

# CODRE

Commission on Diversity and  
Racial Equality



**New Member Handbook  
2012-2013**

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# A Welcome Message from the Chair

Dear New Commissioner:

Congratulations on your appointment to the President's Commission on Diversity and Racial Equality (CODRE)! Your involvement with this wonderful group of individuals will ensure that the Commission's work will continue making positive changes at the University.

Some of the accomplishments for the 2011-2012 Commission on Diversity and Racial Equality include:

- The Chair of the Faculty Concerns committee will be a representative at Faculty Senate meetings and report on CODRE activity;
- The Diversity Study has been completed—CODRE will get a full report at their August meeting;
- A Communications Committee was created and is being chaired by Shelia Marable;
- CODRE has held their second new member orientation and published its first handbook for new members;
- The Diversity Programming Committee has revised and implemented new procedures for requesting funding;
- The National Panhellenic Council (Black Greeks) now has a campus coordinator.

As a new member to the Commission, we hope that the materials available in this handbook and on our website are helpful. New members are expected to select and work on a CODRE committee that most interests you to assist in furthering the planned goals for the upcoming year.

Please do not hesitate to contact anyone on the executive committee with questions or concerns.

Sincerely,

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VPSA-Career Development Center  
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Louisville, Kentucky 40292  
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# President's Charge

*The Commission on Diversity and Racial Equality (CODRE) was established in 1998 when UofL President, John W. Shumaker, gave CODRE the charge:*

1. To serve as the President's Chief Policy Advisor on issues of Diversity at UofL.
2. To monitor and assess unit actions to develop and implement plans to enhance campus diversity, and to report to the President periodically on the progress of the units in implementing their action plans
3. To recommend to the President:
  - New or revised initiatives that should be undertaken to make the University more welcoming and supportive of persons of color;
  - Strategic and tactical actions that the CODRE and the Commission on the Status of Women (COSW) can carry out to improve the learning and working environments at UofL;
  - New initiatives to support crucial dialog and effort to promote cultural values and diverse perspectives that characterize America and must be reflected in our University; and
  - Success as a preeminent metropolitan research university.
4. To recommend specific and annual funding strategies to achieve the annual objectives of the Board of Trustees and Board of Directors of the U of L Foundation as they relate to issues of diversity.
5. To serve as consultant to members of the President's Staff, Executive Cabinet, and individual units that seek assistance with implementing action plans on diversity, particularly environmental changes.
6. Serve as the Campus Environment Team.
7. Support and/or develop diversity programming that will help improve campus climate and augment student learning.
8. Respond rapidly to diversity issues.

# **CODRE**

## **Committee Goals**

### **CAMPUS ENVIRONMENT TEAM**

Currently, the main goal for the Campus Environment is to complete the diversity study this year.

### **COMMUNICATIONS**

Restructure the new member handbook and update the CODRE website so that it is more user-friendly to all populations. Implement the use of Facebook and Twitter for CODRE communications.

### **DIVERSITY PROGRAMMING**

Update Diversity Programming Application Form, website, and bylaws as they pertain to the Diversity Programming Committee

### **FACULTY CONCERNS**

The main goal for the Faculty Concerns Committee will be to develop a "Guidelines Brochure" for department chairs and faculty search committee chairs in various departments to assist and provide them guidance to effectively reach and recruit qualified under-represented minorities for faculty positions.

Other goals are as follows:

1. Administer the CODRE/Office of Research Diversity Grant for Undergraduate Students. These grants will focus on support of U of L undergraduate students research that targets populations which are focus of the commission – diverse, under-represented and/or vulnerable populations.

[louisville.edu/codre/new-research-funding-opportunities](http://louisville.edu/codre/new-research-funding-opportunities)

2. Administer the CODRE/Office of Research Diversity Grant for Minority Undergraduate Students conducting Research in the areas of Science, Technology, Engineering or Math.
3. Administer the CODRE/Graduate School Diversity Grant for Graduate Students. These grants will focus on support of U of L graduate student research that targets populations which are focus of the commission – diverse, under-represented and/or vulnerable populations.

### **STAFF CONCERNS**

Develop and maintain a list of resources of professional associations, organizations, and personal contacts to assist units desiring to advertise staff positions for purpose of increasing diversity applicant pools.

Review results of Staff Survey when available and address items of interest for diverse staff populations.

