



**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 Equity Advisors from the ADVANCE Program or DECADE Mentors within students' schools in order 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 in addition to students participating 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 co-chairs who will lead & facilitate the meetings. All students serving on the DECADE Student Council are considered DECADE representatives within the university.

**Instructions for submitting a nomination or self-nomination:**

Please email [diversity@rgs.uci.edu](mailto:diversity@rgs.uci.edu) the name of the person you are nominating, the person's email address and contact number, and include a brief paragraph why you believe this person (or yourself) would be a good fit for the position. In the paragraph, please include the student's department and their involvement with DECADE and/or other diversity related activities.

The deadline for nominations is Wednesday, June 24<sup>th</sup>. Please note that your description will be displayed on the voting ballot.

**Nomination and election timeline:**

- June 8 – 24: Nominations accepted
- June 26 – July 9: Voting period via EEE
- July 16: Winners officially announced



## **Role of the Executive Members of the Student Council:**

### **Co-Chairs of the DECADE Student Council**

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

#### Responsibilities:

- Maintain communication with DECADE Coordinator, and function as a liaison with DECADE Mentors, Equity Advisors, and DECADE Student Council (this includes attending the DECADE Quarterly Meeting with Equity Advisors and Faculty Mentors)
- Oversee DECADE Student Council and assist in facilitating the council and community meetings
- Assist DECADE Coordinator in setting meeting agendas
- Represent the DECADE Student Council at DECADE Mentor meetings, and other DECADE meetings as they arise.
- Represent DECADE at university functions or designate representatives
- Update planning committee 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 at the school/departmental level
- Serve as a leader to the council and within DECADE
- Work on community building within DECADE
- Assist with publicity of DECADE events
- Bring to 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 for each meeting.

#### Responsibilities:

- Maintain communication with DECADE Student Council and subcommittee co-chairs
- Share/pass along relevant information to DECADE Student Council via the Public Relations Co-Chairs
- Maintain accurate meeting notes and records for the DECADE Student Council
- Maintain communication with DECADE Coordinator
- Foster support and enthusiasm for DECADE initiatives at the school/departmental level
- Set up meeting times with DECADE Student Council
- Attend all DECADE events
- Attend **ALL** monthly DECADE Student Council meetings



## **Sub Committees**

All Sub Committee 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 larger DECADE Community including the distribution of Student Council minutes and DECADE events and announcements.

### **Public Relations Co-Chair (Lead Editor)**

Responsibilities:

- Cover stories and take photos or collect photos for the DECADE Press and report back to the DECADE Student Council
- Develop and publish the DECADE Press every quarter with the input of the Student Council Identify and execute publicity strategies for DECADE events in collaboration with Education Chair
- 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:

- Provide feedback on DECADE webpage and work with DECADE Coordinator to implement improvements
- Generate copy to be included in social media (i.e. facebook/twitter) and post to social media pages multiple times a week
- Provide feedback and/or maintain important information on DECADE facebook tab on Graduate Division fan page, and identify important events to be featured on Graduate Division Facebook fan page or Twitter page.
- With the Recruitment Co-Chair, plan and strategize marketing for social events.
- This position needs to be very comfortable in using social media and using it often.
- Attend all DECADE events
- Attend **ALL** monthly DECADE Student Council meetings

### **Recruitment Co-Chairs (2 Positions)**

The two Recruitment Co-Chair positions are the Undergraduate-focused Recruitment Chair and the Graduate-focused Recruitment Chair.

General Responsibilities for both Co-Chairs:

- The Recruitment Co-Chairs represent DECADE, the Graduate Division and UCI at recruitment initiatives.
- Serve as a panelist or workshop leader at various recruitment events on-campus and off-campus.

UCI IRVINE  
Graduate Division

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- Provide assistance during visits to UCI by off-campus groups/organizations/programs.
- Provide assistance during major recruitment events hosted by the Graduate Division.
- Assist Graduate Division and academic programs/departments and schools with recruitment initiatives, especially during admissions season.
- Coordinate the recruitment committee to participate in recruitment events both on and off campus.

### **Recruitment Co-Chair (Undergraduate-focus)**

#### Responsibilities

- Plans and executes graduate preparation events for UCI undergraduate students, such as the Know-How Sessions, in conjunction with graduate preparation programs provided by the Graduate Division
- Attends conferences/recruitment fairs, such as the California Forum for Diversity in Higher Education, with Graduate Division staff to recruit undergraduate students to graduate programs at UCI.
- Attend all DECADE events
- Attend **ALL** monthly DECADE Student Council meetings

### **Recruitment Co-Chair (Graduate-focus)**

- 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.
- Conducts and creates strategies for outreach, with the collaboration of the Public Relations co-chair to potential DECADE Community members
- With the Social Media Public Relations Co-Chairs, plan and strategize 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)

#### Responsibilities:

- This requires a constant assessment of the needs of the entire student body, especially if there are distinct needs for DECADE eligible students that are otherwise unmet
- Ideas should be brought forth and considered by the DECADE Student Council
- Responsible for choosing an article related to diversity issues in higher education (particularly graduate education) with the assistance of the Education Committee
- 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.
- Identify and suggest potential speakers for the DECADE Speaker Series to the DECADE Coordinator and Student Council
- Gather and provide information to the Public Relations co-chair regarding funding, conference presentation, and diversity opportunities

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- 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 a 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
- Promote DECADE, DECADE Events, and communicate the resources available from Grad Division and GRC. Inform and update DECADE Community of resources offered by the National Center of Faculty Development Diversity (NCFDD) and other organizations dedicated to promoting diversity in academia and graduate education.
- 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

**School-based Student Council Representatives:**

Responsibilities:

- In collaboration with the Equity Advisor(s) and /or DECADE Mentors within your school, establish a school-based DECADE Student Council
- Promote DECADE and DECADE events at the school/departmental level
- Foster support and enthusiasm for DECADE initiatives at the school/departmental level
- Work on community building at the school/department level
- Develop and implement programming that support the needs of graduate students within the school
- Assist the school and departments/programs within the school with recruitment initiatives
- Serve as an additional support to the Recruitment sub-committee as needed
- Recruit other graduate students to participate in the school-based councils
- Attend all monthly DECADE Student Council meetings and report back to the school-based council