



## Diversity, Equity & Inclusion Action Planning Workgroup

November 30, 2022

9:00-10:30 am

### MEETING SUMMARY

#### 1. Welcome

Co-chairs welcomed workgroup members.

#### 2. Catch up in small groups – final tips?

Workgroup members split into small groups to talk about their final take-aways and lessons learned that are important to share with future DEI committees and implementation teams in the division. These takeaways will be included in the workgroup's final report.

##### Getting started

- Take the time in the early stages of meeting to bond and understand the vision and goals. The discussions and research are the foundation for future work. The more time you spend on defining the goal and objectives, the better the outcome.
- Try to get an accurate self-assessment of where people are with the subject matter.
- Understand everyone's time commitments and how engaged that they can be.
- Working in a large group allowed for representation across departments, but some were less likely to share and be vulnerable in the large group setting. Small group work helped.
- Start the small group conversations early-on to help people gain comfort talking about difficult subjects within the larger group.

##### Best practices as you go

- We started the workgroup process with great foundational learning sessions, but we rarely referred back to what we learned. Deliberately applying the concepts and techniques we learned in those sessions as we progressed through the workgroup process and began addressing specific issues may have been useful.
- Allow the strengths of individuals to shine through and encourage those strengths to come out. Also understand the strengths and weaknesses of your community at large (stakeholders).
- Keep records as you go. Capture lessons learned when identified and write parts of the final report/product in real-time so that details are captured. It can be challenging to remember important aspects once the moment has passed.

##### Considerations for data and input collection

- The division should work with supervisors to understand DFA employees' communication preferences (do they have a need for information in languages other than English, for example).
- Be clear about when you are offering to collect stakeholder information in alternative formats, i.e., paper for folks that don't have a computer, other languages, braille.
- Limit open ended survey questions.

- Find ways to effectively welcome the input of non-majority group members within the division.
- If using focus groups used to collect stakeholder input, spend plenty of time considering ways to make it effective: who should best lead the focus groups (shared identity or experience with the group?), how to build a comfortable/welcoming environment where all people would feel safe and able to provide feedback.

### **3. Review final report for SLT and stakeholders**

This workgroup will produce a final report for senior leaders and stakeholders that summarizes the past year's work and outcomes. Workgroup members reviewed the draft version of the report, which incorporated the individual segments small groups prepared. Co-chairs asked members to validate that the report expresses the key messages and intentions of the workgroup. The report will be finalized and formally delivered to the vice president and division senior leaders in early December.

Workgroup members discussed their experiences with expanding awareness about diversity, equity and inclusion matters, and how they feel a sense of momentum and enthusiasm among colleagues for improving the division's workplace climate. Co-chairs invited members to continue contributing to the division's DEI work however they can, whether or not it is part of a formal committee or project implementation.

### **4. Review repository of workgroup knowledge for future DEI teams (see doc here)**

Workgroup members reviewed a list of information, reference materials and lessons learned to share with future committees and project implementation teams. This could be something that would help them efficiently get off the ground as a team with shared values and understandings.

### **5. Next Steps for the workgroup: Celebrate!**

This is the last meeting of the division's DEI Action Planning Workgroup. Members will celebrate with division leaders in early December. The outcomes of their work will be shared via the [DFA Inclusive Excellence](#) website.