

**Equity, Diversity and Inclusion Committee
School of Public Policy and Global Affairs (SPPGA)
University of British Columbia**

Terms of Reference

1. Purpose and mandate

1.1 Purpose

The Equity, Diversity and Inclusion (EDI) Committee was formed in 2021 to foster an accessible, inclusive, equitable and respectful environment to realize a healthy and welcoming place of teaching, learning, scholarship, policy and engagement at the University of British (UBC) Columbia School for Public Policy and Global Affairs (SPPGA).

The faculty-led SPPGA EDI Committee is currently working towards a comprehensive action plan to align with and to advance the UBC Strategic Plan, the UBC [Inclusion Action Plan](#) (IAP), and the UBC [Indigenous Strategic Plan](#). The Committee's initiatives will also be informed by and support the UBC-wide [anti-racism and inclusion initiatives](#). The Committee seeks to foster a learning environment that respects diversity of perspectives in the classroom and in the SPPGA community in accordance with strategies [2](#), [3](#), [4](#), [6](#), [10](#), [11](#), [15](#), [17](#) of the [UBC Strategic Plan](#) core areas.

1.2 Clarification of jurisdiction

This Committee is intended to complement other University resources and efforts aimed at addressing EDI matters to foster collaboration within the SPPGA. This Committee is not intended to act as a substitute, duplicate or alternate forum to address issues over which other areas of the University have specific scope and mandates. We do not formally investigate complaints nor do we have disciplinary authority, but we may help with informally and impartially resolving concerns (e.g. through dialogue or other means) where possible and appropriate. For example, issues coming within the University's [Discrimination Policy \(SC7\)](#) are intended to be addressed by the University's Equity & Inclusion Office.

1.3 Core areas of work

The EDI Committee will undertake activities that seek to realize the Committee's purpose. These activities, to be defined through dialogue among committee members, and in consultation with faculty, students and staff at the SPPGA, will align with the following core areas of work:

- a) Consult with stakeholders that may include, but are not limited to REDI, SPPGA faculty, students and staff to identify strategic issues and areas of needed change in relation to equity, diversity and inclusion;
- b) Review current equity and inclusion policies, frameworks and practices in relation to equity and inclusion in professional schools, with an eye to the creation and adoption of best practices for the SPPGA;
- c) Develop an action plan to realize the Committee's purpose, including a set of activities and the identification of relevant stakeholders who will participate in the plan's implementation;
- d) Oversee, and participate as appropriate in, the implementation of the above-mentioned action plan; and
- e) Provide constructive advice and recommendations to the Director of the SPPGA.
- f) Coordinate and work with SPPGA Indigenous Action Plan as streamlined into the strategic plan

2. Accountability and reporting

2.1 Accountability.

The committee is advisory to, and accountable to, the Director of the SPPGA.

2.2. Reporting

The committee shall provide a written report to the Director of the SPPGA once per calendar year and made publicly available.

2.3 Committee membership

Membership in the faculty-led committee will consist of up to 9 members composed of SPPGA faculty, staff and students. The Director of the School appoints members of the Committee. Members will hold the position for one year. To maintain continuity, a second year will be extended to one representative from staff, students and faculty. No member will serve more than two years.

2.4 Committee chairpersons

The Committee Chair / Co-chairs shall be appointed by the Director of the SPPGA. The Chair / Co-Chairs is /are responsible for the following at Committee meetings:

- a. Calling the meeting to order;
- b. Establishing an agenda and ensuring agenda items are addressed;
- c. Ensuring the minutes from prior meeting(s) are reviewed and approved by the Committee (with or without modification);
- d. Facilitating discussion to reach consensus on matters under consideration in a professional manner. If consensus cannot be reached, the varying

recommendations for resolution will be presented by the Chair to the Director of the SPPGA;

- e. Adjourning meetings after business is concluded; and
- f. Acting as the main representative of the Committee.

2.5 Consultations

In realizing its purpose, the Committee may engage in consultations with other stakeholders within the SPPGA, the Faculty of Arts, and the broader University. These may include, but are not limited to, the SPPGA Race, Equity, Diversity and Inclusion (REDI) Committee, the [Office of Indigenous Strategic Initiatives](#), the [Office of Equity & Inclusion](#), and UBC's various [Indigenous academic and administrative Units](#).

3. Meetings

3.1 Number of meetings

The Committee shall meet monthly. The Chair / Co-chairs may call additional meetings as appropriate in order to realize the purpose of the Committee.

3.2 Minutes

Minutes are to be taken of business occurring during Committee meetings. However, the Committee may move "in camera" to deal with certain items if the subject matter being considered relates to personal and confidential matters that are exempt from disclosure under applicable access and privacy laws and University policies. Once approved by the Committee, meeting minutes shall be publicly available, in accordance with applicable access and privacy laws and University policies.

3.3 Confidentiality

All Committee members, resource persons, consultants, guests, and administrative support persons who may be in attendance at a Committee meeting or privy to Committee information, are required to protect and keep confidential any protected information (e.g., classified or privileged information) received through participation on the Committee, unless such information is otherwise approved for public information.

4. Amendments to the Terms of Reference

Amendments to these Terms of Reference may be proposed by the Committee to the Director of the SPPGA for approval.

5. Date of approval

These Terms of Reference were approved on 23 Sept, 2021 by Faculty Core Majority Vote