

2022-01-07 CDEI Meeting

Pre Meeting Action Items:

- 1) Working group co-leads please fill out/ update the working group table of charge and semester goals (see Appendix 1 on page 2)
- 2) Review proposal to submit response to a google form when you do CDEI work (see Appendix 2 on page 3)
- 3) Review & add to Ogletree contacts list (see Appendix 3 on page 4)

Proposed Meeting Agenda (please comment to provide feedback if you want)

- 1) CDEI General Updates (25 minutes)
 - a) Committee Representation
 - i) We try to have at least 1 person from every department and different levels represented. We assessed this and saw a lack of G&G and MPC representation and are seeking members. See org chart Appendix 4
 - (1) Still Looking for G&G, Academic Recruitment had meeting will have meeting in early February
 - b) Budget
 - i) Spent on t-shirts, YMCA, Gwyenth present, and Books. Now reset.
 - c) DEI library
 - i) Proposal/ current status [here](#) - please review/ comment if you would like
 - d) Website
 - i) We have a website manager (Bryan) so reach out to him if you'd like something added to the webpage.
 - e) Senior Admin Connection
 - i) Requesting meeting with Peter to communicate priorities and align (co chairs then full committee plus WG members)
 - f) WG Volunteers List
 - i) We should have a master list for all CDEI volunteers. I propose 1 master sheet the WG leaders update. 1 tab/ WG. Idea being this way we could send out quarterly CDEI updates to the volunteers. Make sure everyone is in the loop about all that we are all doing.
 - g) Meeting with Sarah from Ogletree (co-chairs of CDEI & WCC)
 - i) January 12 survey goes out
 - ii) Natalie is the liaison, can move things to them
 - iii) Modeling the rollout of the survey
 - iv) Computer loaner programming, paper copy
 - v) Postdoc association, if anyone wants a paper copy who?
- 2) CDEI Working Group updates (20ish minutes)
 - a) Each working group please also address your charges & priorities (appendix 1)
 - b) Messaging - Ben
 - i) Met 1x, intend to meet monthly. Kickstarting specific projects.
 - ii) WHOI headlines management plan > by Monday at 3pm of each week send updates to messaging

- iii) Life@whoI proposal status> instagram campaign may be separate, may be engaged with comms. Give a face to WHOI. WHO is WHOI?
- iv) Physical bulletin postings, given cultural month.
- v) Website review
- vi) Partnership with FCTV
- c) Incubator - Kayeah (EeShan is on paternity leave!!!)
 - i) See incubator announcement [here](#) - please review if you'd like
 - ii) Next Meeting end of Jan/start of Feb
 - iii) Concern for URGE continuing at WHOI.
 - (1) What can we tackle together?
 - (2) Monthly meetings?
 - (3) Keep the fire going!
 - (4) CDEI thing? It is a little awkward. Most are outside of CDEI. We are doing what we can.
 - (5) Concern for burnout. WHOI in 1988, a lot of recommendations are things we are still working on today. We KNOW what needs to be done.
 - (6) Burnout is real for people. We don't have a specific group for race.
 - (7) Address the burnout a little, prioritize. At all times, people are putting in all that they can. What part of feeling of burnout?
 - (8) DI & DAC, so much mobilization of race in 2020. So much advocacy. If we are having a conversation
 - (9) Joel will get an URGE discussion group going and see what people think.
- d) Events (Steph)
 - i) Mac & Cheese comp upcoming-postponed (Kayleah leading)
 - (1) Protocol for reviewing a name before an event/program goes out. At least this is a formal way to have a check
 - ii) Next Meeting Jan 14 @ 11:00 am - plan to meet every other month.
 - iii) MBL Wampanoag workshop - focus land acknowledgement Jan 19th at 1:00pm
 - iv) Would like to plan Learn to Salsa dance event at Community Hall or Grumpy's)
 - v) Partnering with Woods Hole Business Assoc DEI subcommittee (lots of overlap)
 - (1) Businesses want to HELP!! Open up their businesses to support DEI events
 - vi) Would like to plan a Land Acknowledgement lunch and learn - need Natalie to help facilitate
 - vii) Book Reading by Stephanie Corbin bookstore owner sometime in Feb (Kayleah) footprintscafellc@gmail.com, also call her anytime! Both Stephanies rock.
- e) Academic Recruitment Programming (Jule and Julie)
 - i) Next Meeting XX

