Welcome and Introductions

- Associate Provost and Chief Diversity Officer Jabbar R. Bennett welcomed Council members to the winter 2019 meeting
- Associate Provost Bennett introduced Louie Lainez, Manager, Office of Institutional Diversity and Inclusion and Crystal Black, Senior Associate Director, Alumni Relations and Development

Assistant Provost Mónica Russel y Rodríguez described the meeting objective

- To determine if our partners use their own local diversity and inclusion statements
- Question posed to group and to be discussed in small group -
  - Does your unit use a diversity and inclusion statement? Would it be useful for you to have a statement?

Attendees were invited to divide into small groups to discuss their respective unit’s diversity and inclusion statements. The Institutional Leadership Commitment was shown while small groups gathered together. The small group discussions centered on the identification of diversity and inclusion statements within the respective departments and units. If a unit had developed a diversity statement, it was shared within the small group.

Summary of points expressed during the reporting out session:

Group 1

- Participants within this group expressed that the diversity and inclusion statements in the respective units utilize the Leadership Commitment to serve as a guide in implementing their diversity and inclusion work.
- Feinberg School of Medicine statement shared:
  As a medical school embedded within one of the most culturally diverse cities in the United States, the Feinberg School of Medicine (FSM) aspires to be the leader in...
academic medical diversity initiatives and practice. Specifically, the Feinberg School of Medicine will:

- Embrace a broad definition of diversity that will include not only underrepresented minorities, but those from varying racial and ethnic, physical, religious, socioeconomic, gender and sexual identities
- Espouse diversity as a core strategic priority
- Integrate diversity initiatives throughout the teaching, research and clinical realms.

University Libraries share their statement: This is your library

Group 2

- NUIT is taking a proactive approach by reviewing and utilizing information from the staff survey data to help inform a diversity and inclusion approach. NUIT would like to engage in a cultural competency training/workshop for its unit.
- The Office of the Registrar utilizes an office value statement and conducts work focused in advancing areas of diversity and inclusion
- The Office of Global Marketing and Communications helps to report, promote, and support the various aspects of diversity and inclusion. The Office of Global Marketing and Communication utilizes the Leadership Commitment as its guide to promoting diversity and inclusion practices throughout the university.
- The Graduate School promotes diversity in Northwestern’s student population by helping recruit a diverse student body and by providing support services across its doctoral programs. The Graduate School lists its diversity statement on its website and connects the statement to the Institutional Leadership Commitment.
- McCormick School of Engineering indicated that it needs a diversity and inclusion statement on its website. This portion of the website can also be a place where information is shared about the student population of McCormick students. Highlights may include: McCormick is number one in the female percentage of PhD students and number two in the percentage of URM PhD students within the United States.

Group 3

- Medill School of Journalism, Media, Integrated Marketing Communications has a diversity statement included in the course syllabus, which was developed by faculty, students, and staff (see Appendix A). The statement is utilized within the syllabus as aid in understanding how diversity and inclusion permeates throughout course work.
- Student Affairs statement is embedded in the work and engages values of diversity throughout its strategic plan.
  - Strategic theme – advancing social justice (connected to performance excellence)
- Counseling and Psychological Services has a diversity and inclusion statement that helps guide its work.
- Participants in this small group expressed that it will be helpful in being able to fully understand the Leadership Commitment. It was also indicated that mentioning the historical context that has led to the Leadership Commitment statement will be helpful in understanding how the Leadership Commitment can be fully used throughout one’s individual and departmental work.
Group 4

- Women’s Center – mission/goals values statement – is committed to the leadership commitment statement provided by the university. The Women’s Center is also connected and responds to events occurring within the national social justice scope. An example of the commitment to diversity is currently taking place within the current search for an open position in the Women’s Center, in which a diversity statement is being provided by potential applicants.

- Block Museum – recognizing rhetoric and action. A discussion of how does the diversity commitment manifest in programs/content. As well as taking into account the component of hiring diverse individuals and inspirational value statement.
  - Exhibits within the Block Museum are focused on an acknowledgement of voice and lived experiences.
  - It was indicated by those within this small group that the Leadership Commitment is an inspirational value statement in which there is a culture of vulnerability and opportunity to grow.

