



MEMORANDUM

TO: Stacy Narcotta-Welp, Convenor, JMAC
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 JMAC 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:

- Please propose revised by-laws for me for endorsement with the following parameters:
 - Indicate VC for D&I as the convenor of the committee.
 - Please work with VC for D&I to revise the vision, mission, and roles statements to better align with current UWSA guidance and to clearly indicate a direct relationship to the strategic plan of the D&I Division. It is understood the strategic plan of the division will change/evolve. I would like the mission of JMAC to indicate its alignment with the divisional goals as determined by the division.
 - Please articulate any roles of JMAC that augment the work of the division in important and sustainable ways.

After completing the work above in the form of the recommendation to the Chancellor's Office, it would be helpful for the committee to propose action items for the remainder of the academic year or for the next academic year depending on scope and timing.

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