

OMRR Advisory Board Constitution

I. Mission

The mission of the OMRR Advisory Board is to provide advocacy, support, and direction for the Office of Minority Recruitment and Retention's efforts to promote diversity and inclusion of students of color, international students, and all other marginalized student populations in the College of Education.

II. Advisory Board Composition and Qualifications

The Advisory Board shall be composed by Board Members (elected members) and the Executive Board.

i. Board Members

The Board Members of the Advisory Board shall be:

- i. Two (2) faculty.
 1. One (1) faculty should be junior, and one (1) faculty should be senior.
 2. Faculty must be of color, of international standing, or ally.
 3. Faculty must preferably be from different program areas.

- ii. Three (3) graduate students.
 1. Either one (1) of the graduate students must be an international student.
 2. Either one (1) of the graduate students must be an M.Ed. student.
 3. Either one (1) of the graduate students must be, at least, in the 2nd year of his/her program.
 4. Either one (1) of the graduate students must be (currently or past) a Diversity Ambassador.
 5. Students must preferably be from different program areas.

- iii. Two (2) undergraduate students.
 1. Students must be from the ECFS major.
 2. Students must be domestic minority or international students.

- iv. One (1) professional student.

1. Student must be from one of the following professional programs:
IAL, TEP, Danforth, MEP, School Psychology Ed.S., or MIL.
 2. Student must be a domestic minority or international student.
- v. One (1) OMRR GSA alumni.
1. Alumni must be a current student.
 2. Alumni must be a former OMRR GSA.
- vi. One (1) GO-MAP representative.

ii. Executive Board

The Executive Board shall be composed of:

- i. Three (3) OMRR GSAs.
- ii. OMRR Supervisor.

III. Advisory Board Responsibilities

i. Board Members

- i. All representatives, with the exception of M.Ed. student (s), OMRR GSA alumni, and OMRR GSAs, should serve two (2) years in the Advisory Board. The representatives herein mentioned can serve only one (1) year.
- ii. Attend OMRR Advisory Board meetings (schedule permitting).
- iii. Assist in hiring and interviewing prospective OMRR GSAs.
- iv. Suggest potential Board Members candidates to sit in the Advisory Board.
- v. Assist OMRR in attaining yearly goals.
- vi. Provide feedback on OMRR services and programs.

- vii. Participate in at least one (1) OMRR program per quarter. Faculty and professional programs students are exempted from this clause.
- viii. Attend at least two (2) OMRR programs per quarter. Faculty and professional programs students are exempted from this clause.

ii. Executive Board

- i. Makes all final decisions concerning the OMRR after analyzing the suggestions from the Advisory Board.
- ii. Choose the Advisory Board members every two (2) years.
 - 1. Decisions of new members must be finalized by spring of the previous year.
 - 2. Exception: decisions of one-year members must be made every year in the spring.
- iii. Look for potential Advisory Board candidates when the Advisory Board is unable to make a suggestion.
- iv. Set meeting time and agenda for Advisory Board.
 - 1. Agenda must be sent at least three (3) business days prior the meeting.
- v. Send meeting minutes and notes within three (3) to five (5) business days of the meetings.
- vi. Provide one (1) e-mail update per quarter to inform Advisory Board on the Executive Board's progress on action items.
- vii. Create a transition report on the Advisory Board for the new GSAs
 - 1. The report is done in case the three (3) OMRR GSAs are not the same the year after.
 - 2. OMRR supervisor must be the support during the time of transition for the new GSAs (i.e., new OMRR GSAs and the new Advisory Board).

IV. Meetings

- i. There shall be at least one (1) in-person meeting per quarter
 - 1. If needed, a second meeting shall be requested in the same quarter.

V. Election process

- i. The current Advisory Board members shall provide suggestions for new Advisory Board members in the last meeting of the academic year.
 1. If Advisory Board fails to suggest a replacement for a position, the Executive Board must fill the position.
- ii. Executive Board shall make the final decision regarding the selection of the Advisory Board Members.