Group 5

- The Leadership Commitment should be seen as a statement that also drives into actionable items
- The Leadership Commitment should/can help the unit level statement be alignment with university statement. This can be achieved by continually including the appropriate people around the table to discuss/determine a diversity statement

Upon the completion of the small group share out from the groups, there is acknowledgement that there are practices relating to diversity and inclusion that are taking place in different departments on campus. These examples include:
  - Medill School of Journalism, Media, Integrated Marketing Communications Syllabus
  - The Graduate School Diversity Statement
  - Division of Student Affairs Strategic Plan & Value Statements (examples from Student Affairs include Counseling and Psychological Services Diversity Value Statement)
  - Development of Your Library statement by University Library
  - Departments within Weinberg College of Arts and Science creating diversity and inclusion statements as well as equity statements

**ACTION: Next steps moving forward may include**

1) Creating a hub/spoke map of diversity and inclusion statements:
   - Creating a systematic compilation of the local diversity and inclusion statements throughout the University and sharing those practices in a central location (OIDI website)
   - Ensure that Leadership Commitment is visible and connecting various practices such that respective units/departments can continue to link back to Leadership Commitment.

   The effect would be to ensure alignment and coherence with central and to highlight the local statements and practices of diversity and inclusion.

2) Provide protocols and tips for departments, units, and schools to consider who may consider or revisit their diversity and inclusion statements.

   The aspiration here would be to assist groups, provide some groundwork and context, and help align the statements across the University
Office of Equity Presentation
- Overview of Office of Equity work and responsibility, which is fostering culture of access, belonging and accountability.
- Overview of options for individuals who decide to respond to a complaint. It was mentioned that anytime a complaint arises for staff, staff should be guided to the Office of Equity as a point of contact
- Brief question and answer regarding steps taken within an investigation
- Brief overview of the Informal Investigation process
- Request of implicit basis training (LGBTQ+ and macroaggressions training)
- Sexual misconduct resources discussed and are available to staff
- Policy of civility – broad backdrop of how we are supposed to behave in the community
- Overview and procedure for future trainings was shared to UDC members

Additional Announcements
- WCAS diversity requirement “When cultures meet”
- Susy Bielak announced the Caravans of Gold exhibit and Pop America, 1965 – 1975 exhibition which is scheduled to take place from September 21, 2019 – December 8, 2019
- Women’s History Month – Peggy Lipschutz event will take place on March 6, 2019, 1pm at Block Museum
- Diversity and Inclusion Strategic Planning update is listed on OIDI website

Next Meeting May 2, 2019; 3pm – 4:30pm Hardin Hall
New Business
Discuss the creation of an opt-in list for faculty and staff who identify with a range of affinities/identities not adequately captured in HR options. Some questions we may address:
  o How might this serve our communities better?
  o Identifying unanticipated and negative consequences
  o Cautions: What do we need to do this right?
  o What would be the strategy for rolling this out?
  o Would this help you in the work that you do? If so, what would be helpful?
Appendix A: Medill syllabus template with diversity and inclusion statement. Thanks to Dorina Aguilar Rasmussen for allowing us to share this.

[Course Title and Number]
[Quarter, Year]
[Course time and location]
[Instructor name, office location]
[Instructor phone number, email]

Course Description & Goals
List the course description and course goals.

Course Materials & Estimated Cost
List what texts, media, etc. are required and/or recommended for this course as well as their estimated costs.

Assignments & Coursework
List what work will be assigned, e.g., weekly reviews, papers etc.

Attendance & Deadlines
List the course policy on attendance and meeting assignment deadlines

Evaluation & Grading
List the course policy on evaluation and grading

Course Schedule

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Grading Statement
Your instructor will determine your final grade and it will be posted through Caesar. Grades relevant to this course may be recorded in Canvas. However, grades listed in Canvas should not be relied upon as the sole factors in determining a final grade. Please be aware that the Medill Undergraduate Handbook and Northwestern University Student Handbook contain expectations for behavior and conduct in the Northwestern community and outlines the procedures to be followed when these expectations are not met. The policies presented in the Medill Undergraduate Handbook and Northwestern University Student Handbook, or any other applicable University policy, can override grading details presented in this syllabus. Excessive absences and violations of the Medill Integrity Code are grounds for failure in any course.

