

SLC EDI and Belonging Task force Meeting Agenda

Monday, November 30th, 2020

Membership:

1. Raven Bedford (Student, Kingston)
2. Terry McGinn (Staff/SA, Kingston)
3. Richard Webster (Staff, Kingston)
4. Christina Chrysler (Faculty, Brockville)
5. Newton Duarte (International student, Kingston)
6. Sara Craig (Faculty/union, Brockville)
7. Jessica Jeong (Faculty, Kingston)
8. Krista Videchak (Staff, Kingston)
9. Ining Chao (Admin, Kingston)
10. Shanika Turner (Staff, Kingston)
11. Shirley Chaisson (Staff, Cornwall)
12. Allison Taylor (Faculty, Cornwall)
13. Muhammad Owais Aziz (Faculty, Cornwall)
14. Robert Rittwage (Faculty, Kingston)
15. Emrys De Souza (Student, Kingston)
16. Wendy Whitehead (Faculty, Kingston)
17. Alejandra Perez (Staff, Kingston)
18. Joel Wilkinson (Staff, Kingston)
19. Executive Sponsor: Christopher Garnett
20. Communications Representative: Julie Einarson \

*Sara Craig joined in late

*Christina Chrysler Absent

Land Acknowledgement 2:00 – 2:01 p.m.

- Ekta shared Indigenous land acknowledgement to begin meeting.

1. Check In 2:01 – 2:08 p.m.

- a. How are people feeling?
 - Ekta asked the Task Force to share an example of when they felt out of their comfort zone.
 - Ining, Shirley, Richard, Raven, Owais, Shanika, Robert, and Chris shared their examples.
- b. Task Force member expectations and TEAMS Folder
 - Ekta asked the taskforce to review the Team's folder and provide resources in there.

2. Approval of Minutes from Nov. 16th, 2020 2:08 – 2:10 p.m.

- Taskforce approves the minutes.

3. Approval of TOR 2:10 – 2:15 p.m.

- a. Review/approve
 - Ekta provided the Task Force with an update about the approval of the TOR from CET.
 - Ining brought forward a question about linguistic diversity within the TOR.

- Ekta took those recommendations and added some language in the TOR.
- Ekta shared feedback from CET about the TOR, especially around employee access in hiring
- Robert made a suggestion about adding Workplace Wellness in the TOR.
- Ekta to provide the Task Force with the updated TOR.

4. Approval of Workplan 2:15 – 2:17 p.m.

a. Review/approve

- Ekta shared that CET approved the workplan.
- Ekta shared feedback she received about the roles and tasks of the Task Force.
- Task Force approved the workplan.

5. Update from Chris Garnett 2:17 – 2:20 p.m.

- Chris provided an update on SWF for task force participation for full time faculty members.
- Chris also mentioned that school and work comes first. If you have other commitments, please let Ekta know.
- Chris told us that CET was very impressed with the workplan and the Task Force.
- Robert asked question about about SWF's

6. NSERC EDI Grant Working Group Update 2:20 – 2:30 p.m.

a. Richard, Shirley, Jessica, and Ekta

- Ekta brought forward the grant working groups.
- Richard provided the Task Force with an update on the groups.
- Jessica brought up if the students have anything that they would like to see on this workplan.
- Emrys would like to see more emphasis on pronoun recognition at the College.
- Shanika brought up some feedback from other employees about workload expectations and having the same type of workload.
- Richard shared information on employee resource groups and importance of including students.
- Deadline for the Grant is January 11, 2021.
- Ekta to schedule another meeting with the Grant team.

7. Survey Design Working Group Update 2:30 – 3:00 p.m.

a. Allison, Ining, Emrys, Ekta

- Ekta summarized the Equity Census survey
- Research has been done on Census survey from other higher education institutions. (Ekta, Ining, Allison, Emrys).
- Allison gave an update on the Census survey and plan of roll out to the College.
- Acknowledge the importance of this survey, how to get participants, roll-out plan, Queen's equity statement.
- Ekta showed the Task Force the preamble/survey for discussion and approval.

- Wendy shared the importance of also providing an opportunity for participants to share their personal contact information if they wish
- Owais asked a question about survey anonymity
- Krista asked a question about the risks of participation and including psychological safety statement
- Ekta, Krista, and Ining provided details on this topic.
- Krista asked to include psychological Risk statement in survey
- Resources to include at the end of survey for people if they are feeling uncomfortable.
- Alejandra asked a question about how we are going to roll-out the survey. The current options are Survey Monkey and Forms.
- Richard asked if we could use Blackboard to share survey link
- Shanika asked if we could use URSLC app too
- Robert asked for CLT/ CET to send a push out for completion on this survey.
- Alejandra mentioned to put it in the International Student newsletter.
- Terry mentioned that the SA can assist with gift cards for the survey.
- Richard shared Incentive ideas, gift cards, local products, equity group owned businesses.
- Krista asked to make sure that the vendors we choose include delivery
- Ining stated that the Task Force will need to communicate about when the results and actions are going to take place and how it will impact the College and community.

8. CET/CLT Interviews 3:00 – 3:10 p.m.

- Ekta is interviewing CET/CLT in regards to an EDI needs assessment, gathering information about strengths, weaknesses, opportunities etc.
- All CET/CLC members recognized that these questions are important and that they personal desire to share about their perspectives about equity, diversity, and inclusion.
- Robert asked if we can add any barriers or recommendations that CET/CLC sees as necessary.
- Allison asked if these are being record. Ekta is taking notes and recording the sessions.

9. December Plans 3:10 – 3:18 p.m.

- a. CET Interviews
- b. Survey
- c. First Listening Tour?
- Ekta proposed a working group for the listening tour/calendar creation.
- Members for this group are, Krista, Alejandra, Shanika, Terry, Robert.

10. Branding/Logo update 3:18 – 3:20 p.m.

- Ekta is working with Communications to develop an EDI task force logo, will share options with Task Force

11. Twitter Account 3:20 – 3:25 p.m.

- a. management
- b. content
- Ekta asked if anyone wanted to join the Twitter Admin team.



- Richard volunteered and Shanika shared she may be able to help

12. Other topics? 3:25 – 3:28 p.m.

- Ekta shared a closing and thank you
- The meeting ended at 3:26 p.m.