

Carleton College

Office of Intercultural & International Life (OIL)

Charter for CASA 2020-2021

SECTION I: INTRODUCTION, MISSION, AND GOALS

(Initial here _____ to indicate that you have (a) reviewed this section, (b) understood it, (c) had the chance to ask questions, and (d) agreed to the information)

Introduction

Interest Houses provide an opportunity for groups of students to live together for the purpose of exploring a common theme and/or connection. The group defines goals and objectives, and members of the group agree to work toward achieving the stated goals.

Interest Houses are operated in collaboration with the Office of Intercultural and International Life (OIL). These houses work closely to fulfill not only the mission of the house but also the mission and values of OIL. To further reinforce this collaboration, each house is structured as a student organization of OIL, where residents occupy leadership roles (House Chair, Culture/History Lead, Events/Activities lead, and Marketing/Publicity Lead) to fulfill the expectations of the office as will be described in later parts of this charter.

OIL offers four housing communities; Freedom House, ASIA House, La Casa del Sol, and Stimson House. The success within these communities heavily rely upon residents' commitment to fostering an inclusive, respectful, and accountable environment. As a house, you will define some of these expectations before and throughout the term. Furthermore, OIL will also define and enforce their own set of expectations for residents of these houses.

Mission

CASA House strives to provide support and foster community for students who hold identities they feel resonate with the house name, and/or students who are passionate about advocating and educating around issues and topics connected to Latinx identities. As an extension of the Office of Intercultural & International Life, part of CASA's mission is to create purposeful programming that will provide educational and social opportunities for students to learn and explore Latinx identities and related topics. All Carleton community members are invited to participate in CASA House programs.

Goals

1. To provide a common space for ongoing discussions and support around issues specifically related to the Latinx community.
2. To be inclusive and respectful of students, faculty, staff, and alumni.
3. To provide educational opportunities and social programming addressing a variety of issues relating specifically to the Latinx community.
4. To support the overall mission of the Office of Intercultural & International Life

SECTION II: RESIDENT SELECTION, WEEK 1, & EXPECTATIONS

(Initial here _____ to indicate that you have (a) reviewed this section, (b) understood it, (c) had the chance to ask questions, and (d) agreed to the information)

Resident Selection Process

The Office of Intercultural & International Life oversees the selection process of house residents. Potential candidates are expected to complete an online application and submit any additional supporting documents to OIIL. Incomplete applications will not be considered for the rest of the selection process. After the initial screening of applications, a group of candidates will be selected to interview for house resident positions where they will be assessed based on their (a) application materials, (b) interest in being part of the cultural house, and (c) whether their values are congruent with the values of OIIL and Carleton College. Once selected, all incoming house residents are expected to go through an OIIL cultural house orientation with the designated OIIL representative. House placement is held annually for all house slots.

House residents can reapply for residency in these spaces as long as they fulfill the enrollment requirement, and are not in any violation of the categories of house resident expectations.

Fall Week 1

All house member's meeting will be scheduled by Resident Assistants; OIIL staff will be informed of time, date, and location

- I. Introductions
- II. Review of Cultural House Charters
- III. Review of General House expectations
 - A. Responsibility to each other, parties, maintenance, programming, house meetings, etc.
 - B. Develop a chores responsibilities list for the house
- IV. Discuss house expectations / visions
- V. Discuss programming goals and brainstorm programming for the term
- VI. Discuss potential collaboration opportunities between the houses

Descriptions of House House Leadership Roles

The following descriptions are of the leadership roles within each cultural house. Each role can have more than one occupancy, meaning that there can be co-chairs and co-leads depending on the number of residents per house and number of residents interested in a role. However, the number of residents per lead role cannot exceed a total of three residents; and the number of residents in the chair role cannot exceed a total of two residents.

In addition, all residents, regardless of the role they occupy, are expected to work collaboratively and in support of one another.

