



MEMORANDUM

TO: Ashley Nowak, Convenor, JCCD
FROM: James Beeby, Chancellor
SUBJECT: Committee Charge for 2024-2025 Academic Year
DATE: September 4, 2024

Please convey my gratitude to the committee members for their willingness to serve on JCCD for the 2024-2025 academic year.

After a chairperson has been named, please be advised that their primary responsibilities in reference to my office are as follows:

- inform the Chancellor's Office of any changes in committee membership.
- organize and conduct meetings.
- promptly sending meeting minutes to Bobbi Webster (bwebster@uwlax.edu) so that the minutes can be posted on the Joint Committees website. Minutes can be produced by the committee's recorder according to the appropriate by-laws.
- complete a year-end report on the committee's activities to be submitted to the Chancellor's Office no later than May 15, 2025.

The Chancellor's website contains an archive of past minutes and year-end reports (when available) - <https://www.uwlax.edu/chancellor/joint-committees/general-information-on-joint-committees/>

After consultation with colleagues, I ask the committee to enact the following special charges in addition to the traditional work of the committee:

- Please revise the bylaws to indicate that the Director of the Center for Transformative Justice will serve as the convenor for the committee.
- Please continue the planning and execution of the civil discourse training and free speech week events. The Chancellor's Office appreciates the collaboration across D&I, Student Affairs and Academic Affairs – in particular CTJ, University Centers, and CATL.

Throughout the process, I expect individual committee members to consult with their respective governance groups for input and agreement to issues.

If you have any questions about the charges, please feel free to contact me.

cc:

Chancellor's Cabinet
Faculty Senate Chair
Academic Staff Council Leadership
University Staff Council Leadership
Student Association Leadership