UC Davis Health
Vice Chancellor and Dean’s LGBTQ+ Advisory Council
CHARTER

Living Document
LAST UPDATE: May 5, 2017

The Vice Chancellor’s LGBTQ+ Advisory Council (“the Council”) is the primary advisory body for the Vice Chancellor for Human Health Sciences/Dean of the School of Medicine (“Vice Chancellor and Dean”), the Chief Executive Officer (CEO) of the Medical Center, Associate Vice Chancellor (AVC)/Dean of the Betty Irene Moore School of Nursing, and the AVC for Equity, Diversity and Inclusion on matters in the areas of sexual orientation and gender identity and their impact on the status of learners, staff, faculty and patients.

1. Purpose: The Council will advise and provide recommendations to the Vice Chancellor and Dean to help assess, plan, develop, implement, improve, and refine efforts toward meaningful LGBTQ+ initiatives and policies within UC Davis Health. These initiatives and policies will be focused on improving the identification of populations at risk and improving quality of prevention and intervention care for all.

Members of the Council will:

1.1. Focus attention on enhancing inclusion of the UC Davis Health LGBTQ+ community as faculty, learners, staff and patients.

1.2. Identify and prioritize actions that will connect UC Davis Health with the community it serves regarding important LGBTQ+ issues. The Council will also work to connect with relevant LGBTQ+ serving community organizations.

1.3. Identify representatives to serve on the committees to develop and direct future UC Davis Health Strategic Plans.

2. Definitions:
The following definitions have been adopted by the Council:

2.1. LGBTQ+: Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, and all other sexual and gender minorities, and those with differences in sex development.

2.1.1. Due to rapidly changing terminology within the LGBTQ+ community, the Council reserves the right to change the acronym in its name in the future to reflect these changes. These motions will be communicated in a timely manner to the Vice Chancellor and Dean and other UC Davis Health leaders.

2.2. Equity: Fairness between all populations, and efforts to improve outcomes for marginalized populations in order to promote this fairness. The goal of the Council is to contribute to the elimination of disparities in health by improving quality of care.

2.3. Diversity: The variety of personal experiences, values, and worldviews that arise from differences of culture and human biology. According to the Office of Equity, Diversity & Inclusion: “Diversity as a core value embodies inclusiveness, mutual respect, and multiple perspectives and serves as a catalyst for change resulting in health equity. In this context, we
are mindful of all aspects of human differences such as socioeconomic status, race, ethnicity, language, nationality, sex, gender identity, sexual orientation, religion, geography, disability and age.”

2.4. Inclusion: The active and ongoing engagement of all patients, learners, staff and faculty in context of valuing their sociocultural diversities. According to the Office of Equity, Diversity & Inclusion: “Inclusion is a core element for successfully achieving diversity. Inclusion is achieved by nurturing the climate and culture of the institution through professional development, education, policy, and practice. The objective is to create a climate that fosters belonging, respect, and value for all and encourages engagement and connection throughout the institution and community.”

2.5. UC Davis Health: Includes the School of Medicine, the Betty Irene Moore School of Nursing, the UC Davis Medical Center, the UC Davis Primary Care Network, and affiliated hospitals operating under the jurisdiction of the Vice Chancellor and Dean.

3. Charge:
The overall charge of the Council will be to create and cultivate an affirming and welcoming environment for all campus members through:

3.1. Advising on institutional climate, changing needs of LGBTQ+ communities, and emerging populations and trends.
3.2. Reviewing policies, procedures, and practices that affect employment, academic status, and quality of life for LGBTQ+ community members.
3.3. Evaluating efforts around diversity of sexual orientation and gender identity through development of salient and valid metrics and through implementation and monitoring of effectiveness.
3.4. Recommending changes to improve conditions that affect the LGBTQ+ community at UC Davis Health.

4. Function and Scope of Work:
4.1. The Council will serve in an advisory role and as content experts in LGBTQ+ health to UC Davis Health leadership, campus community, and the greater community. The Council will not serve in an official decision-making capacity, but their recommendations and advice will be taken into consideration.
4.2. The Council Chair will report directly to the Vice Chancellor and Dean. The Council Chair will schedule quarterly meetings with the Vice Chancellor and Dean and the AVC of Equity, Diversity and Inclusion and will report on the Council’s progress and recommendations.
4.3. Address issues of diversity in sexual orientation and gender identity in the following areas:
   4.3.1. System-wide mission and goals
   4.3.2. Leadership and governance
   4.3.3. Institutional culture and climate
   4.3.4. Clinical care
   4.3.5. Recruitment and retention
   4.3.6. Education and training
4.3.7. Research
4.3.8. Community outreach, development and partnerships
4.3.9. Program evaluation and performance excellence

4.4. Share LGBTQ+ related best practices, best metrics and resources and promote integration into quality of care standards.
4.5. Engage in and contribute to institutional diversity and inclusion planning.
4.6. Make recommendations to the Office of the Vice Chancellor and Dean about pressing LGBTQ+ issues.