House Chair

This role consists of either a chair or two co-chairs. The resident(s) in this role is responsible for (a) overseeing the rest of the house leaders and their responsibilities as house leads; (b) providing support and working closely with each house lead; (c) working closely with RAs and the professional supervisor of the houses; (d) ensuring that lead(s) are completing tasks within deadlinings; (e) troubleshooting house maintenance and facilities issues that emerge; (f) facilitating interpersonal issues within the house that may emerge; (g) ensuring that leaders are meeting bi-weekly with the professional supervisor overseeing all of the houses; and (h) ultimately, creating a house environment that is respectful, appreciative, and celebrative of all residents within the house, and across the cultural houses.

Culture/History Lead

This role consists of up to three leads. The resident(s) in this role is/are responsible for (a) being the cultural and historical expert of the house, as it relates to the identities that are represented within the house; (b) obtaining cultural and historical information about the identity that the house is intended to serve (from a range of credible sources); (c) sharing this cultural and historical information with the rest of the house members; (d) working with the activities lead, and other leads to develop meaningful events/activities that will help create awareness of these identities for the rest of the campus community.

Events/Activities lead

This role consists of up to three leads. The resident(s) in this role is/are responsible for (a) developing events/activities to fulfill the trimesterly expectations from OIIL (please refer to section on programmatic expectations); (b) working closely with cultural/history lead to ensure that events/activities are meaningful to the house identity(ies); (c) working closely with the marketing/publicity lead to ensure that potential participants are aware of opportunities provided by the house; (d) working closely with the events/activities lead from other houses to develop cross-cultural-house-collaborations; and (e) keeping track of all participants involved in the events/activities.

Marketing/Publicity Lead

This role consists of up to three leads. The resident(s) in this role is/are responsible for (a) ensuring that they are aware of all of the events and activities of the house; (b) promoting and communicating events and activities to potential participants; (c) creating meaningful posters (Once a trimester) that represent the various aspects of the identities represented within the house to be selected and posted across campus by OIIL.

House Resident Expectations

Expectations for house residents typically fall under three categories; *cultural house responsibilities*, *programming*, and *community standards*.

Cultural House Responsibilities

The first category of expectations are cultural house responsibilities, which has four sub areas that focus on the importance of house meetings, individual meetings with OIIL staff, community building, and conflict resolution.

- I. **Responsibility to OIIL:** Students living within a Cultural house commit to creating inclusive, accountable, and respectful spaces in and outside of the house environment. Students represent OIIL which requires that they understand and adhere to campus policies and community standards. Residents are expected to participate in house programming and intentional effort towards community building.
- II. **Maintenance of the House:** Living within a small, interest community requires frequent communication regarding how certain spaces are used. House Chairs and their leads should create their own systems that allow equitable use and treatment of shared spaces such as the kitchen, bathrooms, basement, living room, and lounge spaces. All residents are expected to participate in regular upkeep of the house as it is often used as a programming and meeting space. House

Chairs should communicate with their Resident Assistant to learn how to complete a Facilities Work Request if there are larger maintenance concerns that require attention.

- III. House Meetings: These meetings are essential in order to continually update and check in with all house residents. There will be a minimum of 4 house meetings per term. These meetings are required by all residents to attend unless a medical, family, and/or academic obligation occurs. House Chairs are responsible for keeping track of these meetings and reporting them to the professional supervisor from OIIL. These meetings should cover:
- A. Programming ideas from all residents of the house
 - B. Programming updates: Delegating duties and planning
 - C. Housing concerns: Maintenance, community building, programming, mental health, etc.
 - D. Updates from OIIL

Note: At each House meeting, attendance will be taken and house members who miss multiple meetings outside of academic obligations will be considered for removal from the community.

- IV. Individual Meetings with OIIL Staff: Each House member is required to meet bi-weekly with the designated Supervisor from OIIL. If more than one meeting is missed, consideration for removal from the house will be addressed.
- V. Community Building: This is an important aspect of all cultural houses where the events and activities lead, and the rest of the residents are all expected to do their best in establishing, maintaining, and developing meaningful relationships with other residents in the house. These efforts can include and are not limited to sharing creative ideas for creating connections within the house, sharing a meal with one or more resident(s), participating in a within house and/or broader campus activity with other house residents, and/or supporting each other through challenging times.

As part of community building, residents will also determine as a group to define their own set of responsibilities with each of the houses.

- VI. Social Events/Gatherings/House Parties: Social events and parties may be held in the cultural houses so long as the rights of other residents and neighbors are respected. Although these events may be held, the reputation of the house will not be surrounded by such gatherings. Social event hosts and the occupants of the house hosting the event are responsible for the behavior of their guests and for ensuring that all applicable College regulations and OIIL expectations are respected.
- A. Violation of these guidelines and/or if the supervisor from OIIL sees fit, a house can be designated as substance-free for the remainder of the term and or academic year.
 - B. If the substance-free designation is violated, house members involved will be immediately removed from their placement in the house.
- VII. Reporting: House Chairs and are responsible for informing the professional supervisor of the lack of attendance of residents at house meetings, house members not fulfilling their leadership

roles as required by the expected programming of the house and any conflict or disturbance in the community that they are aware of.

- A. House Chairs will also inform OIIL of any programming outside of OIIL-specific required programming a week prior to executing the event.
- B. Bi-Weekly meetings are scheduled by directly communicating with the professional supervisor through email. House chairs are expected to ensure that bi-weekly meetings are scheduled by doing reminders during their house meetings.

VIII. Conflict Resolution: In situations where there is a conflict between members within a cultural house and/or across cultural houses, members involved in the conflict are encouraged to utilize the following conflict resolution procedures provided by the AmeriCorps National Service (1996). Residents are also encouraged to explore and utilize their own process of conflict resolution for any given situation that is necessary.

- A. Step I: DEAL EFFECTIVELY WITH ANGER
 - 1. You can't negotiate an agreement if you and/or the other person are too angry to think straight or acknowledge your feelings.
- B. Step II: DO YOUR HOMEWORK (THINK BEFORE APPROACHING)
 - 1. How does this conflict affect each of us?
 - 2. What interests or values are at stake for each of us?
 - 3. What prejudices or assumptions do we each have?
 - 4. What approach would be best (avoid, compete, collaborate, etc.)?
 - 5. If we want to collaborate, what is the right time and place to initiate that?
- C. Step III: SET A POSITIVE TONE
 - 1. Invite the person to negotiate. For example: "Could we talk?"
 - 2. State your positive intentions. For example: "I'd like to resolve things between us."
 - 3. Acknowledge and validate the other person. For example: "I can see this is difficult for you, too."
- D. Step IV: USE GROUND RULES (STATED OR UNSTATED)
 - 1. One person speaks at a time.
 - 2. Continue until the situation is improved.
- E. Step V: UNRESOLVED CONFLICTS
 - 1. All house members will attend a meeting for the purposes of reviewing expectations and resolving conflicts.
 - 2. If conflicts or disruptive behavior continues, a mediation session with an Intercultural & International Life and/or Residential Life staff member will be required.
 - 3. The Intercultural & International Life /Residential Life staff will determine how to resolve the conflict, which may include removal of a house member

Programmatic Expectations

The second category revolves around the programming that is required from each house. CASA House is expected to provide programming and foster community while continually ensuring that all house goals are met throughout the academic year. House residents are required to assist in the planning and participate/attend all mandatory programming. The mandatory programming requirements include:

- OIIL Block Party (Fall Term)
- Joint program between: OIIL/GSC Houses (Winter Term)
- International Festival (Spring Term)
- Per Term:
 - One academic event centered around house charter
 - One social event open to the community
 - One House event dedicated to house residents doing community building
 - One House event dedicated to attending a campus event as a House (event not associated with OIIL)

