

## Meeting Minutes 10-7-2021

### Agenda:

Welcome to new members and thanks to departing members!

### Transition

- Terms
- New members
- New working group leads
- List of resources that need to be reassigned - emails/google drives/etc

### Forms

- Kayleah created forms for input of
  - Individual DEI efforts
  - Calendar entries/event details

### Event idea - Gwyneth suggesting CDEI sponsor

Lunch and learn style event for making information more accessible

Possible tutorials:

- Explaining alt text
- Capitalizing hashtags
- Captioning available on slide presentations - eg. powerpoint
- Making documents accessible before/during meetings

Potentially co lead this with other committees

- WCC?
- CDEIO?

Point out resources in Resource Library

### Responding to Erin Fischell's resignation

- Institutional response
- Joint program/Post-doc response
- Departmental responses
- Committee's collective response
- CDEI response

### Notes/Minutes

- Lunch and learn idea (Gwyneth)
  - Natalie looking for funding for increasing accessibility
  - This would sort of launch the larger effort
  - Amy Bower happy to help
  - Gwyneth and Steph to work on; they can recruit others maybe
- Summarized working groups for new members

- Discussed plans for next meeting to plan next steps for WGs
- Homework: think about WGs and how you'd like to be involved or what could be done
- Summary of Erin Fischell's resignation and response
- Discussion turned to evaluation process, especially for PIs and Senior Scientists.  
Surprisingly, there are differences among departments in performance evaluations.
  - 360-deg evaluations are used elsewhere, but not WHOI.