



University of Central Florida College of Medicine Council for Diversity and Inclusion (CDI) Charter

Mission

The UCF College of Medicine (COM) Council for Diversity and Inclusion (CDI) serves as a college-wide forum and recognized resource to ensure that diversity and inclusion are infused throughout every element of the college. To fulfill this mission, the UCF College of Medicine Council for Diversity and Inclusion works with the UCF College of Medicine Dean and entire college community to develop knowledge, advance skills and promote attitudes which enhance our culture of inclusion, welcomes diversity, and encourages the UCF College of Medicine community to “delight in our differences.”

Council Definitions

The Council for Diversity and Inclusion utilizes the following definitions for “diversity” and “inclusion” to guide the work that it does within the UCF College of Medicine.

1. Definition of Diversity

The unique human characteristics that make us different as well as the many universal qualities that make us the same.

Diversity is a fact—it is about factual things. In this context, we are mindful of all dimensions of individual differences such as age, cultural background, ethnicity, gender identity, geography, language, nationality, physical abilities, political beliefs, race, religion, sexual orientation, and socioeconomic status. Diversity as a core value in the UCF College of Medicine encompasses inclusiveness, mutual respect, embracing multiple perspectives, and serves as a catalyst for change to create an open, safe, positive and nurturing environment.

2. Definition of Inclusion

The process of creating environments of acceptance and respect where diverse individuals are present and thriving at all levels.

Inclusion is a core element for successfully achieving diversity where people feel appreciated, respected and valued when their backgrounds, beliefs, capabilities and unique talents are joined in a common endeavor. Inclusion is more of a subjective state of mind based on perceptions. Inclusion is achieved by nurturing the climate and culture of the college through education, leveraging and honoring individual differences, policy, and practice as well as professional development. The objective is to have a climate that fosters belonging, respect and value for all and encourages engagement and connection throughout the college.



3. Role of CDI within the College of Medicine
 - a. The council will serve in an advisory capacity to the UCF College of Medicine Assistant Dean for Diversity and Inclusion.
 - b. The council will make recommendations to the Assistant Dean for Diversity and Inclusion that aim to enhance and address the following themes that are aligned with the university's diversity and inclusion goals:
 - i. Recruitment and retention of diverse students, faculty, and staff
 1. Relates to the promotion of diversity in the healthcare workforce, as well as within the college. Training and professional development in a diverse environment is essential to empowering students, faculty, and staff ensuring that they are fully prepared to provide excellent care in a culturally diverse society.
 - ii. Enhancing Cultural-Humility/Competency Education and Scholarship
 1. Relates to the college's efforts to enhance cultural-humility and cultural-competency in its trainees and educators and to engage in scholarly activities that advance the science of health equity and promote cross-cultural understanding.
 - iii. Demonstrating Diversity as a Core Value
 1. Relates to fostering a culture that encourages open communication and collaboration among faculty, students, and staff. At the core of such a culture is having policies and processes promote cross-cultural understanding and recognize and value the contributions of the college's diverse constituents.
 - iv. Community Outreach and Engagement
 1. Relates to the engagement of the surrounding communities to address health disparities and promote health equity, while learning from the rich diversity within Central Florida. These activities will help the college embody its desire to be the medical school "that belongs to us all."
 - c. The Assistant Dean will share recommendations made by the council with the UCF College of Medicine Dean, and the UCF College of Medicine Enterprise for Diversity and Inclusion.
 - i. Recommendations will be submitted to the Assistant Dean for Diversity and Inclusion by October of each academic year using the template provided in Appendix A. It is not necessary to develop a recommendation for each of the four themes mentioned previously in one academic year, particularly if an extensive existing project or initiative is already underway
 - d. The Assistant Dean for Diversity and Inclusion will relay to the council whether or not the Dean and the COM Enterprise have approved



recommendations by communicating this information to the council immediately following the meeting when these decisions were made.

4. The council will provide support for programs and initiatives born from recommendations approved by the Dean and the COM Enterprise in the following ways:
 - a. Forming sub-committees or work groups to plan and execute ideas.
 - b. With guidance from the Assistant Dean for Diversity and Inclusion, developing a basic strategic plan of action for ideas as appropriate.
 - c. Communicating the availability or existence of programs and initiatives to each members' respective departmental colleagues - if faculty or staff - or classmates - if a student as applicable.
 - d. Providing the Dean and the COM Enterprise updates or feedback on the programs and initiatives as appropriate through the Assistant Dean for Diversity and Inclusion.
5. Support for the COM Office of Diversity and Inclusion (ODI)
 - a. If called upon to do so, council members will provide support for activities in which the College of Medicine Office of Diversity and Inclusion are participating throughout the year.
 - b. This may include events within the College of Medicine, but also community events outside of the college.
 - c. "Support" may include volunteering time or assisting in other ways depending on the nature of the activity.
 - d. Some examples of activities and events follow:
 - i. COM Internal Events/Activities:
 1. Orientation Week
 2. UCF Diversity Week
 3. Health Leaders Summer Academy
 - ii. External Community Events/Activities:
 1. Zora Festival
 2. Caribbean Health Summit

Membership

The membership of the council is appointed by the Dean based on recommendations from the Assistant Dean for Diversity and Inclusion.

