MEMORANDUM

TO: CSCC

FROM: Steering Committee

RE: Naming of assets Policy and the renaming of streets on campus to affirm our commitment to diversity and inclusion

DATE: October 2019

Background: On May 28, 2019, Dr Susan Ryan and Kerri Tompson Tillett, Esq. of the Campus Diversity Council (CDC) wrote a memo (attached) to Steering requesting a charge to re-name lettered or numbered streets on campus after historical beacons of diversity and inclusion from the communities surrounding TCNJ. They argued that naming streets after these important figures would help students from underrepresented racial and ethnic minority groups feel included on campus. The Naming of Assets Policy governs the naming of college exterior spaces, presumably including streets although they are not specified in the policy.

Charge: In keeping with the timeline outlined below, Steering asks CSCC to review the Naming of Assets Policy. At present, the policy emphasizes naming campus assets after (a) donors and (b) individuals who have served important roles in the history of the college. Based on the policy itself and consultation with the Vice President for College Advancement, the General Counsel, and Cabinet, CSCC should consider whether the policy permits the college to name assets on campus for other reasons as well, including (but not necessarily limited to) local beacons of diversity and inclusion. CSCC may choose to recommend changes to the Naming of Assets Policy to make it more inclusive of the various reasons the college may choose to name unnamed assets and rename existing assets. In recommending changes to the policy, CSCC should consult Vice President for College Advancement, the General Counsel, Cabinet, the Campus Diversity Council, the Council of Deans, Academic Leaders, Faculty Senate, Staff Senate, and Student Government.

Testimony Tier: Tier II

> The issue requires moderate testimony from the campus community. The assigned council or committee should consult with relevant individuals and groups in developing a preliminary recommendation. The completed preliminary recommendation should then be made available to the relevant stakeholder groups, and testimony should be solicited in the form of written feedback (through a survey and or e-mail).

Timeline: CSCC should begin work on the charge soon. It should submit a recommendation by March 2020.

TCNJ Governance Processes

Step 1–Steering issues a charge

Step 2-Governance prepares a Preliminary Recommendation
Once the appropriate standing committee or council has received the charge, it should start by collecting data needed to make a preliminary recommendation. It should receive input from affected individuals and all relevant stakeholder groups prior to making a preliminary recommendation. For issues that have broad implications or that affect a large number of individuals, initial testimony should be solicited from the campus community at large. For some issues, sufficient initial testimony may come from input through committee membership or solicitation from targeted constituent groups. When, in the best judgment of the committee, adequate clarity of the principles contributing to the problem are known, a preliminary recommendation should be drafted and disseminated to the campus community.

Step 3–The Relevant Stakeholders provide Testimony
Once a preliminary recommendation has been completed, the standing committee or council should seek testimony from the campus community. The testimony should be gathered in accordance with the Testimony Tier (see below) assigned to the issue by Steering.
For issues that require public testimony from the campus community, the chair of the standing committee or council should approach the president of the appropriate representative bodies to schedule the next available time slot at a meeting of that body.
Testimony should be gathered in a way that allows stakeholders to weigh in fully on the issue. Members of the standing committee or council that wrote the preliminary recommendation should be present to hear and record the testimony.

Step 4–Governance prepares a Final Recommendation
Once the standing committee or council has received appropriate testimony, it should revise the preliminary recommendation into a final recommendation. Once the final recommendation is complete, the standing committee or council should use sound judgment to determine whether or not more public testimony is required. If, in its feedback to the original preliminary recommendation, a stakeholder representative body requests to review an issue again, the committee or council is bound to bring it back to that body. If a full calendar year has passed since the formal announcement of the preliminary recommendation, the committee must re-submit a preliminary recommendation to the campus community. When the committee or council has completed the final recommendation, it should forward it to the Steering Committee.

The final recommendation should be accompanied by a cover memo that summarizes the initial charge, how testimony was gathered and the nature of that testimony, and how the committee responded to that testimony, including a description of how the preliminary recommendation evolved as a result of testimony.

Step 5–Steering considers the Final Recommendation

Step 6–The Provost and/or President and Board consider the Final Recommendation

Step 7–Steering notifies the Campus Community Testimony

For a complete description of all steps and of the testimony tiers, see Governance Structures and Processes, 2017 Revision, pages 21–24.