## **STUDENT ENGAGEMENT**

To introduce the existence and special efforts of CODRE and the SEC to all undergraduate student groups on roster through a series of meetings with RSO presidents and selected student communication platforms 2. to recruit 48 (20%) of the student groups who elect to partner closely with our committee for the purposes of sharing concerns and information regarding diversity and climate issues from their perspective

## CODRE Committees 2012-2013

CODRE Executive Committee					
	Last Name	First Name	Phone Numbers		Status
			Office	Cell	
	Brown, <b>Chair</b>	James	852-3938		Chair
	Clark	Phyllis	852-0228		
	Cox	Fannie	852-2705		
	Dix	Nannette	852-4814		
	Marable	Shelia	852-7938		
	Mohsen	J. P.	852-4596		
	Sharp	Charles	852-7565		Vice Chair
	Taylor-Archer	Mordean	852-5719		Ex-Officio

<b>Campus Environment Team Members</b>				
	<b>Last Name</b>	<b>First Name</b>	<b>Department</b>	<b>Status</b>
	Taylor-Archer, <b>Chair</b>	Mordean	Office of the Vice Provost	
	Anthony	Michael	Dir. Cultural Center	
	Belak	Tony	Univ. Ombudsman	
	Buford	Brian	Dir. LGBT Services	
	Hart	Brenda	Student Grievance Officer	
	Jones	Faye	SOMed (HSC Div. Council)	
	Kidd	Connie	Staff Grievance Officer	
	Larue	Sharon	PEACC	
	Owen	David	Rep. (A&S and CODRE)	
	Simpson	David	Faculty Grievance Officer	
	Singer	Terry	Kent Sch/ Rep. Dean's Council	
	Walsh	Susi	Sch. Public Health (HSC Stf)	

<b>Communication Committee</b>				
	<b>Last Name</b>	<b>First Name</b>	<b>Phone Number</b>	<b>Status</b>
	Marable, <b>Chair</b>	Shelia	852-7938	
	Moore	Georgette	852-2029	

<b>Diversity Programming Committee</b>				
	<b>Last Name</b>	<b>First Name</b>	<b>Phone Number</b>	<b>Status</b>
	Anthony	Michael	852-0229	Ex-Officio
	Carew	Joy	852-7523	Ex-Officio
	Clayton	Dewey	852-8969	
	Cox, <b>Chair</b>	Fannie	852-2705	
	Mohsen	J. P.	852-4596	
	Sharp	Charles	852-7565	

Faculty Concerns				
	Last Name	First Name	Phone Number	Status
	Carew	Joy	852-7523	Ex-Officio
	Clayton	Dewey	852-8969	
	Mohsen, <b>Chair</b>	J. P.	852-5371	
	Taylor-Archer	Mordean	852-5719	Ex-Officio

Staff Concerns				
	Last Name	First Name	Phone Number	Status
	Barr	Nancy	852-6472	
	Dix	Nannette	852-4814	
	Patus	Cathy	852-3162	
	Soder	Paula	852-7909	

Student Engagement				
	Last Name	First Name	Phone Number	Status
	Anthony	Michael		Ex-Officio
	Bridgeman	Vicki	852-2319	
	Brown	James	852-6701	
	Clark, <b>Chair</b>	Phyllis	852-0228	
	Howe	George	852-7467	Non-CODRE
	Wallace	Sherri	852-4432	Non-CODRE

#### Ad hoc Committees

Bylaws Committee				
	Last Name	First Name	Phone Number	Status
	Barr	Nancy	852-6472	
	Patus	Cathy	852-6938	

Student Research Grants and Grant Proposals				
	Last Name	First Name	Phone Number	Status

Last Update 07/25/12



# Committee Descriptions

## **Campus Environment Team**

**Chair: Dr. Mordean Taylor-Archer – Office of the Provost (852-5719)**

**[motaylo1@louisville.edu](mailto:motaylo1@louisville.edu)**



The Campus Environment Team monitor's the university's provision of a safe and secure environment for all members of the campus community and will play active role in maintaining this environment through direct participation in programs and services.

