



## President's Task Force: Equity, Diversity & Inclusion

### TERMS OF REFERENCE

#### 1. PURPOSE:

The purpose of this task force is for Northern College to become a more invitational and inclusive place **for every individual irrespective of ability or background**. Our organization will be culturally aware, diverse, inclusive, equitable and decolonized.

#### 2. CO-CHAIRS:

As designated by the committee

#### 3. COMPOSITION

Representation for the task force will be:

- cross cultural in context representing the diverse culture we already have (international students, visible minorities, genders etc.);
- cross sectional bringing together: students, faculty, staff, admin, campuses, community;
- Linked to Northern College Indigenous Council on Education (NCICE) as a guiding force for our 'Beacon of Light'; and
- Based upon interest by the individual.

#### 4. MEETINGS

- Meetings will be held as required to complete the objectives of the Task Force;
- Meetings will be no longer than 1.5 hours in length, unless requested by the Task Force; and
- Meetings will be held virtually, as well as in person, as required.

#### 5. DUTIES AND RESPONSIBILITIES

- Chair
  - To build the agenda;
  - To coordinate the distribution of information;
  - To assure open, honest and respectful discussion; and
  - To summarize and articulate actions.
- Members
  - To prepare for meetings as required;

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- To contribute to the dialogue of the meetings in open, honest and respectful discussion;
- To contribute to working groups as these are developed; and
- To bring concerns directly to the Task Force.
- Resources to the Task Force
  - To provide additional skills, knowledge and experience to the Task Force; and
  - To support working groups, as needed.

### 6. CONFIDENTIALITY

- The work of the Task Force will be shared publically; and
- While work is being developed confidentiality is to be maintained.

### 7. COMMUNICATION

- What form of communication should we have for internal members?
  - Use of MS Teams for meetings.
  - Blackboard for sharing and storing meeting and other material.
- What form of communication should we have for the college (external)?
  - EDI Section / Page(s) on Noraction dedicated to the work of the Task Force.

### 8. VALUES / PRINCIPLES

- Honesty;
- Respect to all members;
- Willingness to examine our personal beliefs and how those beliefs affect our perspectives;
- Willingness to participate in honest and potentially difficult conversations.
- Recognition of differing perspectives and points of view;
- Openness for perspectives to change based on contributions of others; and
- We each have the right to speak about our perspectives respectfully and with that right is the responsibility to listen to and reflect on other perspectives.

### 9. GOALS / OBJECTIVES

The overarching goal of this task force is to establish a culture where equity, diversity and inclusion exist and where all peoples have equal access and are given equal consideration. Other goals/objectives include:

- Establish the task force and terms of reference to achieve the goal;
- Define how a culture of equity, diversity and inclusion will look and feel, for this institution;
- Identify key areas for review for example: policy, employee recruiting, student recruiting, hiring processes, office and classroom culture, programming approaches,

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identifying cultural bias, student and employee orientation, professional development etc.;

- Prioritize key areas for review;
- Establish educational awareness programming, as required; and
- Determine an action plan to achieve a culture of equity, diversity and inclusion based upon the recommendations.