricular changes. Lastly, the CAABR works with the Liberal Learning Council to incorporate anti-racist and intersectional approaches into HSS' Liberal Learning courses.

### **II: Membership of the Committee.**

The Committee has between nine and eleven members, drawn from the academic departments of the School and the HSS Dean's office. One member is the HSS Dean or designee. The departments of Anthropology/Sociology, Criminology, English, History, Philosophy, Political Science, Psychology, and World Languages and Cultures will select one representative each to serve a three-year term. The departments of African American Studies and Women's and Gender and Sexuality Studies may or may not choose to send representatives with varying terms to Committee meetings, thereby at times increasing the total membership to 11. Representatives are chosen by the departments.

The department representatives will serve three-year terms. Representatives can serve a maximum of three consecutive terms (or nine years). Membership terms are staggered according to the cohorts defined below. Terms begin in the beginning of the Fall semester of the years listed in the bottom row.

Cohort one	Cohort two	Cohort three
Anthropology/Sociology	Criminology	Political Science
English	History	Philosophy
Psychology	World Languages & Cultures	
2023, 2026, 2029, 2032	2024, 2027, 2030, 2033	2025, 2028, 2031, 2034

Representatives must participate in committee meetings and serve on subcommittees as needed. Departments will provide an interim representative for a faculty member on leave (i.e. sabbatical,

family, etc.). Representatives will be removed from the committee if they accrue four absences from meetings during the academic year without excusal from the co-chairs. Departments have the authority to change their representative if needed, although the expectation is that representatives will serve the full three-year term.

The departments of African American Studies and Women, Gender, and Sexuality Studies play important roles in the committee's work even when they chose not to have a representative present at Committee meetings. This flexibility recognizes that these faculty members disproportionately contribute to College-wide policies and pedagogy regarding diversity and inclusion, and many have joint-appointments. All Committee recommendations will be sent to these two departments first for testimony before being shared with the broader campus community according to the shared governance guidelines in the governance document.

### Question

### **III: Officers of the Committee.**

The Committee is led by two Co-chairs and a vice-chair. One co-chair is the HSS Dean or designee, who is a member of the Dean's staff chosen by the Dean. The faculty co-chair and vice-chair are chosen by a consensus or majority vote of Committee members. The vice-chair should be in their second year of a three year term on the Committee, and graduate into the co-chair position during their third year.

The vice-chair is responsible for drafting minutes each meeting and presenting them for approval in the next meeting. The Dean or designee is responsible for ensuring that approved minutes are posted to the website in a timely manner.

The two co-chairs call for meetings, draft an agenda, moderate meetings, and ensure documentation is made public. Meetings are to be held according to the schedule outlined below. The faculty co-chair will circulate to all members a draft agenda and copies of the previous meeting's minutes at least three working days before the meeting. The Dean or designee is responsible that approved meeting minutes and other documentation that the Committee chooses to release is made public. The two co-chairs cooperate to moderate meetings, form subcommittees, and otherwise assign work to representatives.

### **IV: Meetings:**

The Committee will meet at least once a month on the second Wednesday of the month or whichever Wednesday department meetings fall on. The committee co-chairs have the option of scheduling a second meeting of the month. The Committee meets in the morning to avoid conflicts with the College-wide meeting grid; the nature of the Committee's work draws faculty

members who are in high-demand for College-wide meetings and often hold joint appointments. Additionally, members are expected to work with and meet as subcommittees as needed.

Minutes will be kept of the Committee's deliberations and distributed to the members as well as posted on a publicly accessible website. The minutes shall list the names of all Committee members present and absent as well as list invitees attending.

The Committee strives for consensus but in the event this can not be achieved, motions can be passed by a simple majority vote of those present. All representatives with the exception of the Dean or designee have one vote each. Any motion made will be subject to vote at the next scheduled meeting, which can be two weeks later at the soonest. Six faculty representatives constitute a quorum. The minutes shall reflect the numerical vote totals but will not identify departments or faculty members.

### **V: Subcommittees:**

Subcommittees will be formed at the start of each academic year to carry out detailed work of CAABR in between full committee meetings. Formation of the subcommittees includes choosing their members, work agenda, and expectations how often to report work to the whole committee.

Each subcommittee will elect a chairperson and schedule subcommittee meetings. Subcommittees do not have to record minutes but their reports to the whole Committee will be included in the minutes.

### **VI: Documentation of the Committees' work**

Documenting the Committee's work helps onboard new members, promotes transparency, accountability, and shares the work of the group with the broader campus community. All germane material produced and approved by the Committee, including but not limited to meeting minutes, best practice guides, sample syllabi, and end of year subcommittee reports will be posted on its website in a timely manner. End of year subcommittee reports will be completed by each subcommittee documenting their activities and plans for the future. This summary may include data collected and the results of any evaluations completed. Every 5th year the Committee will undertake a more thorough review and assessment of its work, with the specific purpose of examining whether the goals of the Committee are being met.

The Vice Chair (or designee) will be responsible for ensuring the website is updated, with assistance from the Humanities and Sciences Graduate Assistant or another delegated administration support party. Internal documents will be maintained on a shared Google drive. The Chair will ensure each member has editor level access to this share drive. Working

documents will be placed on this share drive, organized by academic year and further categorized by subcommittee or priority area.

Responsible parties for completing this plan may reside outside the Committee's membership, for example, governance committees.

## **VII: Amending the Bylaws**

The Committee may amend these by-laws by a two-thirds vote of its total members. Proposed amendments must be distributed in writing to the Committee members at least two weeks before the meeting where the amendments will be discussed and voted on.

Approved April 28, 2023