Community Standards Expectations

The third category of expectations are based on the community standards policy in the campus handbook (https://apps.carleton.edu/handbook/community/?policy_id=6131). Carleton College celebrates both individuality and a strong sense of shared community values. Students who enter this academic and social community make a commitment to healthy exchanges of ideas and acknowledge that living in a community requires tolerance, compromise, and sensitivity to others. It is important to treat others with respect, dignity and understanding in order to create a community where civility is valued. At times each student will have to renegotiate personal boundaries and fit individual freedoms into the broader context of responsibility to the student community and the values of the College. In addition, Carleton College is not an isolated sanctuary apart from the rest of society. Consequently, all students are subject to local, state, and federal law, as are other residents of Northfield, MN. The values, policies and procedures described in the community standard policy have been developed through participatory governance, including the approval of College Council and the Carleton College Board of Trustees. They reflect the continuing, actively renewed consensus of the College community.

Student Conduct Expectations, Rules, and Regulations

- I. Academic Dishonesty
- II. Responsibilities to College
- III. Respect for Individuals and Personal Property
- IV. Healthy, Safety, and the Law
- V. Compliance to College Policies

SECTION III: UNTIMELY REMOVAL OF RESIDENT(S)

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Procedure for Untimely Removal of Residents

Any member of the house in violation of any and all of the resident expectation categories can be recommended for removal from CASA House. Recommendations for the untimely removal of residents will be based on several factors, which include but are not limited to the degree of seriousness (injury to others, illegal use of drugs, sexual misconduct, theft, burglary... etc.), frequency (repeated behaviors), and/or cost (amount of money) of violations.

- I. Violations are reported and reviewed by staff from Residential Life and OIIL
- II. Based on the nature of violation(s), staff from Residential Life and OIIL will determine the appropriate course of action.
 - A. First violation(s) will result in a house meeting and verbal warning
 - B. Second violation(s) will result in a house meeting, verbal warning, reflection paper, and temporary probation from activities that were associated with the behavior(s) of concern.
 - C. Third violation(s) will result in the recommendation for the untimely removal of resident(s) involved

SECTION IV: ADDITIONAL INFORMATION & RESOURCES FOR RESIDENTS

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Student Well-Being

Carleton College urges you to make yourself--your own health and well-being--your priority throughout this ten-week term and your career here. It is important to recognize stressors you may be facing, which can be personal, emotional, physical, financial, mental, or academic. Sleep, exercise, and connecting with others can be strategies to help you flourish at Carleton. If you are having difficulties maintaining your well-being, feel free to contact me and/or pursue other resources, such as [Student Health and Counseling](#) or the [Office of Health Promotion](#). Student Health and Counseling is located on the ground floor of Davis Hall. Phone: 507-222-4080; Email: shac@carleton.edu.

Accommodations for Students with Disabilities

Carleton College is committed to providing equitable access to learning opportunities for all students. The Disability Services office (Henry House, 107 Union Street) is the campus office that collaborates with students who have disabilities to provide and/or arrange reasonable accommodations. If you have, or think you may have, a disability (e.g., mental health, attentional, learning, autism spectrum disorders, chronic health, traumatic brain injury and concussions, vision, hearing, mobility, or speech impairments), please contact disability@carleton.edu, or Chris Dallager, Director of Disability Services (x5250) to arrange a confidential discussion regarding equitable access and reasonable accommodations.

Reporting a Community Concern

Whenever you believe that concerning behavior is affecting you or other members of our community. There is no concern that is too minor—by communicating with our community about what kind of behavior we expect from each other, we strengthen our community standards. When the college is informed of what is occurring on campus, we can:

- Intervene if we perceive troubling patterns of behavior
- Connect community members with the support and resources
- Identify what topics should be included in community education and prevention efforts

You can report a community concern by following this link:

https://apps.carleton.edu/campus/dos/forms/community_concern/

SECTION V: AGREEMENT

CASA House Institutional House Agreement

By signing this agreement, I hereby acknowledge that I have read, understand, and agree to the terms written in this charter for CASA House. Furthermore, I also acknowledge that I am aware that failure to meet any of the expectations within the charter can lead to my removal from the cultural house.

Resident Name (Please print)

Resident Name (Signature)

Date