

2021-2022 College of Health and Human Sciences DEI Action Plan

Goal #1: Institute DEI committees in CHHS departments.

Action Step(s)	Responsible Person(s)	Deadline	Outcomes Measured	Progress Update (Date)	Follow-Up Needed
CEED members to work with their Chairs/Directors to establish new committee Recruit members from faculty, staff, and student constituent groups Develop group charter with goals and objectives to add to program faculty/staff handbook for sustainability of committee and its actions Develop a goal list and action plan Minimum set of operations: communication (department, CEED, CCDEI), education, data collection, data analysis, and subsequent revision of established goals annually, address recommendations from annual needs assessment, as appropriate.	Chairs and Directors	9/01/2022	50% of departments will implement DEI (or related term) committees with a minimum of two faculty and/or staff members and will be one of the official department committees with a group charter added to program documentation and a set of goals established for the year. CEED members will collect documentation in handbooks and action plans, confirm membership of department DEI committees.		

Goal #2: Routinely schedule professional development opportunities and provide access to individualized consultation regarding DEI for faculty, staff, and students.

Action Step(s)	Responsible Person(s)	Deadline	Outcomes Measured	Progress Update (Date)	Follow-Up Needed
Develop brief learning units with lesson plan, resources, and discussion guide for dissemination with Chairs/Directors and through CEED representatives to departments monthly. Schedule series of events to build knowledge and skill over time in communication, inclusive pedagogy, health inequity, etc. Tailor Antiracism Institute to unique department needs and interests, including scheduling and content. Schedule routine office hours for access to individualized support. Create a Google form to request 1:1 support.	Special Director DEI	9/01/2022	Evaluate number of development sessions offered, frequency, and topics addressed, number of consultations requested/completed, number of participants engaging in Antiracism Institute.		

Goal #3: Develop a sustainable resource for health professional advising for students.

Action Step(s)	Responsible Person(s)	Deadline	Outcomes Measured	Progress Update (Date)	Follow-Up Needed
Create Canvas shell Mentor Ms. Reeves in creation and organization of content for course and documenting activities of group for sustainability and preservation of resources.	Special Director and Ms. Vanessa Reeves	9/01/2022	Completion of Canvas “course” repository for prospective health professional students will be built to continue the work of Academic and Health Professions Advisor, Mr. Hugo Mora-Torres and student intern with Community Health Organization, Ms. Vanessa Reeves including modules including information for student participants and details of program operations for future leaders of this group.		

Goal #4: Routinely schedule development activities for underrepresented faculty mentorship.

Action Step(s)	Responsible Person(s)	Deadline	Outcomes Measured	Progress Update (Date)	Follow-Up Needed
Outreach to new and continuing faculty from underrepresented groups in academia. Establish regular meetings to prepare faculty for RTP process including strategies for research, scholarship, and service productivity.	Special Director [and senior faculty from underrepresented groups, as available]	9/01/2022	Percentage of participants who complete action plans for RTP. Annually measure the percentage who achieve goals established in RTP action plans.		

Goal #5: Integrate staff in department and college operations and increase access to development opportunities.

Action Step(s)	Responsible Person(s)	Deadline	Outcomes Measured	Progress Update (Date)	Follow-Up Needed
Recruit staff and invite representatives for any committees in which there is no current representation. Include staff in invitations for educational and professional development opportunities. Include coaching / mentorship for professional development opportunities in routine performance evaluation.	Dean, Chairs and Directors	9/01/2022	Staff representative documented in minutes or roster of all department or college committees that pertain to hiring, admissions, or other critical decision making bodies. Percentage of staff engaging in workshops and meetings will increase by 25%.		

Goal #6: Create space, provide tools, and establish channels for DEI-related communication.

