



Office of the President

POINT OF CONTACT

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PARTICIPATION AND REPORTING

- Attended SA Consultation Session
- Submitted a Progress Report

This unit will report their progress to the community on March 2, 2021.

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SYSTEMIC ANALYSIS STEPS UTILIZED

PROCESS ■ ISSUES ■ ACTION STEPS ■ OUTCOMES

PROCESS

All active members of our office staff attended systemic analysis training. We all met together subsequently to brainstorm issues to address and actions we could take. We shared our ideas with President Snyder and revised and added to our plan based on his input.

ISSUES IDENTIFIED

We identified four main issue areas where we could take action: (1) Training; (2) Hiring; (3) Office environment; (4) Meetings and Agendas

ACTION STEPS

📄*🗣️ Improve office training by: more explicitly addressing diversity, equity, and inclusion issues in training our student workers; requiring our office staff to participate in implicit bias and other trainings for staff and making it part of their professional development plans; scheduling team conversations to discuss and evaluate our DEI efforts, including successes and challenges; and giving staff and students the opportunity, including time, to participate in campus climate surveys, listening sessions, and working groups.

📄*🗣️ Improve hiring practices by: continue to prioritize diversity in selection of student workers; consult with HR when hiring office staff and when supporting executive searches to ensure we are taking all known steps to diversify the applicant pool; engage in training to ensure our hiring practices are consistent with best practice, including being anti-racist.

* We will improve the inclusiveness of our office environment by consulting with our student workers to generate ideas about how to assure a welcoming atmosphere for all office visitors and students; review our use of easel signage to ensure that an appropriate proportion of our easel messaging advertises and supports our DEI efforts; and, when we next have an opportunity to address decor in our office suite, seek broad input on any choices that might create a more welcoming and inclusive visual experience (for example, by expanding usage of student created artwork comparable to the President's Dining Room).

📄*🗣️ We will ensure that the meetings, agendas, dashboards and similar structures supported by the President's Office are helping to regularly focus the president's time and attention on efforts to promote and advance the Anti-Racism Project and other DEI initiatives.

OUTCOMES

*📄 Coverage of DEI issues in student worker training sessions (review of training materials); number of hours staff and students participate in relevant learning and professional development opportunities; regular meetings to discuss and evaluate progress.

📄*🗣️ Race/ethnic and gender diversity of student workers selected to work in the President's Office; consultations and trainings engaged in per search process led or supported by the President's Office; diversity outcomes associated with those searches.

* Regularized conversations with student workers to obtain input; proportion of easel signage supporting DEI-related initiatives or messages.

📄*🗣️ Frequency with which the Anti-Racism Project and other DEI initiatives appear in Cabinet agendas, one-on-one meeting agendas, leadership dashboards, and similar events and practices.

LEGEND FOR PRESIDENTS COMMITMENTS

- 📄 Hiring
- * Culture and Climate
- 🗣️ Education

SYSTEMIC ANALYSIS STEPS: QUICK REFERENCE

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|---|--------------------------------------|
| 1. Listen to your team and constituents | 5. Analyze strategic partnerships |
| 2. Review infrastructure and policy | 6. Evaluate vision/mission statement |
| 3. Review scope and content of programs | 7. Identify training needs |
| 4. Evaluate structural diversity (data) | 8. Accountability and Assessment |