The Campus Environment Team for the University (in collaboration with the Office of the Vice Provost for Diversity and International Affairs) and will advise the University President, relevant internal organizational structures and the Council on Post-secondary Education (CPE) by gathering information on diversity, campus climate and environmental issues from UofL faculty, staff and students; CODRE will be instrumental in the internal and external dissemination of information on the campus climate and environment with regards to diversity issues; and the monitoring of campus climate and diversity issues.

## **Communications Committee**

**Chair: Shelia A. Marable – Information Technology (852-7932)**

**[samara01@louisville.edu](mailto:samara01@louisville.edu)**

The Communications committee will be a standing committee and will be responsible for the dissemination and publication of CODRE information to membership and the university community. Items the committee will develop and maintain can include the following:

- website and calendar
- annual goals and report of accomplishments
- nomination and new membership information
- meetings, elections and regular business
- Commission sponsorships and events



The Communications Committee convenes one hour monthly in addition to attending the monthly general meetings.

## **Diversity Programming Committee**

**Chair: Associate Professor Fannie Cox – University Libraries (852-2705)**

**[fmcox001@louisville.edu](mailto:fmcox001@louisville.edu)**



The Diversity Programming Committee is responsible for identifying and supporting programming for students, staff and faculty in collaboration with the community that supports an inclusive multicultural learning environment. The Diversity Programming Committee promotes diversity as a multi-faceted endeavor, and as such, the Diversity Committee may collaborate with other *commission/* university committees to accomplish their tasks (e.g. student concerns committee, community organizations etc.). This Committees initiatives support multicultural education; instructional diversity development; and programmatic efforts that enhance and strengthen student's educational experiences and supports diversity and social justice.

A subcommittee of Diversity Programming is the President's Exemplary Multicultural Teaching Award. The intent of the award is to honor multicultural teaching, through the utilization of teaching styles, culturally pluralistic and socially constructed ideals, course content and processes incorporating multicultural and global perspectives, and scholarship.

Diversity Programming meets once monthly in addition to attending the general CODRE meetings on the 2<sup>nd</sup> Friday in each month.

## **Faculty Concerns Committee**

**Chair: Dr. J. P. Mohsen – Civil & Environmental Engineering (852-4596)**

**[jpmohs01@louisville.edu](mailto:jpmohs01@louisville.edu)**

The Faculty Concerns charge involves the following: representation, i.e., increasing the number of faculty of color as well as other underrepresented populations; 2) Faculty satisfaction and retention as it relates to faculty of color; 3) Support faculty satisfaction and retention for other diverse populations (related to gender/identity, language, disability etc.).



This committee meets one hour monthly in addition to attending the monthly general meeting.

## **Staff Concerns Committee**

**Chair: Nannette B. Dix – College of Business Accountancy**

**[nbdix001@louisville.edu](mailto:nbdix001@louisville.edu)**



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The Staff Concerns committee gathers and disseminates concerns and information from UofL staff regarding diversity and climate issues, i.e., retention, employment, recruitment and promotion etc. This committee works collaboratively with UofL Human Resources to enhance the development and implementation of affirmative action and diversity plans and to develop strategies that affect underutilization and staff of

color and other under-represented populations. Staff Concerns works collaboratively with Human Resources to enhance the work life of diverse staff members (social, economic, and professional diversity considerations in addition to gender/identity, language, disability etc).

Members should convene monthly as well as attend monthly general meetings.

### **Student Engagement Committee (SEC)**

**Chair: Phyllis Clark – Cultural Center (852-0228)**

**[plclaro2@louisville.edu](mailto:plclaro2@louisville.edu)**

TEAM SEC has been restructured and is now poised to assist the first **48 registered student organizations in good standing** that would like to have a personal connection to a governing body that reports directly to the President of your university. Student issues are OUR issues. This team comprised of UofL staff stands ready to hear and attend to our student's thoughts, questions, needs and whatever necessary under the scope of our work.



Major goal of Team SEC is to:

- **introduce the existence and special efforts of CODRE and the Student Engagement Committee to all undergraduate student groups on roster through a series of meetings with the RSO presidents and other communication platforms;**
- Rethinking how to make the best connection with the RSO leaders;

Team SEC meets monthly with student groups in addition to attending general monthly meetings of the full Commission.

# CODRE Bylaws



University of Louisville  
Commission on Diversity and Racial Equality (CODRE)

## **ARTICLE I. NAME.**

The name of this Commission shall be the Commission on Diversity and Racial Equality ("CODRE" or the "*Commission*").