1. Makeup of the Council
 - a. Membership is structured so that it is representative of the COM community and includes members from all departments as well as students. The council will strive to include at least one member from all departments, one member from each class of medical students, one undergraduate biomedical sciences student, and one graduate biomedical sciences student. Faculty, staff, and residents will be appointed from the COM
2. Ex officio members
 - a. The Assistant Dean for Diversity and Inclusion is the permanent chair of the



- council. Their responsibilities to the council are described below in the section titled “Council Operations.”
- b. The coordinator for the Office of Diversity and Inclusion and the office assistant will serve as the permanent administrators for the council to ensure continuity, take minutes, provide relevant information, and assist with scheduling meetings. In the absence of the chair and vice-chair, they may also run the monthly meetings.
3. Appointment to the Council
 - a. An annual application process will be used to solicit college members if there is an opening through the advertisement and in collaboration with Marketing and Student Services. The application period for each year opens in March. The end of July will notify new members. Students and new hires that are interested in participating on the council may be appointed mid-year.
 - b. Upon receiving the application, CDI members will review each application and nominate applicants to the Dean and the Assistant Dean of ODI.
 - c. Nominated applicants are permitted to attend CDI meetings but may not participate in an advisory capacity until an admission letter to the council is received from the Dean.
 4. Appointment Terms
 - a. Members of the council are appointed for a two-year term. Terms begin in August and end in July of the following year, however new members can join once their application is approved (their term will be documented as having started in August of the academic year in which their application was approved). Following the completion of the two-year term, members will be asked if they would like to continue to serve for another two-year term. There is no limit to the number of two-year terms a member can serve on the council.
 - b. The student members will serve for the duration of their tenure in the college.
 5. Member commitment
 - a. Members are expected to attend at least half of all scheduled council meetings throughout the year (August 1 - June 30). Teleconference, delegation or other remote participation constitutes full attendance. The Assistant Dean for Diversity and Inclusion may request a replacement of members who are unable to participate at this level. Ideally, the replacement member will be from the department of the vacated member to ensure that the department is still represented on the council. Student members are encouraged to attend as many meetings as they can.

Council Operations

1. Council leadership
 - a. The Assistant Dean for Diversity and Inclusion serves as the chair of the council. The chair may also appoint a vice-chair from amongst the council membership.



- b. The vice-chair will serve for one year.
 - c. Appointment of a new vice-chair takes place each year in March, and their service begins in August.
 - d. Members interested in becoming vice-chair will submit their interest to the Assistant Dean for Diversity and Inclusion, who will make a final determination.
2. Duties of the chair
- a. The chair of the council is responsible for the following:
 - i. Liaising with the COM Enterprise and the Dean on behalf of the council and relaying information back to the council.
 - ii. Appointing a new vice-chair each year in March.
 - iii. Working with the vice-chair and ODI office staff to establish meeting agendas.
 - iv. Assisting with the planning and execution of any strategic initiatives undertaken by the council.
 - v. Leading council meetings.
3. Duties of the vice-chair
- a. The vice chair of the council is responsible for the following:
 - i. Liaising with the chair on behalf of the council and relaying information back to the council.
 - ii. Working with the chair and ODI office staff to establish meeting agendas.
 - iii. Facilitating the creation of workgroups and subcommittees within the council as necessary.
 - iv. Working with the chair and ODI office staff to maintain an accurate and up-to- date record of council membership.
 - v. Ensuring that the incoming vice-chair is brought up to speed and prepared to take on the duties of their upcoming term of service.
4. Council Meetings
- a. The council will meet monthly on a day and time agreed upon by the membership, unless there is no business to conduct that month.
 - i. Council meetings are not considered official and votes to approve minutes or conduct similar business cannot be conducted unless 5 non ex-officio members of the council membership are present.
 - ii. Meetings will be scheduled to last no more than one hour, with the exception of any scheduled annual retreats or workshops; these may last upwards of two hours.
 - iii. A member of the ODI office staff will take minutes at each meeting. Minutes from the previous meeting must be approved at the start of each meeting before any other business can be conducted. Minutes require a motion, a second, and a simple majority vote in favor of the motion in order to be approved.



College of Medicine

UNIVERSITY OF CENTRAL FLORIDA

Full Revision History:

Updated June 2020

Updated June 2019

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Appendix A - Template for submitting recommendations to the Enterprise

Title of proposal: Background: Proposed Action:

Relates to Diversity and Inclusion goal (Please select all that apply):

Recruitment and retention of diverse students, faculty, and staff

Relates to the promotion of diversity in the healthcare workforce, as well as within the college. Training and professional development in a diverse environment is essential to empowering students, faculty and staff, ensuring that they are fully prepared to provide excellent care in a culturally diverse society.

Enhancing Cultural-Competency Education and Scholarship

This relates to the college's efforts to enhance cultural-humility and cultural-competency in its trainees and educators and to engage in scholarly activities that advance the science of health equity and promote cross-cultural understanding.

Demonstrating Diversity as a Core Value

Relates to fostering a culture that encourages open communication and collaboration among faculty, students, and staff. At the core of such a culture is having policies and processes promote cross-cultural understanding and recognize and value the contributions of the college's diverse constituents.

Community Outreach and Engagement

Relates to the engagement of the surrounding communities to address health disparities and promote health equity, while learning from the rich diversity within Central Florida. These activities will help the college embody its desire to be the medical school "that belongs to us all." Who or what will the intervention impact: