

DECADE STUDENT COUNCIL NOMINATIONS 2017-2018

Purpose of the Student Council:

The DECADE Student Council is comprised of graduate students interested in promoting an inclusive climate for all graduate students at UCI. The committee serves in an advisory capacity to the Graduate Dean and provides opportunities for members to discuss topics relating to diversity on campus. Additionally, the DECADE Student Council collaborates with DECADE Faculty Mentors in each School to plan and implement needed programming at the School or academic program level.

The DECADE Student Council will serve as the student voice for DECADE. This council will consist of members serving in leadership positions as outlined below and as representatives of their respective school-based DECADE Student Council. The role of the DECADE Coordinator is to assist in the coordination and facilitation of the meetings and to advise the committee regarding DECADE policies and procedures. The DECADE Student Council will have two co-chairs who will lead and facilitate the meetings. All students serving on the DECADE Student Council are considered DECADE representatives within the university.

Instructions for submitting a nomination

If you are interested in running for one of the positions listed below, or know someone whom you would like to nominate, please submit a [Nomination Form](#) by Monday, May 22nd at 12pm. If you nominate someone, we will contact them to approve their nomination.

[Submit a nomination](#)

The deadline for nominations is **Monday, May 22nd at 5:00 PM.**

Nomination and election timeline:

- May 4 – May 22 at 5pm Nominations accepted
- May 25 – June 5 Voting period via EEE
- Week 10 Winners officially announced

If you are interested in a DECADE leadership role on a school/departmental level, please consider joining or establishing a school-based DECADE council. For more information, please contact the current Campus Coordinator or the DECADE Coordinator (jason.cruz@uci.edu). Please note this position is not part of the nomination process.

If you have any questions about the nomination or election process, please contact diversity@rgs.uci.edu.



Role of the Executive Members of the Student Council:

Co-Chairs of the DECADE Student Council (2 positions – 1 student from STEM and 1 student from HASS/Non-STEM (Humanities Arts Social Sciences))

Each chair will have an equal number amount of responsibility and influence.

Responsibilities:

- Serve as a leader to the Executive Student Council in DECADE at large
- Maintain communication with the DECADE Coordinator, and function as a liaison with the DECADE Mentors, Equity Advisors, and DECADE Student Council
- Lead council meetings and help facilitate community meetings
- Assist the DECADE Coordinator in setting meeting agendas
- Represent the DECADE Student Council at DECADE Mentor meetings, Quarterly Meetings with the Graduate Dean, and other DECADE/Graduate Division meetings
- Represent DECADE at university functions or designate representatives
- Update the Executive DECADE Council of other relevant upcoming events/matters
- Maintain communication with subcommittee co-chairs and follow-up on subcommittee responsibilities
- Foster support and enthusiasm for DECADE initiatives among schools and departments
- Build and Sustain the diverse community among schools and departments
- Assist with publicity of DECADE events
- Bring to the DECADE Coordinator's attention any issues within the DECADE Council and greater community
- Provide recommendations to the DECADE Coordinator and Graduate Dean for new programming or improvements to pre-existing programming
- In concert with the DECADE coordinator, ensure that the DECADE Council and community is operating within the Graduate Division guidelines for the DECADE program
- Attend **ALL** monthly DECADE Student Council meetings

Secretary

Secretary will take notes at each meeting and maintain data and information related to DECADE.

Responsibilities:

- Maintain communication with DECADE Student Council and subcommittee co-chairs
- Manage UCI-DECADE mailing listserv
- Share/pass along relevant information to the DECADE Student Council
- Maintain accurate meeting notes and records for the DECADE Student Council
- Maintain and process attendance data for all DECADE events
- Maintain communication with the DECADE Coordinator
- Foster support and enthusiasm for DECADE initiatives at the school/departmental level
- Set up a calendar of events and send meeting reminders for the DECADE Student Council
- Attend all DECADE events
- Attend **ALL** monthly DECADE Student Council meetings



Subcommittees

All Subcommittee chairs will report to and collaborate with the DECADE Student Council co-chairs and DECADE Coordinator

Public Relations Co-Chair (2 positions)

Establish communications to the large DECADE Community including the distribution of DECADE events and announcements. The Lead Editor should be comfortable with copyediting and the Social Media lead should be comfortable with using social media, and using it often.