## **ARTICLE II. PURPOSE.**

*The Commission* is a Presidential advisory group composed of faculty, staff, administrators, and students from different racial/ethnic, social statuses, genders, sexual orientations, abilities and religions that reflect the diversity within the university community.

The purpose of CODRE is to serve and advise the University President as the primary policy advisor on issues of diversity and racial equality at the University of Louisville. These issues include, but are not limited to: recruitment, retention, and promotion of faculty, professional and administrative staff, and university staff of color; group based inequalities and inequities; the academic success of students of color (retention, curricular concerns, and Campus Environment Team); and addressing oppression; specifically, sexist and racist conduct that impedes the educational mission of the university; and the development of strategies and practices that support "education that is multicultural."

CODRE will serve as the Campus Environment Team for the University of Louisville. CODRE will 1) advise the University President, the Council on Post-secondary Education (CPE) and relevant organizations by gathering information on diversity, campus climate and environmental issues from UofL faculty, staff and students; 2) provide the internal and external dissemination of information on the campus climate and environment with regards to diversity issues; and 3) monitor campus climate and diversity issues.

CODRE will monitor and assess university unit actions to develop and implement plans which enhance and promote inclusion, equity, and campus diversity. Specific unit actions in the areas of affirmative action and gender pay equity will be monitored as well as any other unit actions that relate to the enhancement of campus diversity. CODRE will report periodically on the progress in these and related areas, and will evaluate them and recommend appropriate courses of action to the University President, Board of Trustees and

other concerned university officers.

CODRE will develop and implement collaborative initiatives focused on students, faculty and staff in support of an inclusive educational environment.

CODRE will recommend strategies, policies, and practices for new, revised, and modified initiatives to the University President to make the university an inclusive environment for under-represented groups with a history of discrimination; to improve the working environment for peoples of color and members of other diverse groups; to develop dialogues across campus constituencies (faculty, staff, students, and community) to promote acceptance of and a common commitment to diverse perspectives; and to attain acknowledgment as a preeminent metropolitan research university.

### **ARTICLE III. MEMBERSHIP.**

The CODRE, is a Presidential advisory group composed of faculty, staff, administrators, and students that reflect the diversity within the university community. The University President will appoint members of the Commission and the Chairperson of CODRE. All terms of membership shall be from July 1<sup>st</sup> to June 30<sup>th</sup> of the fiscal year.

#### **Section 1. Active members.**

Active voting members shall be faculty, staff, and administrators, who shall serve two year terms and students who will serve annual terms. Active members shall be representative of the diversity of the university and the campuses which comprise the university. Exceptions to 2 year terms are in the cases when a new member is completing the unexpired term of another member. Active members will constitute the majority (not less than 15) and the voting members of the commission.

Section 2. **Ex Officio members.** If an ex-officio member is appointed by the President as an active member, another person from that unit (selected by the unit head) may serve as an ex-officio member.

Individuals serving in the following University positions are designated as Ex-officio: Director of International Center; Disability Resource Center Director; Chair, the Commission on the Status of Women (COSW); Director LGBT Services; Vice Provost for Diversity and International Affairs; Representative from the College of Arts & Sciences; Associate Vice President Human Resources; Cultural Center Director, Student Organization, Chair, Black Faculty and Staff Association, Chair, Faculty and Staff for Human Rights and Vice President of Athletics.

Ex officio members may designate a member of their staff to attend CODRE meetings. Ex-Officio members (or their designees) shall serve on standing committees aligned with their

organizational area of focus to support the work of the *Commission*.

### Section 3. **Associate members.**

Appointments of associate members shall be determined by the full *Commission*. Associate members are faculty, staff, administrators and students who may serve CODRE or one of its standing committees and/or ad hoc committees for a specific project, issue or time period, at the request of the standing committee, the Executive Committee, or the Chair of the Commission.

### Section 4. **Quorum and Adjournments**

Meetings with 51% of the voting membership shall be necessary and sufficient to constitute a quorum for the transaction of business.

### Section 5. **Resignations and Removal**

RESIGNATION- any CODRE member may resign from *the* CODRE at any time by giving written notice to the Chair of CODRE. Resignation shall take effect upon receipt of letter by the Chair of CODRE. Acceptance of resignation shall not be necessary to make it effective.

