

# START A CONVERSATION!

## Your Ideas Matter

Hosting a conversation with your own community about what's needed to build a more inclusive UBC provides a valuable opportunity to hear and reflect perspectives from your peers and community members.

This toolkit provides a step-by-step guide to help you engage your community through a self-guided conversation about what's needed to help build a more inclusive UBC.

## About the Inclusion Action Plan

As a cross-cutting and university-wide plan, UBC's Inclusion Action Plan is broad and varied to include various academic and operational contexts that exist across our campuses.

IAP provides a framework to recognize the groundwork and efforts in equity, diversity, and inclusion (EDI) already underway, and offers ideas and direction for those yet to be started or enhanced over the next seven years.

While the structure of the plan is confirmed, and the implementation plan is to be developed in 2020, we are currently seeking your feedback on the proposed actions.

## Key Steps

- ✓ **Set-up a time and location**
- ✓ **Invite your community**
- ✓ **Send a reminder**
- ✓ **Facilitate your conversation**
- ✓ **Tell us how it went**
- ✓ **Send us your feedback**

### TIP: WE'LL COVER REFRESHMENTS

They say refreshments help to bring people together. And it works! To help you engage your team, club, or group, contact the Equity & Inclusion Office to explore opportunities for sponsorship of refreshments.

### TIP: NEED SUPPORT OR SUPPLIES?

The Equity & Inclusion Office can help set-you up with items that can help you facilitate your conversation. This can include markers, pens, notes, etc. but we can also come and help facilitate your conversation.

# HOW DO I GET STARTED?

## Step by Step Guide

**Hosting a self-guided conversation means taking the role of gathering a small group and leading a conversation to gather participants' feedback on the draft Inclusion Action Plan.**

A companion background presentation provides an overview of the Inclusion Action Plan development and consultation process to date.

### SET-UP

Pick a time and location where you and your group can converse easily and without interruption. Consider dedicating 60 - 90 minutes for your conversation.

### INVITE

Invite as many people as you like, however, do keep in mind that smaller groups (less than 12 people) might help ensure the conversation is manageable and that everyone has a chance to speak. Circulate the toolkit to your attendees ahead of time so they may review it for reference before you meet.

### REMIND

One or two days before your conversation, contact those who signed-up and remind them to attend.

### FACILITATE YOUR CONVERSATION

As the host of the conversation, help ensure everyone has a chance to say something. We recommend your group identify one person as designated note taker who will summarize the group's feedback on the subsequent worksheet pages. You only need to complete one set of worksheets.

### TIP: SHARE AHEAD

It may be most effective if group members have the chance to review the five goals and corresponding draft actions in advance of your conversation. Alternatively, consider providing time at the start of your event for them to do so.

### COMPLETE THIS WORKSHEET

As a group, use the columns on the right in the worksheets below to address the following questions, while centering the experiences of those who have been historically, persistently or systemically marginalized:

1. Which of these actions do you agree will move us toward a more inclusive UBC?
2. Which actions do you have concerns about? Please tell us why.
3. What do you think is missing?

Mark an "x" in the corresponding column to indicate those actions with which your group agrees with, or has concerns about. Use the last column on the right to either detail your group's concerns and / or share what you think is missing.

### DISCUSS

In your group, decide how you would like to discuss the overall plan. One goal at a time? Only the goals which seem most relevant? Only the actions which members of the group have found concerning?

### SUBMIT YOUR WORKSHEET AND TELL US HOW IT WENT

When you submit your feedback using our online form, please take a few minutes to tell us how your conversation went, including:

1. Overall, how did your conversation go? What worked well?
2. What could be improved or done differently?
3. Would you be willing to host a conversation like this again in the future?

### SEND US YOUR FEEDBACK

Please designate one note-taker for your group who will be responsible for summarizing and recording your group's feedback in the worksheet table below, and submitting it online at [equity.ubc.ca/iap](http://equity.ubc.ca/iap) by September 15, 2019. Submitted feedback will be considered as we refine the next draft of the plan. Alternatively, you can drop off your worksheet at the Equity & Inclusion Office located in Brock Hall.

# GOAL 1 Capacity Building

UBC will enhance institutional and individual capacities and skills to succeed in and advance inclusive environments and work to sustain and continually evolve that capacity as skills and capabilities are increased.