Action Step(s)	Responsible Person(s)	Deadline	Outcomes Measured	Progress Update (Date)	Follow-Up Needed
Use Chairs and Directors meeting to model integration in department level operations. Through the CEED committee, communicate consistent messages throughout College including events, learning opportunities, goal setting, action and evaluation. Provide education regarding Courageous Conversations (or similar approach) to facilitate respectful, meaningful, and effective communication within and between departments.	Special Director, CEED Committee, Department DEI Committee representatives	9/01/2022	50% of departments will incorporate a standing agenda item for DEI. Percentage of departments and CHHS overall that participated in communication training. CEED website will include links to key university resources related to DEI including event dates, reporting systems, etc.		

Goal #7: Create processes for and evaluate baseline representation outcomes.

Action Step(s)	Responsible Person(s)	Deadline	Outcomes Measured	Progress Update (Date)	Follow-Up Needed
Develop a data collection instrument as a foundation for data collection that can be tailored to meet department needs and goals. Establish deadlines for data collection and assist departmental DEI committees with data analysis, interpretation, and recommendations for revision of goals and action plans. Create a repository within CEED Committee documentation for archiving data and tracking outcomes over time.	Special Director, CEED Committee, Department DEI Committee representatives	9/01/2022	Baseline data collection completed for 50% of departments for the following outcomes measures by affinity group: -Applicant pools for 1) administrative leaders, 2) faculty, 3) staff, and 4) students -Admission and/or hiring rates for 1) administrative leaders, 2) faculty, 3) staff, and 4) students -Retention rates at 12 months, 24 months -Membership on power-wielding committees (i.e., RTP, search, admissions, etc.)		

			-Pay differentials for faculty and staff by affinity group		
--	--	--	--	--	--

Title **XX**. DIVERSITY, EQUITY, AND INCLUSION COMMITTEE

1.0 PURPOSE

The purpose of the Diversity, Equity, and Inclusion Committee is to evaluate issues related to diversity, equity, or inclusion in nursing education, practice, or the department and to make recommendations for policy, practice improvement, and evaluation. The Diversity, Equity, and Inclusion committee's goal is to promote a climate and culture within The Valley Foundation School of Nursing that is responsive to the needs of students, staff, and faculty. Domains of interest include, but are not limited to: curriculum and teaching practices, hiring, retention (student, staff, and faculty), promotion, admission, graduation, and student support services.

2.0 OPERATING PROCEDURES

This committee serves to:

- 2.1 Receive data and recommendations from all stakeholders including Campus Committee on Diversity, Equity, and Inclusion (University), Committee to Enhance Equity and Diversity (College), faculty, students, and staff.
- 2.2 Analyze and/or evaluate data on matters related to diversity, equity and inclusion goals and strategies and to make recommendations to the faculty, staff, and students, as well as College.
- 2.3 Facilitate the implementation of best evidence or practices for diversity, equity, and inclusion, as well as recommendations from University and College diversity, equity, and inclusion committees.
- 2.4 Provide ongoing evaluation of existing and input into the development of new department policies and procedures.
- 2.5 Establish task forces for addressing deficiencies or development needs.
- 2.6 Collect data and draft an annual report regarding representation outcomes for student admissions, faculty and staff recruitment annually, as well as evaluation of accomplishment of diversity, equity, and inclusion goals pertaining to curriculum

integration and improved teaching practices and evaluation of faculty performance regarding diversity, equity, and inclusion.

2.7 Record minutes of monthly meetings and produce an annual report of committee goals and achievements.

3.0 ORGANIZATIONAL STRUCTURE

3.1 Chairperson is The Valley Foundation School of Nursing CEED committee representative. If there is more than one CEED representative, the committee will take a vote.

3.2 Composition of the committee includes:

1. Faculty or staff who volunteer to serve
2. In the absence of volunteers, committee members will be appointed by TVFSON Director from full faculty members
3. Student representative (undergraduate and/or graduate) will be recruited once per year in August

3.3 Service term(s)

1. Two (2) years on EVEN years
2. Members may extend their appointment, if desired

4.0 Drafted 4/2/2022