When a Commission member's resignation has been received by the Chair of CODRE, a replacement for said Commission member shall be requested by the Chair of CODRE to the University President. The Chair of CODRE shall submit a list of five individual names for the University President to consider for the replacement. More than six (6) vacancies without designated replacements shall constitute the absence of a quorum for the transaction of business.

REMOVAL-any member may be removed from *the Commission* for malfeasance for conduct detrimental to the interests of *the Commission* or for refusal to render ongoing involvement or participation in carrying out the mission, goals and work of *the Commission*.

## ARTICLE IV. **MEETINGS.**

### Section 1. **Time of the Meetings**

There shall be at least one meeting held monthly on or near the campus of the University of Louisville, the time to be determined by the Executive Board of *the Commission*.

Executive Committee meetings are held within the same week of scheduled monthly CODRE meetings.

### Section 2. **Special Meetings**

Special meetings of the full *Commission* may be called by the Chair of CODRE as deemed necessary.

### Section 3. **Attendance**

*Commission members* have a duty to their constituent group(s) to attend *Commission meetings* of CODRE, its Executive and standing committees of which they are members. After three successive absences by a *member*, the Chair shall remind the *member* of the Commissioner's obligation to attend and participate in meetings.

If the *Commission member's* absences continue, the Chair shall ask the *Commission member* to reconsider his/her appointment and may ask for his/her resignation after meeting with Executive Committee.

A record of attendance shall be maintained in the minutes of all CODRE and subcommittee meetings. *Commission members* unable to attend the established attendance policies found in these Bylaw will be requested in writing by the Chair of CODRE and approved by the Executive Committee of CODRE to resign so that the work of the *Commission* may advance based upon "value added attendance" and performance.

## **ARTICLE V. OFFICERS.**

The officers of CODRE shall be the Chair and Vice Chair of the Commission and the members of the Executive Committee.

### Section 1. **Chair.**

The Chair of CODRE shall be appointed by the President and serve as an ex officio member of the President's staff and the Executive Cabinet. The Chair of CODRE shall serve for a maximum of two consecutive two-year terms.

The Chair of CODRE shall preside over the monthly meetings of *the* full Commission and Executive Committee. The Chair may appoint any ad hoc committees necessary for the functioning of the Commission.

### Section 2. **Vice Chair.**

The Vice-Chair of CODRE shall be elected by the full commission. The Vice-Chair of CODRE shall serve a two year term.

## **ARTICLE VI. EXECUTIVE COMMITTEE.**

The Executive Committee shall be comprised of the Chair and Vice Chair of CODRE, Vice Provost for Diversity and International Affairs, Chairs of the standing committees, and one at-large member.

Section 1. The Chair of CODRE shall serve as chair of the Executive Committee. In the absence of the Chair, the Vice Chair of CODRE shall preside and chair *the Commission*.

Section 2. The Vice Provost for Diversity and International Affairs and the Representative of the College of Arts & Sciences or designee (both ex-officio) serve as resources to CODRE and serve on the Executive Committee.

Section 3. One At-large member is elected to the Executive Committee by *the full Commission*.

## **ARTICLE VII. BUDGET**

Annually a financial budget shall be established to support the administration, programs and activities of the Commission. The Chair of CODRE shall receive release time and/or compensation for assuming the appointment. The Vice Chair of CODRE shall also receive release time and/or compensation for assuming the appointment.

## **ARTICLE VIII. CODRE COMMITTEES**

### **Section 1. Standing Committees.**

There shall be five (5) standing committees to address specific constituency issues. The standing committees shall be the Faculty Concerns committee, Staff Concerns committee, Student Concerns, Diversity Programming committee and Campus Environment Team committee.

### **A. Faculty Concerns**

1. Faculty representation, i.e., increasing the number of faculty of color;

2. Faculty satisfaction and retention as it relates to faculty of color;

3. Support faculty satisfaction and retention for other diverse populations (related to gender/identity, language, disability etc.).