5. Composition and Structure:

5.1. Membership: Members are elected by the Council and officially appointed by the Vice Chancellor and Dean.

5.2. Criteria for selection:
   5.2.1. Representation of diversity in the organization.
   5.2.2. Openness to diverse experiences and opinions.
   5.2.3. Experience with coalition building.
   5.2.4. History of championing and developing safety for LGBTQ+ people.
   5.2.5. Modeling cultural humility across diversity.
   5.2.6. Comfort in communicating on sexual orientation and gender identity topics.
   5.2.7. Representation of disparate voices in the organization and community.

5.3. Member Responsibilities:
   5.3.1. Serve a minimum term of 2 years, with the possibility of reappointment by the Vice Chancellor and Dean.
   5.3.2. Attend all Council meetings, as available.
   5.3.3. Serve as a resource to institutional faculty, trainees, students and staff, and the surrounding community.
   5.3.4. Represent the views and perspectives of institutional faculty, trainees, students and staff, and community (including patients).
   5.3.5. Participate in an annual self-review of membership.
   5.3.6. Assist in other duties as requested by the Council Chair, Vice Chair, and Chair-Elect.

5.4. Meetings
   5.4.1. The Council shall meet once every other month, no less than once per quarter.
   5.4.2. Meetings shall be conducted in an open forum and records (minutes) of the proceedings will be kept and distributed to Council members and UC Davis Health System leadership defined in Section 4.2.
   5.4.3. All meetings will have an agenda, which will be issued to the Council members at least three business days prior to the meeting.
   5.4.4. Guests and visitors may be invited on an ad hoc basis for content expertise.

5.5. Task-Oriented Subcommittees: As the Council continues to define its priorities around UC Davis Health’s LGBTQ+ initiatives, it will be important to develop work teams or subcommittees to focus on specific areas of needs.
5.5.1. Subcommittees will be comprised of Council members as well as non-members on an as-needed basis.

5.5.2. The **Electronic Health Record (EHR)** Subcommittee: Identify informatics needs to support the goal of the Council, and facilitate design and implementation of new functionality. Identify clinical care elements and health literacy needs.

5.5.3. The **Community Engagement and Outreach** Subcommittee: Will work collaboratively with community members and organizations to communicate information about services provided, healthcare providers and foster awareness of patient expectations for competent care.

5.5.4. The **Curriculum and Training** Subcommittee: Will develop LGBTQ+ cultural and clinical competencies for all learners in collaboration with educational and training stakeholders. Will be responsible for producing the annual Improving OUTcomes Conference, invited speaker presentations, and maintaining the Improving OUTcomes website.

5.5.5. The **Policy and Procedures** Subcommittee: Will be responsible for reviewing and developing policies and procedures.

5.5.6. The **Visionary** Subcommittee: Will be responsible for developing an annual report of the Council’s accomplishments and progress for the Vice Chancellor and Dean, and for soliciting interest and receiving nominations for new members and elected positions.

5.5.9.1. Members will be appointed by the Council Chair.

5.5.9.2. Will consist of no less than 5 members of the Council. Only Council members will be allowed to join the Visionary Subcommittee.

6. **Council Leadership and Governance:**

6.1. The Council will have one Chair position that will be elected by the Council and officially appointed by the Vice Chancellor and Dean. A nomination recommendation shall be provided to the Vice Chancellor and Dean, CEO, AVC/Dean of BIMSON, AVC for Equity, Diversity and Inclusion by the Visionary Subcommittee.

   6.1.1. Responsibilities: TBD

   6.1.2. Term limits: 3 years

   6.1.3. Automatically becomes ‘Ex-Officio Member’ at the end of 3-year term as Chair.

   6.1.4. The ideal candidate will be a member of UC Davis Health leadership.

6.2. The Council will have one Vice Chair position that will be elected by the Council and officially appointed by the Vice Chancellor and Dean. A nomination recommendation shall be provided to the Vice Chancellor and Dean, CEO, AVC/Dean of BIMSON, AVC for Equity, Diversity and Inclusion by the Visionary Subcommittee.

