A committee/council/taskforce charter describes the Committee's purpose, scope of authority, specific responsibilities, membership composition, meeting frequency, and accountabilities. All committees are formally chartered by the College's Leadership Council, is accountable to the same, providing quarterly written updates. A charter may be concluded at any time if its form and function is no longer viable and/or required.

Mission/Purpose:
Provide a brief statement of this Committee's mission and/or vision.

The Committee for Justice, Diversity, Equity and Belonging works to promote respect for and understanding of diversity in all aspects of a global society. We appreciate the interdependence of our humanity and the promotion of educational equity to promote social justice and belonging with the focus on improving college policies and practices that create a culture of belonging with impact for access, success, and equity.

Authority & Objectives:
List in bulleted format the scope of authority and responsibilities of the Committee.

Areas of focus- Professional Development, Programming, and Hiring Practices

- Provide professional knowledge, competence, and skill as it relates to diversity, equity, and belonging.

- Establish engagement activities that encourages participation and creates a sense of belonging as it relates to diversity, equity, and inclusion.

- Participate in the discussion, review, and activities related to the establishment of inclusive hiring processes.

Agenda, Minutes & Reporting:
Provide information on who will provide administrative support and develop the meeting agendas. Provide a list of what will be recorded in the meeting minutes and who is responsible for recording and sharing, and where.

1. Agenda: Chairperson and Co-Chair prepares the agenda, runs the meeting and maintains a constant flow and order. Chairperson serves as the contact for the committee. Chairperson is accountable for attendance for reporting on behalf of the committee.

2. Minutes: The recorder shall keep accurate records of meeting and attendance. Recorder is to send meetings notes agenda to all members before the meeting. Meetings will be reviewed for accuracy.
3. Reporting: The Justice, Diversity, Equity, Belonging will establish goals that align with strategic goals established from the JC leadership team. Plans, updates, and outcomes for the areas of professional development, programming and hiring practices will be provided and accounted to the Leadership team.

Deliverables:
*Provide information on the expected outcomes of the Committee over the next 12-month period.*

Provide professional knowledge, competence, and skill as it relates to diversity, equity, and belonging. Provide information on justice, diversity, equity, and inclusion over the next 12-month period. The committee will establish goals and learning opportunities for all Jackson College stakeholders that support the strategic mission of the college. The learning opportunities areas as it relates to diversity, equity, and inclusion will be professional development, programming, and hiring practices. The committee will also continue to establish inclusive members to be a part of hiring committees to remove biases.

Meeting Frequency:
*Provide information on how often the Committee will convene and when.*

- Regular Meetings-Meetings are held to complete the work of diversity, equity and belonging on the second Thursday of the month. Dates are as followed- October 13, November 10, December 8, January 12, February 9, April 13.
- Subcommittees can be formed at times to further implement the work of JDEB

Membership:
*List Committee representatives; include key areas/functions. Include information on how often and when Committee members will be confirmed, and how often changes in membership are made*

**Committee Representatives:**
- Faculty
- Staff
- Administration
- Leadership Council

Members are a from a cross section of campus to champion discussion and implementation of justice, diversity, equity and belonging for employees and students.

Contact:
*Please direct any questions regarding the Committee to:  Kelly Crum/ email: crumkellya@jccmi.edu*