## **B. Staff Concerns**

1. Gather and disseminate concerns and information from UofL staff regarding diversity and climate issues, i.e., retention, employment, recruitment and promotion etc.
2. Work collaboratively with UofL Human Resources to enhance the development and implementation of affirmative action and diversity plans and to develop strategies that affect underutilization and under-representation of staff of color.
3. Work collaboratively with Human Resources to enhance the work life of diverse staff members (social, economic, and professional diversity considerations in addition to gender/identity, language, disability etc)

## **C. Student Concerns**

1. Gather and disseminate concerns and information from UofL students regarding diversity and climate issues, i.e., retention, graduation, academic and student life, etc.
2. Work collaboratively with UofL Student Affairs and academic units to enhance the development and implementation of affirmative action and/or diversity plans which enhance student development and life; promote the development of cultural pluralism and leadership, work to develop strategies that affect underutilization and under-representation of students of color as developing role models for the UofL student community.
3. Work collaboratively with UofL Student Affairs and academic units to enhance student life for other diverse student populations (e.g. gender/identity, disability, language, multi-cultural variations).
4. CODRE will also collaborate with students and student related organizations to provide support for student initiatives that reflect an inclusive educational environment.

## **D. Campus Environment Team**

1. CODRE is to serve as a component of the Campus Environment Team for the University (in collaboration with the Office of the Vice Provost for Diversity and International Affairs) and will advise the University President, relevant internal organizational structures and the Council on Post-secondary Education (CPE) by gathering information on diversity, campus climate and environmental issues from UofL faculty, staff and students; CODRE will be instrumental in the internal and external dissemination of information on the campus climate and environment with regards to diversity issues; and the monitoring of campus climate and diversity issues.

2. Campus Environment Team through developed strategies facilitate discussions with a variety of university related entities in an effort to gather information from the University community on the campus climate and environment as it relates to diversity and campus climate issues.

3. Chair of the Campus Environment Team shall be jointly held by the Vice Provost for Diversity and International Affairs and a CODRE member.

#### **E. Diversity Programming Committee**

1. The Diversity Programming Committee shall be a committee of the Commission which holds responsibility for identification and support of programming for staff and faculty in collaboration with the community that supports an inclusive multicultural learning environment.

2. The Diversity Programming Committee as a committee is collaborative in nature; promotes diversity as a multi-faceted endeavor, and as such, the Diversity Committee may collaborate with other *commission/* university committees to accomplish their tasks (e.g. student concerns committee, community organizations etc.).

3. The Diversity Programming Committee initiatives support multicultural education; instructional diversity development; and programmatic efforts that enhance and strengthen student's educational experiences and supports diversity and social justice.

F. All Chairs for the identified Standing Committees shall be active members of the *Commission* (with the exception of the Campus Environment Team). Standing Committee Chairs may be appointed by CODRE for 2 - two year terms.

#### **Section 2. ad Hoc Committees.**

The Chair of CODRE and/or the Executive Committee may establish ad Hoc committees to address issues as deemed necessary and appropriate; and to accomplish specific administrative tasks including but not limited to the following:

- A. Budget
- B. Research and Assessment
- C. Bylaws and Amendments

These ad Hoc committees may include active, ex-officio and /or associate members to accomplish the assign task.

## **ARTICLE IX.        SELECTION OF CHAIR.**

Selection of a new Chair shall be initiated by the Commission. This selection will be accomplished through a nominating and voting process conducted by the *Commission*. During the year of completion of a Chair's term, the full body of the Commission shall nominate three (3) candidates, who have served at least one year on the Commission from the current membership of the Commission. The names of the three elected candidates shall be forwarded to the University President, for the selection of the Chair of CODRE for the upcoming term.

## **ARTICLE X. COLLABORATIVE WORKING RELATIONSHIPS.**

The nature of the mission of *the Commission* sets-forth 5 major collaborative working relationships: (1) The University President and Executive Cabinet, (2) The Commission on the Status of Women (COSW), (3) The Cultural Center, (4) Vice Provost for Diversity and International Affairs and (5) the Office of Human Resources. *The Commission's* mission also sets-forth the maintenance of an advisory and consultant relationship with the UofL Board of Trustees, university academic units, service units and agencies.

The areas for shared developmental working relationships, with allies and collaborative partners, are: campus climate, inclusion, academic and social integration for students, equity for faculty and staff, research and statistical data, and development of strategic planning initiatives by related to multiculturalism, diversity and an inclusive environment by the *Commission*.

### **Section 1. The University President and Executive Cabinet**

*The Commission*, as a presidential advisory commission, has the authority to monitor, assess and evaluate university-wide and unit level strategic diversity planning initiatives and to make appropriate recommendations in support of an inclusive educational environment.