Public Relations Co-Chair (Lead Editor)

Responsibilities:

- Develop content, set editorial deadlines, layout and publish the DECADE Press every quarter with the input of the Student Council
- Cover stories and take photos or collect photos for the DECADE Press and report back to the DECADE Student Council
- Copyedit all Press drafts for clarity and grammar
- Identify and execute publicity strategies for DECADE events in collaboration with all the chairs
- Develop strategies for circulating the DECADE Press by working with the other Public Relations Co-Chair and the DECADE Coordinator
- Develop event flyers and announcements and work with the other Public Relations Co-Chair to post on social media
- Attend all DECADE events
- Attend **ALL** monthly DECADE Student Council meetings

Public Relations Co-Chair (Social Media)

Responsibilities:

- Maintain content and generate copy for the DECADE Facebook page
- Develop a social media calendar that organizes when content will be sent out to Facebook
- Communicate with the DECADE Coordinator and Student Council to gather content for social media calendar
- Provide feedback on DECADE Facebook page, using social data analysis, in order to implement improvements and increase engagement
- Take photos or collect photos at DECADE Events for Facebook and DECADE Press
- Work with all the subcommittee chairs to plan and strategize marketing for events
- This position will work with the Graduate Division's Social Media team to help brainstorm communication strategies as it relates to social media
- Attend all DECADE events
- Attend **ALL** monthly DECADE Student Council meetings



Recruitment Co-Chairs (2 positions)

Plans graduate preparation workshops (Know-How Sessions) for UCI undergraduate students, assists with UCI graduate recruitment activities, and develops community-building events for graduate students. The two co-chairs will work with the Graduate Preparation and Recruitment Manager in the Graduate Division.

Recruitment Co-Chair (2 positions)

Responsibilities:

- Plans and executes Graduate Division graduate preparation programs and events for UCI undergraduate students, such as the Know-How Sessions, in conjunction with the Chican@ Graduate Student Collective
- Provide assistance with recruitment activities, including attending recruitment fairs, serving as panelists, or presenting workshops to students interested in attending graduate school at UCI
- Plans initiatives to recruit UCI graduate students to the DECADE community and promote their active participation in DECADE activities
- Fosters events for community-building among DECADE graduate students in the form of social events, such as the DECADE Winter Social
- Plan and strategize outreach and marketing for DECADE social events
- Attend all DECADE events
- Attend **ALL** monthly DECADE Student Council meetings

Education Chair

Plan and execute academic and professional development focused events (e.g. DECADE Quarterly Journal Club and Speaker Series)

Responsibilities:

- Assess the needs of the entire student body, especially if there are distinct needs for DECADE students that are otherwise unmet, and propose academic and professional development focused events
- Responsible for selecting DECADE Journal Club articles related to diversity issues in higher education (particularly graduate education) with the assistance of the Education Subcommittee and DECADE Council
- Secure a DECADE Faculty Mentor to assist with moderating the DECADE Journal Club
- Identify and suggest potential speakers for the DECADE Speaker Series to the DECADE Coordinator and Student Council
- Suggest and execute marketing and publicity strategies for academic DECADE events in collaboration with Public Relations co-chair, including event flyers & announcements, social media, and website updates
- Provide updates on current issues related to graduate education to be used in the DECADE Press
- Attend all DECADE events
- Attend **ALL** monthly DECADE Student Council meetings



Campus Coordinator

Serve as the liaison between the DECADE Student Council and school-based student council representatives

Responsibilities:

- Maintain communication with school-based student council representatives
- Foster support and enthusiasm for DECADE initiatives at the school/departmental level
- Assist in the creation of school-based DECADE student councils
- Apprise the council and Graduate Division of any changes in school-based DECADE student councils
- Maintain communication with campus partners/offices (e.g. SOAR, Cross Cultural Center, UCI Dreamers, etc...) to help promote DECADE events as well as gather resources from these offices that will benefit graduate students
- Promote DECADE, DECADE Events, and communicate the resources available from the Graduate Division and the Graduate Resource Center (GRC). Inform and update the DECADE Community of resources offered by the National Center of Faculty Development Diversity (NCFDD), the American Association of University of Women (AAUW), and other organizations dedicated to promoting diversity in academic and graduate education
- Research successful diversity initiatives, programs, and organizations at other colleges and universities
- Provide updates on current issues related to graduate education for inclusion to be used in the DECADE Press
- Attend all DECADE events
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