Virginia Tech Carilion School of Medicine
Council for Diversity and Inclusion
Council Formation Proposal
July 2015

Council for Diversity and Inclusion Description and Purpose
The Virginia Tech Carilion School of Medicine Council for Diversity and Inclusion will bring together faculty, staff and students to recommend action to improve the teaching, learning and working environment of the school, from a diversity and inclusion perspective. The individual members will work to promote cultural sensitivity and awareness and to create a welcoming environment which celebrates diversity, and fosters an inclusive environment at the school.

Council for Diversity and Inclusion Membership and Structure
The council membership will be comprised of interested faculty, staff, and students appointed by the dean and the associate dean for community and culture. It is expected that members would serve a minimum of a one year term with no maximum limit. The council will be chaired by the associate dean for community and culture. A secretary for the council will be appointed.

Council for Diversity and Inclusion Meeting Frequency
The council will meet every other month or as needed.

Council for Diversity and Inclusion Relationship to Standing Committees
The Council for Diversity and Inclusion is chaired by the associate dean for community and culture. The associate dean for community and culture will report to and seek the input of the associate deans on any recommended action. The dean will approve any action for implementation or for forwarding to the appropriate standing faculty committee, if such approval is required. The associate deans, along with the dean will determine which items will require approval from the standing faculty committees.

Council for Diversity and Inclusion Relationship to Community and Diversity Advisory Board
The Council for Diversity and Inclusion works to recommend action predominantly within the school.

Council for Diversity and Inclusion Meeting Procedure
Standard procedures for meetings will be followed, including preparing and logging meeting agendas, meeting notes and action items. The Council for Diversity and Inclusion will prepare an annual report of activities, report on their effectiveness and a plan for the following year. Where possible the council will utilize data to improve subsequent activities.