**Section 2. The Commission on the Status of Women (COSW)** and *the Commission* have a unique relationship as collaborative allies with a shared vision that supports, promotes, celebrates, values and recognizes the intersectional nature of race, gender/identity/orientation, and class.

**Section 3. The Cultural Center** which is a central component in the support of diverse students and university wide multicultural efforts, provides support for an inclusive educational environment for students of color in addition to other diverse student groups. The Center will collaborate with the *Commission* toward development of new multicultural strategies, opportunities and initiatives in support of educational growth and development.

**Section 4. The Vice Provost for Diversity and International Affairs** has a collaborative relationship with *the Commission* based upon the individual responsibilities as advisor to the University President on affirmative action issues and the Kentucky Plan. The Vice Provost also collaborates with the *Commission* to provide research and statistical data relevant to university diversity status and campus climate as they relate to students, staff and faculty.

Section 5. The Office of Human Resources has a collaborative relationship with the *Commission* in its efforts to provide an inclusive, opportunity conducive environment for staff who experience a variety of socio-economic contexts in addition to diversity related to gender/identity/orientation, disability, culture and language.

**ARTICLE XI. AMENDMENT OF BYLAWS.**

These Bylaws can be amended only by *the full Commission*, at any regularly scheduled meeting, provided that the amendment has been submitted in writing; to the *Executive Committee* for review, and upon its recommendation has been forwarded to the full Commission. The proposed Bylaw amendment shall be submitted to the full Commission at a regularly scheduled meeting prior to the meeting at which the vote is scheduled. Approval shall require an affirmative vote of a majority of the active membership of the full Commission.

Last Updated 10/21/11

**University of Louisville**  
**COMMISSION ON DIVERSITY & RACIAL EQUALITY (CODRE)**  
**DIVERSITY PROGRAMMATIC INITIATIVES**  
**APPLICATION FOR FUNDS** (rev.1/2012)

All members of the university community are eligible to apply for funds. Application for funds should be received no **later than 60 days prior to the event for which funding is sought**. No funding requests will be approved after March 30<sup>th</sup> of said academic year. Intra-university transmittals must be requested within 15 calendars days of the notice of funding approval from the Office of the Commissions. Funding requests are limited to **\$850.00** per request.

Indicate the purpose of the request. Place an "X" beside all that apply.

<b>Collaborative efforts with units offering diversity training and development</b>	
<b>Instructional diversity workshops/events</b>	
<b>Diversity Event On Campus</b>	
<b>Diversity Event Off Campus</b>	

Preference will be given to those requests that clearly enhance the understanding and appreciation of diversity within the university community.

**AMOUNT REQUESTED:** \_\_\_\_\_

**APPLICANT**

Name (Print) \_\_\_\_\_

Organization \_\_\_\_\_ Organization Position \_\_\_\_\_

Unit \_\_\_\_\_ Campus \_\_\_\_\_

Student \_\_\_\_\_ Staff \_\_\_\_\_ Faculty \_\_\_\_\_ Other (Specify) \_\_\_\_\_

Telephone \_\_\_\_\_ Cell phone \_\_\_\_\_ E-mail address \_\_\_\_\_

**RSO ADVISOR INFORMATION:** RSO Advisor approved: \_\_\_\_\_ YES \_\_\_\_\_ NO

Name RSO Advisor (Print) \_\_\_\_\_ Department \_\_\_\_\_

Telephone \_\_\_\_\_ Cell phone \_\_\_\_\_ E-mail address \_\_\_\_\_

Name RSO Advisor (Signature) \_\_\_\_\_

**PROGRAM**

**Program Name** \_\_\_\_\_

**Program Date** \_\_\_\_\_

**Program Location** \_\_\_\_\_

**Annual Program** \_\_\_\_\_ YES \_\_\_\_\_ NO

**Is there a CHARGE for Program** \_\_\_\_\_ YES \_\_\_\_\_ NO

**If YES, How much** \_\_\_\_\_

**UNIT SPEED TYPE\*** \_\_\_\_\_ **RSO FEDERAL ID NUMBER\*** \_\_\_\_\_

Have you received funding from CODRE/Diversity Programming Committee in the past? \_\_\_\_ YES \_\_\_\_ NO

If YES, \_\_\_\_\_ Date of Funding \_\_\_\_\_ Amount of Funding \_\_\_\_\_ Co-sponsors

Program Funded \_\_\_\_\_

**BUDGET**

<u>Other Funding Request Sources</u>	<u>Amount Requested</u>	<u>Funds Approved (Yes or No)</u>
1.		
2.		
3.		
4.		
5.		