Goals & Draft Actions	Agree	Concerns	Please tell us why... What do you think is missing?
<p><b>(A) EDI Education &amp; Training Programs</b> Resource, develop, implement, and evaluate comprehensive education and training programs on equity, diversity, and inclusion for students, faculty, and staff. Embed this education and training in recruitment processes, onboarding, assessment and performance reviews, and professional development for staff and faculty; and in curricular and co-curricular spaces for students.</p>			
<p><b>(B) Conflict Engagement &amp; Dialogue</b> Build conflict engagement skills and practices among all members of UBC’s community to equip people for working across differences that matter, including engaging in dialogue and conversation around sensitive topics at UBC and beyond.</p>			
<p><b>(C) EDI Leadership Training</b> Develop EDI curriculum and deliver/leverage training specifically for leadership at all levels to deepen understanding and encourage modelling of inclusive behavior, with a focus on applied skills and performance management in diverse workplaces.</p>			
<p><b>(D) EDI Curriculum &amp; Program Requirements</b> Embed equity and inclusion education that incorporates intercultural understanding, empathy and mutual respect (Truth and Reconciliation Commission’s Calls to Action 63(iii), building from UBC’s Indigenous Strategic Plan), into curriculum and program requirements for all students.</p>			

## GOAL 2 Recruitment, Retention, and Success

UBC will actively recruit, support, retain, and advance students, faculty, staff, and leaders from systemically marginalized communities.

Draft Actions	Agree	Concerns	Please tell us why.... What do you think is missing?
<p><b>Recruit for EDI Skills and Competencies</b> Actively recruit for equity, diversity, and inclusion skills and competencies and the ability to collaborate in a diverse environment in all searches and in career progression for leadership, staff and faculty.</p>			
<p><b>Increase Representation</b> Increase the numbers of historically, persistently, and systemically marginalized students, staff, faculty, and leadership at UBC through a recruitment and selections/admissions process that values diversity in experience and ability, and reduces financial barriers to studying and working at UBC, including a tuition waiver for Indigenous students and affordability strategies for transit, housing, and childcare for staff.</p>			
<p><b>EDI in Scholarship</b> Explore avenues to value diversity in scholarship rooted in differences in worldviews, inclusive teaching and learning in curriculum, and update workload policies to credit emotional labour and specific initiatives to advance equity, diversity, and inclusion.</p>			
<p><b>Enhance Performance Review Processes &amp; Discussions</b> Update performance review processes and discussion guides for staff and emerging leaders to recognize contributions to and participation in initiatives to advance equity, diversity, and inclusion.</p>			
<p><b>Implement Systems Reviews</b> Improve the experiences of those currently marginalized by implementing the recommendations of the 2018 Employment Systems Review for faculty and staff, and conduct a similar review to examine any disparities in experiences for students.</p>			

## GOAL 3 Learning, Research & Engagement (1/2)

UBC will foster environments of learning, research, and engagement that value building and exchanging multiple and intersectional ways of knowing.

Goals & Draft Actions	Agree	Concerns	Please tell us why.... What do you think is missing?
<p><b>(A) EDI Awards, Funding &amp; Incentives</b> Establish awards, funding, and incentives that recognize outstanding equity, diversity, and inclusion initiatives and contributions in learning, research, and engagement, including community-based research and community-led initiatives.</p>			
<p><b>(B) Inclusive Teaching &amp; Learning</b> Support instructors and teaching assistants to make teaching and learning more inclusive throughout course design and teaching practice.</p>			
<p><b>(C) Grant Applications</b> Include equity, diversity, and inclusion principles in the review processes for all grant applications, assessing the diversity of the research team, the commitment to the development of inclusion skills and diversity competencies for highly qualified personnel, and the inclusion of an EDI lens throughout the learning, research and engagement process.</p>			

## GOAL 3 Learning, Research & Engagement (2/2)

UBC will foster environments of learning, research, and engagement that value building and exchanging multiple and intersectional ways of knowing.

Goals & Draft Actions	Agree	Concerns	Please tell us why.... What do you think is missing?
<p><b>(D) Government Requirements</b> Exceed the equity, diversity and inclusion requirements of the Canada Research Chair Program and the Dimensions Program, as well as any future provincial and federal requirements.</p>			
<p><b>(E) Institutional Relationships &amp; Systems</b> Proactively build and strengthen institutional relationships and improve institutional systems to work more effectively with communities and organizations representing those who have been marginalized, in particular with Indigenous Elders, with an emphasis on creating equitable and mutually beneficial relationships.</p>			
<p><b>(F) Student Perspectives</b> Review and improve mechanisms to ensure that student perspectives on the inclusiveness of their learning experiences are integrated into the improvement of teaching.</p>			
<p><b>(G) Indigenous Strategic Plan Alignment</b> Work in alignment with the Indigenous Strategic Plan to ensure that learning, research, and engagement at UBC reflect the Truth and Reconciliation Commission's Calls to Action and are consistent with UNDRIP.</p>			

## GOAL 4 Systems Change (1/2)

UBC will be intentional and proactive in changing systems, structures, policies, practices, and processes to advance equity, diversity, and inclusion.

