

Faculty Co-chair, Equal Opportunity Advisory & Diversity Committee (EODAC)

The co-chair for Equal Opportunity Advisory & Diversity Committee will be a full-time faculty member, selected by the Executive Board of the Academic Senate. This position is a 2 year commitment and includes reassigned time or stipend as determined by the College President and Academic Senate.

Responsibilities

- Review and understand the committee charge
- Be involved in the bi-annual reporting of the Strategic Directions
- Attend all EODAC meetings
- Co-chair EODAC meetings, act as chair in absence of administrative co-chair
- Attend faculty co-chair meetings
- Work with administrative co-chair to prepare agendas, develop policies and procedures, prepare discussion drafts and final reports, and in the performance of other responsibilities as needed
- Act as liaison to divisions, departments, and programs, provide training, help in the preparation of plans and evaluation materials, act as Staff Diversity consultant, and provide other assistance as appropriate
- Serve on the College and District wide committees which directly encompasses the work of EODAC outlined in the committee charge: e.g. Equal Employment Opportunity (EEO) Committee for KCCD.
- Serve on the Executive Board of the Academic Senate and attend Academic Senate Executive Board meetings
- Act as liaison to the Academic Senate, and keep the Senate informed about committee recommendation and procedures
- Review college and district hiring procedures for compliance.
- Review and update the **Student Equity Plan** and **EEO Plan** as needed.