

CDEI Agenda for 12/2/2022

1. Logistics:
 - a. Review Membership, introduce Kim Hoyt
 - b. Review meeting time. Julie would like to hold the first Friday of the month slot, but move to 10-1130am. If needed, we can doodle it out again.
 - c. Review OneDrive/Google Drive thoughts
2. Review Committee Charter and discuss changes made: [Old charter](#) and [new charter](#)
3. Natalie present her FY23 plan and goals
4. Open discussion
5. Future Agenda Items:
 - a. CommuniTea OR DEI only event: Equity? Field safety? DEI Lightning Talks
 - b. Umbrella for DEI activities at WHOI (formerly Community Building WG)
 - c. DAC representative

Meeting Notes

Present: Natalie, Julie, Kim, Catherine, Byran, Eesh, Drew, Andrew, Kama, Steph, Karen, and Ben

Absent: Kate, Erica, and Adele

- Logistics
 - Membership review
 - Catherine and Julie have reviewed the membership to make sure that we are appropriately representing the WHOI community (seems like we are!)
 - Meeting time
 - Will re-doodle to figure this out
 - Review OneDrive/Google Drive Thoughts
 - This space is a bit confusing
 - Some folks are using the Committee Drive other are using Working Group Drive and some are using both
 - All: move towards using one or the other
- Review Committee Charter
 - Comparing old and new charter
 - Old Charter focused on what we could do (because it was all hypothetical at that point)
 - New charter lays out our meeting structure and membership
 - New charter also now makes it explicit that we are here to support Natalie's efforts as CDEIO
 - Points of Discussion
 - Andrew brought up an interest in making outreach a more specific focus of our group's efforts
 - In the current charter there is language that commits to outreach but with a more local focus

- Possible edit: Change the fourth bullet point to express a more explicit commitment to outreach in a broader geographic area than “around the institution”
 - Eeshan brings up a point about one element from the first charter that we may want to carry over: a specific commitment to holding leadership accountable
 - Could make sense to look at the WCC’s charter (current one and their future draft). They have some language around “accountability”.
 - What does this new charter imply about “top down” vs “grass roots”
 - Natalie recommended the inclusion of language of “bi-directional” communication and explained her desire for us to continue being a source of ideas and initiatives, not trying to build a total top down structure
 - Membership
 - Gave ourselves more flexibility in the size of the committee
 - Added new ex-officio positions: CDEIO and Advancement Office (presently Andrew Rose)
- CDEI vs WCC
 - WCC was largely born out of a need to push for inclusivity along lines of gender
 - CDEI originally had its roots in a need to push for change particularly along lines of racial justice
 - One of the WCC’s main charges is to do a workplace survey every 5 years.
 - They are intended to start doing “pulse” surveys once a month that are intended to be very short
 - There is overlap between our committees. It’s important to coordinate to ensure that we are being synergistic as opposed to duplicative.
 - On major opportunity to do this kind of coordination is at the quarterly diversity meetings of all the committees coordinated by Sheri White
- Natalie Nevarez (CDEIO) Presents FY23 plan and goals
 - Natalie has a budget!
 - On Coordination and Implementation (slide 11)
 - Eeshan: brings up the point that this table may benefit from an added column for who the accountable party is for each of these rows
 - The question is what might Natalie be “accountable for” vs Peter in particular. Might the CDEI be accountable for some of these things?
 - Stars identify areas for potential collaboration with the CDEI
 - Slides will be accessible to our committee for review
 - DAC vs DI participation
 - DAC

- DAC is largely composed of folks that are engaged with DEI work at their institutions
- Right now Kama sits on the DAC and Natalie sits on the DI
- Historically, WHOI has had 3 people on the DAC. Right now there are only two.
 - This involves a monthly meeting
 - DACs efforts have largely focused on heritage/cultural months (Black History Month and Native American Heritage Month) and also supporting PEP in the summer.
 - There is an interest in moving more towards providing training opportunities as opposed to just passive listening events
- DI: [Diversity Initiative Woods Hole](#) and [Diversity Advisory Committee](#)
 - The DI is a committee composed of the higher ups from all of the institutions
- NOTE: although both the DAC and the DI are cross institutionalized, WHOI is the only organization that has a dedicated diversity office.
- Next time: lets discuss who/how we might get another person on the DAC from WHOI
- Folks should also feel free to continue making comments in the charter