Goals & Draft Actions	Agree	Concerns	Please tell us why.... What do you think is missing?
<p><b>(A) EDI Decision-Making Principles</b> Develop, consult on, and implement guidelines for decision-making that incorporate equity, diversity and inclusion principles.</p>			
<p><b>(B) Indigenous Strategic Plan</b> Resource, implement, and track progress of the Indigenous Strategic Plan across all units.</p>			
<p><b>(C) Inclusive Action Planning</b> Ensure inclusive action plans are developed for and communicated throughout each Executive Portfolio and each Faculty.</p>			
<p><b>(D) Succession Planning</b> Develop and implement a succession planning process for senior leadership positions that requires that all leaders demonstrate commitment to principles of equity, diversity, and inclusion and reflect the diversity of the UBC community.</p>			
<p><b>(E) Job Descriptions &amp; Performance Reviews</b> Incorporate equity, diversity, and inclusion skills and competencies into job descriptions and provide training in how to assess these skills and competencies through performance reviews for all staff and evaluations for faculty.</p>			
<p><b>(F) Degree Requirements</b> Incorporate equity, diversity and inclusion skills and competencies into degree requirements.</p>			

## GOAL 4 Systems Change (2/2)

UBC will be intentional and proactive in changing systems, structures, policies, practices, and processes to advance equity, diversity, and inclusion.

Goals & Draft Actions	Agree	Concerns	Please tell us why.... What do you think is missing?
<p><b>(G) Workplace Accommodations for Disability</b> Enact an institutional level accommodation policy for faculty and staff with disabilities that is supported by a central accommodation fund.</p>			
<p><b>(H) Accommodations</b> Develop an infrastructure for supporting and accommodating faculty, staff, and students with respect to religious, spiritual, and cultural observances, flexible work arrangements, housing, and childcare to enhance opportunities for success and retention.</p>			
<p><b>(I) Accessibility</b> Enhance the accessibility of physical and virtual spaces on UBC campuses for students, staff, and faculty.</p>			
<p><b>(J) IAP Planning, Implementation &amp; Reporting</b> Provide resources for department, Faculty, and administrative unit level planning, implementation, and reporting on the Inclusion Action Plan.</p>			
<p><b>(K) Equity Leads</b> Appoint a faculty or staff member within each department or unit who is responsible for coordinating the implementation of commitments made in the Executive or Faculty level plans at the local level, supported by an Equity Leads Network facilitated by the Equity &amp; Inclusion Office.</p>			



## GOAL 5 Accountability (1/2)

UBC will hold itself accountable to its commitment to inclusion through clear and timely processes, thorough evaluation, and transparent reporting to the UBC communities on its progress on this action plan.

Goals & Draft Actions	Agree	Concerns	Please tell us why.... What do you think is missing?
<p><b>Mechanisms for Annual Reporting</b> Establish mechanisms for annual reports on unit/departmental Inclusion Action Plans, including plans for future progress.</p>			
<p><b>WorkDay Institutional Data</b> Ensure Workday collects institutional data with appropriate privacy safeguards to enable regular systematic analyses of access, engagement, promotion, success, attrition, etc., for students, staff, and faculty.</p>			
<p><b>Transparent Reporting Mechanisms</b> Review and enhance streamlined mechanisms and related policies for people who experience harassment, discrimination, retaliation, and bullying to report incidents and policy breaches to ensure transparency.</p>			
<p><b>Advancement</b> Evaluate mechanisms to consider that promotion, merit pay, and consideration for leadership roles for all faculty and staff include an annual assessment of demonstrated diversity skills and competencies.</p>			

## GOAL 5 Accountability (2/2)

UBC will hold itself accountable to its commitment to inclusion through clear and timely processes, thorough evaluation, and transparent reporting to the UBC communities on its progress on this action plan.

Goals & Draft Actions	Agree	Concerns	Please tell us why.... What do you think is missing?
<p><b>External Contractors</b> Create EDI criteria that must be met by all external contractors as a condition for being added to the registered list of vendors or contractors for UBC.</p>			
<p><b>External Reviews</b> Create terms of reference for the self-study document and directions to reviewers for external department and/or program reviews that includes:</p> <ul style="list-style-type: none"> <li>an examination of the diversity of people within the department and concrete plans to address any under-representation</li> <li>an analysis of the integration of historically marginalized forms of knowledge into the curriculum</li> <li>a demonstration within the department of the fulfillment of the Truth and Reconciliation Commission's Calls to Action, particularly Call 63(iii)</li> </ul>			
<p><b>Annual Reporting on this Plan</b> Report annually to the campuses' community on the progress of this plan, including actions planned and undertaken in each division, progress made, and updated information on changes in the metrics for each goal.</p>			