   6.2.1. Responsibilities: TBD

   6.2.2. Term Limits: 3 years

   6.2.3. The ideal candidate will be a member of UC Davis Health leadership.

6.3. The Council will have one Chair-Elect position that will be nominated by the Executive Committee, elected by the Council and officially appointed by the Vice Chancellor and Dean. A nomination recommendation shall be provided to the Vice Chancellor and Dean, CEO, AVC/Dean of BIMSON, and AVC for Diversity and Inclusion by the Visionary Subcommittee.
The Chair-Elect will be appointed before the Chair’s final year, and will assume the position of Chair at the end of their one-year term.

6.3.1. Responsibilities: TBD
6.3.2. Term limits: 1 year (after which, becomes Chair)
6.3.3. The ideal candidate will be a member of UC Davis Health leadership.

7. Mission, Vision, Goals:

7.1. Mission: To systematically improve the quality of care for LGBTQ+ patients as well as the climate experienced by LGBTQ+ learners, staff, faculty and community members at UC Davis Health.

7.2. Vision: UC Davis Health welcomes and provides safety and quality services for all patients, learners, staff, faculty and the broader community inclusive of sexual orientation, gender identity, and other intersecting identities.

7.3. Goals:

7.3.1. Assure the presence and inclusion of diversity in sexual orientation and gender identity in the Vice Chancellor and Dean’s goals for UC Davis Health.
7.3.2. Enhance the inclusion of sexual orientation and gender identity diversity in leadership and governance.
7.3.3. Enhance education on diversity of sexual orientation and gender identity in health and training in LGBTQ+ health care competency among all learners.
7.3.4. Ensure an institutional culture and climate that welcomes people of diverse sexual orientations and gender identities.
7.3.5. Assist quality assurance and compliance departments in providing effective responses to instances of bias against individuals due to their sexual orientation or gender identity and any other intersecting identities.
7.3.6. Ensure recruitment, development and retention of learners, staff and faculty with diverse sexual orientations and gender identities.
7.3.7. Enhance opportunities and resources for research designed to reduce health disparities related to diversity in sexual orientation and gender identity.
7.3.8. Enhance research using community outreach, development and partnerships around health disparities related to diversity in sexual orientation and gender identity.
7.3.9. Assure evaluation of efforts around diversity of sexual orientation and gender identity through development of salient and valid metrics.
7.3.10. Make ongoing recommendations about pressing LGBTQ+ issues to the Vice Chancellor and Dean, CEO of the Medical Center, AVC/Dean of the Betty Irene Moore School of Nursing, and the AVC for Equity, Diversity and Inclusion.
VICE CHANCELLOR’S LGBTQ+ ADVISORY COUNCIL

2016-2018
Appendix 1

Voting members:
1. Chair – Edward Callahan, PhD
2. Antionette “Annie” Caruso
3. Carolyn Dewa, PhD
4. W. Suzanne Eidson-Ton, MD
5. JP Eres, III
6. Katherine Gardner, MD
7. Dianne Gregory, CCS-P
8. Shea Hazarian
9. Claire Holmes
10. Marci Hoze, RN
11. Joleen Lonigan, RN (Patient Care Services representative)
12. Toby Marsh, RN
13. Aquilla Mullens (PRIDE Vice Chair)
14. Bahareh “Behy” Nejad, MD
15. Megan Ober, RN
16. Swati Rao, MD
17. Andres Sciolla, MD
18. Nicola “Nikki” Smith, RN (PRIDE Chair)
19. Paul Terry, MNA
20. Adrienne Lawson Thompson, EdD (OEDI representative)
21. Hendry Ton, MD (Interim AVC for Diversity & Inclusion, Associate Dean for Faculty Development & Diversity)
22. Gender & Sexual Diversity Medical Student Group representative - VACANT
23. LGBTQ+ Community Organization representative - VACANT
24. MOSC/HUSC representative - VACANT
25. Department chair representative - VACANT
26. HR representative - VACANT
27. School of Nursing representative - VACANT

At-large members:
1. Renee Smith - Community Member

Ex-Officio members:
1. Senior Associate Dean for Education (Mark Servis, MD)
2. Associate Dean for Graduate Medical Education (James Nuovo, MD)
3. Associate Dean for Student & Resident Diversity (vacant)
Subcommittee Chairs:
- Visionary: Ed Callahan
- Care Continuum:
- Community Engagement and Outreach:
- Curriculum and Training:
- EHR: Scott MacDonald
- Improving OUTcomes:
- Policy and Procedures
- Wellness and Climate: