

**Native Hawaiian/Pacific Islander
Student Success Advisory Group**
Office of Equity, Diversity, and Inclusion Initiatives
Oregon Department of Education

Charter

Statement of Purpose

The Native Hawaiian/ Pacific Islander Student Success Advisory Group will advise the Office of Equity, Diversity, and Inclusion (OEDI) of the Oregon Department of Education (ODE) on educational matters affecting Native Hawaiian/Pacific Islander (NHPI) students and families. This effort will seek to address systemic inequities experienced by Native Hawaiian/Pacific Islander students through focused investments and community partnerships.

Scope

The Native Hawaiian/Pacific Islander Advisory Group shall advise the Department on:

- Development and implementation of the Native Hawaiian/Pacific Islander Student Success Plan;
- Eligibility criteria, applicant selection processes, and expectations for recipients of NHPI grant awards; and
- Adoption of rules by the State Board of Education for the implementation of the NHPI plan.

Formation of Group

The Native Hawaiian/Pacific Islander Student Success Advisory Group is required by HB3144.

Decision-making Authority

The Advisory Group is an advisory body, where members will provide knowledge, suggestions, and recommendations to advise ODE regarding Native Hawaiian/Pacific Islander student success.

ODE staff is responsible for summarizing highlights from the meetings, responding to requests for information, and tracking key action items. ODE will communicate how it acted on the advice provided by advisory members at the group meetings. Minutes will be shared publicly.

ODE will report on annual Advisory Group outcomes and grantee progress by sharing summaries of grantee Interim and Final reports, the bi-annual Legislative Report, and progress in other Student Success Act-funded areas of work which intersect with the NHPI Student Success Plan.

Membership

The NHPI Advisory Group will consist of no more than 20 members appointed by the Director of the Oregon Department of Education (ODE).

Representation Among Community Members and Education Advocates

Every effort will be made to ensure that the composition of the NHPI Advisory Group reflects the diversity of our NHPI students, families, and community members.

Selection Criteria

Members of the Advisory Group must represent one or more of the following categories:

- Have lived experiences with, or a demonstrated understanding of, issues facing Native Hawaiian or Pacific Islander communities, including students who have those experiences or understandings.
- Urban and rural communities.
- Individuals with disabilities.
- Parents and students.
- Youth who are lesbian, gay, bisexual, transgender, queer or another minority gender or sexual orientation.
- Represent community-based organizations serving Native Hawaiian or Pacific Islander youth and families.
- Educators, including representatives of the Early Learning Division, the Youth Development Division, and the Higher Education Coordinating Commission.

In addition, the Advisory Group should include members who possess the following skills and experience:

- Knowledge of how to impact institutional change in the areas of equity, diversity, and inclusion.
- Understanding of accountability through assessment and evaluation, pointing to positive measurable outcomes.
- Expertise across multiple dimensions of diversity.
- Connection to, relationship with, and advocacy for the Native Hawaiian and Pacific Islander diasporic communities.
- Professional background or community leadership in engaging educational equity.

An ad-hoc subcommittee of ODE staff will review applications and make recommendations to the OEDII Assistant Superintendent. In the event an Advisory Group member becomes a grant recipient during their term, the member must resign their position in the Advisory Group. The Director of ODE will make the final decision on Advisory Group appointments.

Recruitment

To fill open positions, ODE will publicize widely the opportunity to serve on the Advisory Group through various methods of community outreach. Advisory Group members are encouraged to assist by inviting community members to apply.

Statements of Interest and Selection Process

Regular Appointment Process

Upon the conclusion of current member terms, ODE will conduct a membership selection process in which interested candidates shall submit Statements of Interest. ODE staff will review letters of interest and make recommendations to the OEDII Assistant Superintendent, who will then make final recommendations to the Director of ODE. The Director of ODE will make the final decision on Advisory Group appointments.

Mid-term Vacancy Appointment Process

In the event that an Advisory Group member is unable to complete their term, ODE staff will conduct a targeted recruitment process focused on soliciting Statements of Interest in needed areas of representation. This targeted recruitment shall be done in a timely manner to minimize the impact of the vacant position. The selected individual will serve for the remainder of the original term. This term will not count against the two consecutive two-year term limit.

Resignation of Membership

In the event an Advisory Group member is unable to complete their term, the member must submit a resignation letter to the NHPI Coordinator.

Responsibilities of Members

- Attend Advisory Group meetings. Meetings will be held remotely to allow for full participation of Group members across the state.
- Share relevant information from communities to the Advisory Group.
- Connect with constituents and local networks to share with the Advisory Group.
- Review minutes and materials prior to meetings.
- Inform ODE staff if you anticipate missing one or more meetings.

Appointment term can be reduced if membership responsibilities are not met.

Member Roles and Associated Duties

The Chair and Vice-Chair shall serve two-year terms.

Chair:

- Coordinate with OEDII to prepare for and facilitate Advisory Group meetings.
- Coordinate and collaborate with Advisory Group and associated workgroup members.
- Facilitate recommendations provided by the Advisory Group.

Vice-Chair:

- Collaborate with and provide support for the Chair in their associated duties.
- Take on the duties of the Chair in their absence.
- If the Chair cannot serve a full term, the Vice-Chair shall assume the office for the remainder of the Chair's term.

Chair and Vice Chair Selection Process

Advisory Group members shall nominate members for the positions of Chair and Vice-Chair, who will be elected by majority vote each biennium. If the Vice-Chair cannot complete their term or in the event that both positions become vacant, the Advisory Group shall replace the vacancy(ies) at the next Advisory Group meeting.

Meetings

The Advisory Group will meet at least six times a year (bi-monthly) and meetings will last approximately 2–3 hours each month; additional meetings may be requested. Meetings are held remotely. Meeting schedule for the year will be set in June of each year for the following school year. There will be no meetings during the months of July and August.

Meetings are open to the public and subject to public meeting requirements.

There will not be proxy attendance for this Advisory Group. ODE staff are responsible for following up with Advisory Group members who miss a meeting to debrief them on agenda items discussed.

Advisory Group members could be asked to step down if they are absent for two (2) consecutive meetings unless prior notice is given to ODE staff.

Workgroups or Ad-hoc Meetings

Advisory Group members may be asked to volunteer or participate in any formal or ad-hoc workgroups deemed necessary by the Advisory Group or agency. Assistance in coordinating additional meetings or other contributions will be provided by ODE.

Membership Terms of Service

Members of the Advisory Group may be reappointed for a second term. Incumbents must submit new application materials before the recruitment deadline. Individuals who have served the maximum two terms must wait one year before they can reapply for a position on the Advisory Group.

If a committee seat is vacated mid-term, a replacement will be selected by an ad-hoc subcommittee of ODE staff and current Advisory Group members. The individual chosen to fill the vacancy will complete the term they are filling and are still allowed to apply for and serve as an Advisory Group member for two 2-year terms.

Conflicts of Interest:

Advisory Group members will be asked to declare any and all potential conflicts of interest. Since this group is advisory in nature, the agency does not want to exclude voices from participation. All Advisory Group members will submit a conflict of interest form upon accepting their membership. Conflicts of interest include place of employment, volunteer or board positions, close family members connected to potential grantee organizations, etc.

The charter shall be reviewed and reassessed by the Advisory Group annually.