

## College Procedure: 401.5 – Advisory Committee Equity Review

Policy Reference: 401 – Non-Discrimination in Employment  
Responsible Department: Human Resources  
Approval Authority: Cabinet  
Procedure Owner: Vice President, Human Resources  
Effective Date: 02/25/2013

Version Number: 3  
Legal Counsel Reviewed (yes/no): No  
Scope: College-wide

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### Reason for Procedure

Kirkwood Community College strives to identify community needs; provide accessible, quality education and training; and promote opportunities for lifelong learning. In addition, Kirkwood believes diversity is more than ethnicity. It is a way of thinking that cultivates open minds, creative ideas and diverse opinions. Kirkwood is committed to equality and embraces the diversity of not only the students, faculty and staff on campus but also the groups who influence decisions that have a direct impact on students, faculty and staff.

This procedure is in place to encourage Advisory Committees to have gender-balance and reflect the racial/ethnic diversity of the student population and community. Kirkwood recognizes the need for an annual review of the make-up of the Advisory Committees to ensure efforts are made to recruit diverse voices in these advisory groups.

### The Procedure

Once per fiscal year, each academic program will survey their current advisory board members by collecting data to update the current member database (KIN > Employee Information > Curriculum and Assessment > Advisory Committee Member List (Click “Datasheet View” under “List” tab)). Each academic program will be responsible for ensuring the database for their program is updated once per fiscal year. The data will be gathered for record keeping purposes and to help identify opportunities to expand and diversify the current academic advisory committees.

In addition to gathering gender and racial/ethnicity data from the advisory board members, each academic program is responsible for comparing their program’s advisory committee gender, racial and ethnicity data to the student gender, racial and ethnicity data as well as the region’s gender, racial and ethnicity data. The student data from each program is housed in the Program Data Booklet for review. The region data will come from the United States Census Bureau and be broken down by a seven-county region by Kirkwood’s Institutional Research team for review.

The findings from this data is added to each program’s annual Program Review Form and discussed at the program level. If there are any discrepancies in the data between the make-up of the program’s advisory committee’s gender and racial/ethnicity, the review form will also list recommendations to expand the recruitment pool for new advisory committee members when a replacement position comes open.

To solicit diversity within the advisory committees, an application will be available on the Academic Affairs website. Completed applications will be sent electronically to the Academic Affairs office who will then forward all completed applications to the chairperson of the committee for consideration. Human Resources will also share the advisory committee application link with diverse groups in the community who may be interested in membership on a committee.

Review of this data will in no way affect any committee member’s current role on the committee nor impact any decisions made by the advisory committee.

## Revision Log

*Table 1 Revision Log*

Version Number	Date Approved	Approved by	Description of Change
1	02/25/2013	Jim Choate, Vice President, Finance	New procedure
2	05/08/2017	Mick Starcevich, President	New template
3	07/23/2019	Cabinet	Procedure template