## **REQUIRED ATTACHMENTS**

### **1. ITEMIZED BUDGET STATEMENT \***

Attach a line-item budget that shows summary categories of expenditures for the event, i.e., publicity, food, facility rental, security, supplies, speaker fees, etc.; and indicate how the requested funds will be expended. The original receipts are due immediately after the event.

### **2. PROGRAM DESCRIPTION (ONLY 1 PAGE PLEASE.)\***

Provide a complete description of the planned programmatic initiative to include, but not limited to, the following:

- Goals of program
- Expected outcomes and measurements
- Use of outcomes
- Description of participants/targeted audience
- The impact on the university community and/or campus climate
- Presentation/written summary for conference funding participants to the University (where it applies)

### **3. PUBLICITY\***

*The Diversity Programming committee of CODRE does **require** its name, Commission on Diversity and Racial Equality (CODRE) to be listed as a co-sponsor of this program on all publicity.*

Attach examples of publicity materials (e.g. flyer, poster, invitations, announcement etc.).

### **4. ENHANCEMENT/ADDED VALUE\***

Provide a description (3-4 paragraphs) on how this programmatic endeavor will enhance/add value to the UofL campus climate and what steps that will be taken to accomplish this endeavor, including examples of how your programmatic endeavor will be evaluated (program assessment instrument) to indicate the *value added* aspects of the programmatic endeavor for the University community.

### **5. PROGRAM EVALUATION**

Provide a descriptive evaluation of outcomes. It should include examples of how your program added value to the University community. A program evaluation is due in seven days that is five (5) business days after the conclusion of your program, failure to provide an evaluation will prohibit future funding.

**\*NOTE:** Please provide all requested information to insure complete consideration of your program. The Diversity Programming Committee of CODRE reserves the right to deny any request that does not meet the guidelines or support programming committee goals and/or university diversity plans.

**\* Applications will not be reviewed without this data\***

Submit completed application to: Ms. Fannie. M. Cox, [fannie.cox@louisville.edu](mailto:fannie.cox@louisville.edu) or 852-2705 Chair, Diversity Programming Committee of CODRE, Administrative Annex.

RECEIVED:

# **CODRE**

## **Committee Goals**

### **CAMPUS ENVIRONMENT TEAM**

Currently, the main goal for the Campus Environment is to complete the diversity study this year.

### **COMMUNICATIONS**

Restructure the new member handbook and update the CODRE website so that it is more user-friendly to all populations. Implement the use of Facebook and Twitter for CODRE communications.

### **DIVERSITY PROGRAMMING**

Update Diversity Programming Application Form, website, and bylaws as they pertain to the Diversity Programming Committee

### **FACULTY CONCERNS**

The main goal for the Faculty Concerns Committee will be to develop a "Guidelines Brochure" for department chairs and faculty search committee chairs in various departments to assist and provide them guidance to effectively reach and recruit qualified under-represented minorities for faculty positions.

Other goals are as follows:

1. Administer the CODRE/Office of Research Diversity Grant for Undergraduate Students. These grants will focus on support of U of L undergraduate students research that targets populations which are focus of the commission – diverse, under-represented and/or vulnerable populations.

[louisville.edu/codre/new-research-funding-opportunities](http://louisville.edu/codre/new-research-funding-opportunities)

2. Administer the CODRE/Office of Research Diversity Grant for Minority Undergraduate Students conducting Research in the areas of Science, Technology, Engineering or Math.
3. Administer the CODRE/Graduate School Diversity Grant for Graduate Students. These grants will focus on support of U of L graduate student research that targets populations which are focus of the commission – diverse, under-represented and/or vulnerable populations.

### **STAFF CONCERNS**

Develop and maintain a list of resources of professional associations, organizations, and personal contacts to assist units desiring to advertise staff positions for purpose of increasing diversity applicant pools.

Review results of Staff Survey when available and address items of interest for diverse staff populations.

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