



## CECS Equity, Inclusion, and Diversity Task Force Task Force Proposal

**Mission Statement:** to identify and implement actionable strategies to transform the culture of the College of Engineering and Computer Science into one that celebrates equity, diversity, and inclusion, as well as promoting the success of under-represented groups within STEM.

### Proposal for Formation:

- The task force will be comprised of 12 individuals from CECS, including 4 students, 4 faculty, and 4 staff members. One of the staff members will include a representative from Human Resources.
- The task force will be chaired by Dr. Pamela Wisniewski (faculty) and co-chaired by Dr. Ali Gordon (faculty), and Dr. LeeAnn Roberts (staff). These founding members will solicit applications and select the remaining inaugural members of the task force. Our goal is to have the inaugural task force in place before the start of the Fall 2020 semester.
- The minimum term of appointment will be one year with a maximum appointment of two consecutive years. Task force members must be able to commit approximately 10-15 hours per month to their task force duties.
- The task force will meet monthly. The CECS Dean, Department Chairs, and UCF's Chief Equity, Inclusion & Diversity Officer will commit to meeting with the task force at minimum once a semester, including summer.
- The task force will have an operating budget of \$10,000/year that does not expire. The budget will be allocated through the CECS Office of Diversity and Inclusion (ODI).
- In addition to this annual budget, students and staff members of the task force will receive a \$500 stipend (totaling \$4,000/year). Student stipends will be paid through OPS contractual agreements, and staff stipends will be dispersed as One-Time Performance Payments (OTPP). For faculty, the department chairs and Dean will acknowledge their effort as fulfilling a significant portion of their service commitment in annual and cumulative evaluations.
- The task force will have a web presence on the CECS ODI website:  
<https://diversity.cecs.ucf.edu/eid-taskforce>
- Once the task force has been formed, the inaugural members will establish an official charter, mission, and election process to ensure the long-term success of the task force. Holding forum(s) in the Fall semester for soliciting feedback from students, staff, and faculty will be the first order of business for the new task force.



## Eligibility Criteria:

- Applicants must be a member of the College of Engineering and Computer Science.
- Applicants must be able to commit to a minimum of a one academic year of service. Summers are required for faculty and staff but optional for students.
- Applicants must demonstrate a prior commitment to diversity and inclusion efforts.
- Student members must be in good academic standing (above a 2.5 GPA for undergraduate students and above a 3.0 GPA for graduate students).
- Staff members must have approval from their direct supervisor and be eligible for O'TPP: <https://hr.ucf.edu/files/OTPP.pdf>

In the selection process of inaugural task force members, diverse representation will be a priority. Faculty and staff members will be selected so that each CECS Department has representation on the task force. Representation across all student ranks will also be ensured (i.e. BS, BS-MS, MS, PhD). We particularly encourage individuals who identify as members of under-represented groups in STEM (e.g., racial minorities, females, LGBTQ+, first-generation college students, etc.) to apply.

## Timeline:

- **July 22, 2020:** Submit task force materials for approval to Dean, Provost, and Director of HR
- **August 3, 2020:** Open task force application process
- **August 17, 2020:** Close task force application process (deadline for submissions)
- **August 24, 2020:** Contact selected task force members
- **September 2020:** Official announcement of inaugural CECS EID Task Force