- (1) Undergrad recruitment group meeting 1/21/22
- (2) Newsletter last meeting 7 Dec 21, next meeting in early February
- ii) Structure - 4 subgroups! WOW
 - (1) Talk about disbanding Faculty Recruitment, but ensuring good transition and continuation of efforts.
 - (a) In Natalies radar
 - (b) How can we still make a difference here? Monthly report out? Meeting with upper administration?
 - (c) WHOI wide search, in some way limited
 - (d) Cambridge Hill search
 - (e) Future searches would love input from FA.
 - (f) Natalie info/ Q&A
 - (i) Training program, 2 hours, some 16 hours! For review. Anti-Bias training.
 - (ii) Is someone's role an ear to equity?
 - 1. Training, Todd Natalie took the 16 hours. Search advocacy training. Trains you to intervene. Training at the institution. WHOI is trained in search advocacy. Talk to Natalie.
 - (iii) It is unusual for WHOI to have a 10 person call. It's been called for by CDEI and all. Cluster hiring is KNOWN to help, cohort hiring! Is this department open call having that in mind?
 - 1. Typically on a search cycle, departments would put out a call. Open call, open language helps increase diversity. It is a collection of all ads together. Hoping to increase the diversity of the pool. Person can choose to be reviewed by multiple departments. Diversity statements and life impact statements. If you feel you need to explain a gap, this is a space to do that. Key word ask! Scholarly clusters. Change management is crazy to consider, people are open to emerging clusters.
 - (iv) Feedback, there is not a final submit button.
 - 1. Outside vendor didn't have that option. Application isn't due/ Todd.
 - (g) ½ of faculty are from postdoc pool
 - (i) Postdoc association wants diversity as well.
 - (h) Maybe it will continue to exist. Gather lessons learned. Maybe return to it. Julie will talk with co-leads and circle back to Natalie et al.

- (i) Serve as an oversee and advisory thing in the current cycle? Debrief from search committees, department chairs?
 - (2) Undergrad recruitment
 - (3) High School recruitment
 - (4) Through the Porthole
 - (a) Quarterly newsletter aimed at grad students. Demystify grad experience. Most recently, are you first in your family to grad school? How to do everything logistically. It went out before the JP deadline. Grad school can be confusing, the newsletter is growing in readership. 200-300 subscribe. Open to ideas. Demystifying in general.
- f) Community Building (Catherine)
 - i) Next Meeting February (sent out When2Meet for volunteers)
 - ii) Sending out survey (Google form) to collect more info and contacts for ongoing outreach/DEI efforts around WHOI (will go out via email and announced via Headlines) Living list.
 - iii) Developing a way to share info about activities (webpage? Contact form?)
 - iv) Developing modes to manage and curate public knowledge of CDEI involvement around WHOI - broader Cape Cod area - MA - national
- 3) CDEIO Updates (15 minutes)
 - a) Timeline for strategic plan
 - b) Diversity Dashboard
 - c) Search Committee Trainings
 - i) Trainings for all people on application review committees
 - ii) HR Rep taking 16hr of training
 - iii) Hoping to start training people across the institution
 - d) DAC/DI update
 - i) Monthly programming
 - ii) PEP Budget
 - e) Capital Campaign? Just plug into that. Start time?
 - i) Campaign mode. First year of the campaign. Take a couple of years to get kicked off. Number of solicitations this year. Obvious candidates. Simultaneously developing priorities. Important to understand, it is that we are actively seeking input. Also use efforts to inform the institution about how realistic those goals are. Philanthropic community cares about.
- 4) Other announcements
 - a) Appreciation. Bullard Award.
 - b) Google form for CDEI work report & people hours - [here](#)