Read Ahead: Working Group Status

Academic Recruitment: Julie Huber & Kama Thieler

- *Undergrad Recruitment:* Kama and Lauren: This group is very active with a new round of members and new sub-working groups. We met as a full group in October, planned to meet in sub-groups in November and will meet in early December. [Link](#) to the October notes. Some new comm members may need to be added.
- *Middle and High School Outreach:* Dan Lowenstein and Mindy Richlen. Detailed notes are [here](#). ~20 members of the WHOI community are involved and were offered training on how volunteer teams can engage students and effectively manage classrooms. Two teams visited eighth grade classes in Keith Middle School (New Bedford) in November 2022, teaching ~200 students total in eight classroom lessons. One team is lined up to visit KMS in early 2023, and two teams are in the planning stages to visit New Heights Charter School in Brockton in early 2023. We're also in the planning stages to bring a group of students from KMS to WHOI in spring 2023 for a field trip.
- *Through the Porthole:* Noah Germolus leads this with a group of JP students; communicates directly with Julie, Catherine, and Kama for fact-checking and editing before publication.
- *Faculty/Postdoc Recruitment:* Julie dissolved this group as the institution made a new decision on hiring and conversations/evaluations are on-going on that process at high levels. With a new APO dean coming in as well, things could change with postdoc program, so ok to press pause for now.

Events: Stephanie Madsen and Bryan James.

The group has been working closely with D.A.C. in designing, organizing, supporting and implementing diverse activities throughout the year. Activities and events in 2021 and 2022 can be found [here](#) and include:

- Native American Heritage Month - book discussions, guest speakers + performances
- Hispanic Heritage Month- panel discussion, guest speaker, dancing event
- Salsa Dancing in Woods Hole Community Hall - winter of 2022 - weekly classes led by MBL Hispanic scientists
- Collaborating with Woods Hole Business Association (WHBA) diversity team- organizing anti-bias training

Incubator: Eeshan Bhatt

Running document of ideas lives [here](#). For now, this group is focusing on “Dismantling harassment and discrimination in the field.” Notes include:

WINS

- We have been planning to do "listening sessions" for a while and have found mutual interest with the WCC planning a CommuniTea. Meeting with the WCC Friday Dec 2 at noon to see how we can help in putting on that event(s).
- Writing an overview document synthesizing recent literature and ways WHOI can start problem solving. The instinct seems to be more information gathering.
- Have a scientist in PO onboard to design and send out a post cruise survey when they are Chief Scientist in Fall 2023

GAPS / NEEDS

- Identified a need for "Chief Scientist" training. Perhaps this can turn into an NSF proposal.
- Identified a need for separate authority figure(s) at sea to manage personnel issues within the science party. A Chief Scientist may be overtaxed and/or have conflicts of interest.
- Need a better understanding of how Yessica / HR will fold into these initiatives going forward. There is a cultural perception that HR cannot do much for issues at sea.

Messaging: Ben Weiss and Karen Urbec

The messaging working group has continued publishing weekly DEI notes in Headlines, organized a first round of interviews for our “Conversation Starters” series with FCTV, and began coordinating with Gwyneth Packard to support her efforts organizing communications for Black History Month in February. We intend to expand our DEI bulletin board project by adding new locations. After this first round of Conversation Starters is released, we will evaluate its success and determine how best to move forward. One area where we’d like to get some insights from the group is on best practices for keeping volunteers engaged/how other leaders manage accountability for tasking within their groups.

Core Activities, no longer working groups. Need to update website

Community Building: Catherine, removing and instead will be part of the core mission of CDEI. Need to decide where we want to do this, what the form is, if we need IS support ([Link to webform](#); [link to database](#))

Synergistic Efforts

Room Naming Group: Catherine Walker, led by Women's Committee (Link to [Room Naming Page](#))

Members: Andrew Ashton, Jessica Kozik, Leah McRaven, Gwyneth Packard, Catherine Walker, Dina Pandya, Natalie Nevarez, Court Clayton

Accomplishments as of Nov 2022: Named Mary Sears Room (Fenno), about to announce Betty Bunce Room in G&G/Clark, next up is MC&G room nominations (for Fye Conference Room), in early 2023 AOPE; new names available in the room scheduler tool

Housing Guidance TaskForce: Ben Weiss and Stephanie Madsen are on committee

Members: Colin Reed, Rick Murray (lead), Kathryn Link, Dave Derosier, Stephanie Madsen, Christine Charrette, Ben Weiss, Evie Fachon, Keith Gokey, Kali Horn

As of Nov 29, 2022, the Housing Advisory Team met 3 times (1 hour meetings) via zoom.

The Expected outcomes of the Housing Guidance Taskforce include:

- Understand and respond to the current WHOI Inventory – what opportunities and challenges do you see?
 - Priorities (what community members? Students, post-docs, new hires, others?)
 - Summer Housing
 - Year round etc
- Contribute to the development and encourage participation in the Concord Group survey/engagement process
- Interpret the results of the Concord Group survey (identify challenges and opportunities)
- Contribute to the development of WHOI's community engagement strategy (local, regional, state)
- Contribute to reviewing WHOI's operationalization of housing (administration, facilities, maintenance/operations)
- Contribute to the development of a strategic plan (SFA2) to meet WHOI's housing needs

DAC Update: Kama Thieler currently on, does Hauke want another DAC rep?