

Latino/a/x Student Success Advisory Committee Charter

Office of Equity, Diversity, and Inclusion, Oregon Department of Education (ODE)

DRAFT

Statement of Purpose:

The Latino/a/x Student Success Advisory Committee, will advise the Oregon Department of Education on educational matters affecting Latino/a/x students and families. This effort will seek to address systemic inequities experienced by Latino/a/x students through focused investments and community partnerships.

Scope:

The Latino/a/x Advisory Committee shall advise the Department on:

- (A) Development and implementation of the Latino/a/x Student Success Plan;
- (B) Eligibility criteria, applicant selection processes and expectations for recipients of grant awards; and
- (C) Adoption of rules by the State Board of Education for the implementation of the plan.

Formation of Committee:

The Latino/a/x Student Success Advisory Committee is required by statute: ORS 329.845 (2) (b) as part of the Student Success Act.

Decision-making Authority:

The committee is an advisory body, where the members will provide knowledge, suggestions, and recommendations to advise the department regarding Latino/a/x and Indigenous students. ODE staff is responsible for summarizing highlights from the meetings and responding to information requests and key action items. ODE will communicate how it acted on the advice provided by advisory members at the following meeting. Minutes will be shared publicly.

Membership:

The Department shall form an advisory group consisting of individuals representing:

- A. Urban and rural communities;
- B. Indigenous and immigrant populations;
- C. English language learners;
- D. Individuals with disabilities;
- E. Parents and students;
- F. Youth who are lesbian, gay, bisexual, transgender, queer or another minority gender or sexual orientation;

- G. Community-based organizations serving Latino or Hispanic youth and families; and
- H. Education stakeholders, including representatives of the Early Learning Division, the Youth Development Division and the Higher Education Coordinating Commission.

Committee will consist of up to 25 members with equitable representation from the required demographic categories.

Applications for membership will be publicized in the late spring when committee vacancies will be available. An ad-hoc subcommittee of ODE staff and current advisory members will review applications and make recommendations to ODE staff. The Director of ODE will make the final decision on Committee appointments.

Responsibilities of members:

1. Attend advisory committee meetings. Meetings will be held in-person and/or virtually to allow for full participation of committee members across the state.
2. Share relevant information from communities to the Committee.
3. Connect with constituents and local networks to share with the Committee.
4. Review minutes and materials prior to meetings.
5. Inform ODE staff if you anticipate missing one or more meetings.

Removal from the Committee will occur when a member is absent for two (2) consecutive meetings unless prior notice is given to ODE staff.

Meetings:

Committee will meet at least six times a year (bi-monthly) and last approximately 3 hours on the 2nd or 3rd Wednesday of the month; additional meetings may be requested. Meetings are held remotely. Meeting schedule for the year will be set in July of each year or at the annual retreat.

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

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

Workgroups:

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

Membership Terms of Service:

Committee members can serve up to two 2-year terms. No person may be appointed to serve consecutively more than two full terms as a board member.

If a committee seat is vacated mid-term, a replacement will be selected by an ad-hoc subcommittee of ODE staff and current committee members. That individual will complete the term they are filling and are still allowed to serve two 2-year terms.

Conflicts of interest:

Committee members will be asked to declare any and all potential conflicts of interest. Since this committee is advisory in nature, the agency does not want to exclude voices from participation. All committee 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. Of note, if committee members volunteer to review future grant applications, we will need to ensure conflict of interest is addressed in this workgroup.

The charter shall be reviewed and reassessed by the Committee annually.