Next time

- 5) CDEI Discussions

- a) Avoiding burnout and establishing a committee culture where it is appropriate to step back and step back in as needed.
 - i) Kayleahs perspective. Allyship vs advocacy.
 - ii) How do we want to communicate the need to step back/ back in?
- b) What months/dates we are going to be doing messaging/events around and ensure it represents all the groups we are working to advance DEI in.
 - i) See [DEI Events for Consideration Document](#) (Ben)

Appendix 1: Working Group Charge & Semester Priorities

Group	Leads	Charge	Semester Goals
Messaging	Ben Karen Urbec(?)	Ensure that our community is interacting with/hearing about DEI initiatives. Launch & manage life@WHOI instagram.	-launch at least 4 rounds of bulletin postings -publish one round of life@who -regular headlines postings - ...TBD based on 1/5/22 meeting
Events	Stephanie Bryan	Plan and partner to plan events that promote DEI. Update Inclusive Event Guidelines for others to use in planning events.	More info to be added after the Jan 14 meeting. <ul style="list-style-type: none"> - Plan winter salsa dance event - Lunch n learn - land acknowledgement
Community Building	Catherine Mrun	Community Building Group is responsible for organizing ambassadors to the community, at WHOI, regionally, and at other oceanographic institutions.	Survey to get more contacts. Develop a webpage to share contacts. Manage incoming contacts.
Academic Recruitment	Jule Julie Kama	Focus on middle/high school, undergrad and faculty recruitment. Publish the "Through the Porthole" newsletter.	
Incubator	Eeshan	Focused on flexible, rapid, and actionable projects. Could be any combination of new initiatives, policies, procedures, write ups, or calibrations of community needs. Will develop community-proposed, relatively self-contained ideas	Form group. Develop first action plans.

Appendix 2: Proposal for google form for CDEI work

I (Kayleah) am proposing that we implement a system where when we do CDEI meetings & work we fill out a basic google form to report that work.

The reasons for this are the following

- 1) Timestamped Organization
 - a) Make it simple for CDEI co-chairs & CDO to check in on what's going on, if it's all linked through one spreadsheet it's simple
- 2) Maximize time in CDEI meetings
 - a) Co-chairs can synthesize updates from each committee for CDEI meetings and add reading those updates to the pre-meeting agenda. If someone wants to bring an item up for discussion from those we could and if not all good!
- 3) Tracking
 - a) CDEI puts in a lot of volunteer time. Senior admin should know how much and in the future hopefully allocate more funding to compensate members for their time.

Proposed Google Form questions

https://docs.google.com/forms/d/e/1FAIpQLSc_fOywF3becfvKwqsN3OJuEU7mDpM2SbGsGDAL-eW73MvWiQ/viewform?usp=sf_link

Appendix 3: Ogletree Contacts

Please add contacts & connections as you see fit!

Contact Name	Contact Email	Connection
Stephanie Madsen	smadsen@whoi.edu	Facilities
		Atlantis
		Armstrong
		Administrative Assistants
Postdoctoral Association	whoi-pda@whoi.edu	Postdocs
JP Student Reps	jp-student-reps@mit.edu	JP Students; I'd suggest deferring to student reps if they want to provide feedback themselves or organize a closed door session for anyone to provide feedback.

Org chart - Appendix 4

WHOI Depts/units as of 10/31 Census
Academic Programs
Administration
AOPE
Biology
G&G
MC&G
MPC
PO
Communications
Development
Facilities
Finance & Accounting
Information Services
Services
Ship Operations
Creative Services
Advancement and Marketing
Environmental Health and Safety
Grants & Contracts
Tech Transfer
R/V Atlantis
R/V Armstrong
HR
Library
Operational Scientific Services