**Accessibility Statement**

**Evanston, D.C, San Francisco Campuses:**
Any student requesting accommodations related to a disability or other condition is required to register with AccessibleNU (accessiblenu@northwestern.edu; 847-467-5530) and provide professors with an accommodation notification from AccessibleNU, preferably within the first two weeks of class. All information will remain confidential.

**Chicago Campus and Online Programs:**
Any student requesting accommodations related to a disability or other condition is required to register with AccessibleNU (agnes.mcgrane@northwestern.edu; 312-503-4042) and provide professors with an accommodation notification from AccessibleNU, preferably within the first two weeks of class. All information will remain confidential.

**Academic Integrity**

All students are required to adhere to the Medill Integrity Code, as well as Northwestern University’s academic integrity policies. Academic dishonesty can result in penalties ranging from letters of warning to separation from the university. Your instructor may give a failing grade in this course for academic dishonesty. All student work in this class may be analyzed electronically for violations of the University's academic integrity policy and may also be included in a database for the purpose of testing for plagiarized content.

**Medill Diversity & Inclusion Statement**

The diversity of students, faculty and staff at the Medill School of Journalism, Media, Integrated Marketing Communications has been a source of innovation, excellence and leadership throughout our history.

Today, Medill continues its commitment to creating an inclusive environment and to providing equity in opportunities regarding research, teaching, administration and student services. Medill is dedicated to creating a socially just community by strengthening policies, developing programs, and fostering acceptance for a broad range of communities and concepts. We aim to welcome students, staff and faculty from diverse backgrounds and support them so they may thrive in our community. Diversity and inclusion are also essential to the professional skills we teach in preparing our students for careers in media.
The Importance of Diversity and Inclusion for Journalists
Professional journalists routinely seek to include a balanced range of voices and perspectives in their reporting – often reflection two or more sides to a story, especially in the coverage of sensitive or controversial stories.

Equally vital is diversity among the journalists who gather news and decide how to present it. The more diverse their backgrounds, the more probing coverage can be.

Including a range of voices and backgrounds among sources and journalists themselves can effectively inform audiences on a deeper level. This can spur constructive action and positive social change, and it has the potential to encourage diversity, inclusion and acceptance in society as a whole.

The Importance of Diversity and Inclusion for Integrated Marketing Communications Professionals
Understanding consumers is key to integrated marketing communications. In an increasingly global and complex society, marketers strive to develop deep knowledge of and insight into the perspectives of diverse markets and cultures.

By considering the range of values, backgrounds and identities of an audience, marketing communications professionals help clients maximize the relevance of their brands in the global marketplace by developing products and services that respond to diverse interests and stakeholders. An inclusive and comprehensive understanding of consumers enables marketers to communicate with audiences directly and engage them meaningfully.

Diverse perspectives among marketing communications professionals themselves is also important. Diversified teams that honor each member’s unique contributions and collaborate with mutual respect are in turn better able to engage and communicate with consumers who have a wide range of interests and perspectives.

Sexual Misconduct and Reporting
Northwestern University is committed to fostering an environment where students are safe and free from sexual misconduct. Confidential resources are available to those who have experienced sexual misconduct. Faculty and instructors are not confidential resources and are required to report incidents of sexual misconduct, whether discussed in your assignments or in person, to the Title IX Coordinator, who can provide information about resources and options. I encourage students who have experienced sexual misconduct to talk with someone to get support. For more information, including how to request interim protective measures and academic accommodations or file a complaint, see the Get Help page.

Discrimination and Sexual Harassment
Northwestern University's Policies on Discrimination, Harassment, and Sexual Harassment apply to all members of the University community, including students, staff, and faculty. Any
student, staff, or faculty member who believes that he or she has been discriminated against or harassed on the basis of his or her race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, genetic information or any other classification protected by law, should contact the Office of Equal Opportunity and Access at (847) 491-7458 or the Sexual Harassment Prevention Office at (847) 467-6571. Additional information about the University's discrimination and harassment policies, including the campus resources available to assist individuals with discrimination or harassment concerns, is available online on the Human Resources Equal Opportunity and Access website.