

Carleton College, Office of Intercultural Life

Charter for the Cultural Houses 2023-'24

Mission of the Cultural Houses

The Cultural Houses 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 the Cultural House. Cultural Houses are an extension of the Office of Intercultural Life, therefore part of the mission is to create purposeful programming that fosters belonging, builds community, supports academic success, and raises awareness of issues impacting communities of color. All Carleton community members are invited to participate in Cultural House programs.

Goals

1. Provide a common space for ongoing discussion and support around issues specifically related to the Cultural House
2. Maintain an inclusive and respectful cultural safe-space for students, faculty, staff and alumni.
3. Provide a shared living experience through which residents of the house learn from one another and build varying perspectives surrounding the House's Culture.
4. Develop educational opportunities and social programming that address a variety of issues relating specifically to Cultural House topics
5. Support the overall mission of the Office of Intercultural Life

OIL House Resident Expectations

Cultural House residents are selected for their commitment to building an inclusive community, promoting the values and culture represented by the House, and maintaining a safe space for students on campus. These qualities form the foundation for fulfilling the mission of the Houses. Residents serve as bridge-builders and educators, and live out this mission by providing intentional programming to the campus.

OIL offers three House communities; Freedom House, the Cultural House for Asian Identities (CHAI), and La Casa del Sol. Success within these communities heavily relies upon residents' commitment to fostering an inclusive, respectful, and accountable environment. In addition to the expectations outlined here in this document by OIL and on behalf of Residential Life, the Houses are encouraged to establish their own expectations to nurture and maintain a positive living environment.

Programming Expectations

Cultural House residents are expected to develop programs to help promote and fulfill the Cultural House mission. These programs are educational and social opportunities for the campus to explore important themes and topics relating to the House identities as determined

by House residents. Houses are required to complete each of the following events, at a minimum, once per term:

- One educational event
- One social event
- One House event dedicated to community building among the residents

Each house will participate in OIL's Heritage Month celebration for the Heritage Month that most closely aligns with the identities represented in the House. This event will serve as an educational or social event, and is not an extra event beyond what is listed above. The Cultural Heritage Month celebration events will be developed alongside OIL professional staff.

Cultural Houses may also be asked to plan, participate in, or support OIL's campuswide programming.

Funding

All houses will have access to a budget of \$500 per term to fuel the programming expectations and other activities outlined in the charter. The OIL Supervisor will approve purchase requests and track budget expenditures and balances. The HPM can access funds by submitting a detailed "[Purchase & Reimbursement Request](#)" on OIL's webpage. Please begin the conversation about purchase requests at least one week prior to the event. For personal reimbursements you will need to keep a copy of the transaction receipt and complete an "Expense Report" in Workday after the purchase has been approved by the OIL Supervisor.

All purchase and reimbursement requests must be approved by OIL and are not guaranteed. Purchases must adhere to the College's Purchasing Policy.

Reporting

House Program Managers should inform the supervisor of upcoming house programs so that the supervisor can be made aware and provide budget information if necessary. HPMs are also responsible for completing the "[Program Evaluation](#)" forms on OIL's website following an event. This form is used for improving programming efforts and includes attendance numbers, budgeting information, things that went well, and things that could be changed in the future.

House Program Managers

The House Program Manager (HPM) will help to arrange relevant programming that strives to connect students to the houses and to each other. The HPM will also serve as a liaison between OIL, house residents, and related student and campus groups/offices. The HPM will be supported in their work by the Professional Staff members of OIL. The HPM position is a paid

position. More details about the position (compensation, time commitment, duties, etc.) can be found in the [Position Description](#).

House Program Manager Meetings

The House Program Manager is required to meet bi-weekly with the designated Supervisor from OIL. These meetings will be determined by the Supervisor from OIL and communicated to the HPMs. If the HPM is unable to attend, another resident will attend on their behalf.

House Meetings

House 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. House meetings will be facilitated by the House Program Manager. These meetings are required by all residents to attend unless a medical, family, or academic obligation occurs. Attendance will be recorded by the House Program Manager, and repeat absences without clear, preemptive communication can be considered as grounds for removal from the house. These meetings should address:

- Programming ideas
- Programming updates: Delegating duties and planning
- Housing concerns: Maintenance, upkeep or social
- Updates from OIL

Social Events

Social events and parties may be held in the cultural houses so long as the rights of residents and neighbors are respected. Although these events may be held, the reputation of the house will not be built on such gatherings. Social event hosts and the residents of the house hosting the event are responsible for the behavior of their guests and for ensuring that all applicable College regulations and OIL expectations are respected.

Violation of these guidelines and/or if the supervisor from OIL sees fit, a house can be designated as substance-free for the remainder of the term and/or academic year.

If the substance-free designation is violated, house members involved will be immediately removed from their placement in the house.

Each house should have a conversation about how they intend to open their space to the public. What are the expectations for allowing student organization meetings in space? Who is contacted and how will all the house members become aware of meetings and gatherings? Are there hours when non-residents are not welcome to enter the house? Consider how you want to

use the public, community-accessible spaces in your house and what restrictions are best for residents.

Responsibility to OIL

Students living within a Cultural House commit to creating inclusive, accountable, and respectful spaces in and outside of the house environment. Students represent OIL which requires that they understand and adhere to campus policies and community standards. Residents are expected to participate in house programming and make intentional efforts towards advancing OIL's mission.

Responsibility in Maintaining the House

Living within a small, interest community requires frequent communication regarding how certain spaces are used. House members 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. Residents are expected to participate in regular upkeep of the house as it is often used as a programming and meeting space. Students should communicate with their House Program Manager or RA to learn how to complete a Facilities Work Request if there are larger maintenance or custodial concerns that require attention. Please explore the [Housing and Residential Living Policies and Guidelines](#) page should you need information about Residential Life Housing expectations.

Selection Process

The Office of Intercultural Life facilitates the application and selection process of house residents. Students interested in living in a cultural house, including returning residents, must complete an online application in the Spring term prior to the academic year in which they wish to live in the house. OIL staff and HPMS collaboratively select residents and if necessary, implement a waitlist. In the event of a vacancy during the academic year, OIL will offer placement to students on the waitlist. Selection and placement of residents into cultural houses is subject to policies of the Office of Residential Life and Housing.

Procedures for Removal

Any member of the house who is disruptive or fails to contribute to the community goals will be considered for removal from their Cultural House. The following procedures will be used when conflict or disagreements arise:

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 Life and/or Residential Life staff member will be required.

The Intercultural Life/Residential Life staff will determine how to resolve the conflict, which may include removal of a house member.

Cultural House Institutional House Agreement

As a Cultural House resident, I agree to adhere to the rules and expectations described in this charter. I understand that in order to maintain residency in a Cultural House, I am required to contribute to the common goals of the community. Failure to function within the set of guidelines established by the community could result in the loss of Institutional Housing or reassignment into other, available college housing.

Resident Name (Please print)

Resident Name (Signature)

Date