

## **Diversity Communication - Increasing access to information within the School of Oceanography**

### **Overview**

This proposal seeks to establish an interface for leadership, faculty, staff, and students to communicate their ongoing efforts to create a more diverse, equitable, and inclusive School of Oceanography. To address the lack of transparency within the SoO, we propose a repository of all school-committee (i.e., faculty, faculty council, DEI, hiring) and director meeting minutes; and a system to report activities to address concerns, diversity, and equity actions, and outreach programs, among other things. We seek a centralized structure that will be long-lasting and impactful while creating opportunities for engagement, development, and collaboration between all department members. It is important that DEI be seen as part of our everyday tasks not as a separate issue that we work on when time allows. We also seek to decouple DEI and outreach as they are often confused as the same issue.

### **Justification**

Currently, information about the day to day policies of the SoO is held by a few department members, and individual projects are typically only known to the participating members. The departmental communication method has created a long-standing unbalance of information, and therefore power, within the department. By creating a centralized system, accessible by all SoO members, we seek to disseminate information about ongoing projects and departmental efforts to all community members, as a step forward in changing the structural information hierarchy that is embedded in the school's culture.

### **Timeline**

1. School is currently remaking website/intranet we will work with web team to roll out our communication strategy with the launch of new website (aim for pre-fall quarter)
2. Launch of DEI communication strategy will also be publicized with ocean currents
3. DEI sub-committee meeting will continue to meet until strategy is finalized and implemented (Date/time and new members TBD)

### **Proposed Structure**

1. Creation of Committee Communication Manager (CM)
  - a. Member of current DEI committee
  - b. Member of Web Team on monthly basis as needed
  - c. Manage [oceandei@uw.edu](mailto:oceandei@uw.edu) use
  - d. Manage/update content on Ocean intranet with regards to DEI pages
  - e. Chair subcommittee meetings on communications issues that arise during full committee meetings
  - f. Short term update of engagement doc (Claire Doc)
2. Creation of Committee email address

- a. All official committee communication with administrators, faculty and students should come from the committee not from individual members. (CM)
  - b. The account will serve as a de facto database of wants/actions made of the committee to the administration.
  - c. Monthly/quarterly in depth emails to department about ongoing/completed activities
3. Dissemination of information
- a. Intranet (currently no access to undergraduates)
    - i. DEI
      - 1. Activities (why/what) - Managed by CM
        - a. Statement of purpose
        - b. current/past major projects (manual upload of files)
        - c. Meeting minutes (link to google drive)
        - d. Repository of files
          - i. Letter to admin from Grad students and postdocs
          - ii. Responses from admin
      - 2. Participation (who/how) - managed by CM
      - 3. Ongoing discussions (link back to DEI tagged discussions page)
      - 4. Culture survey and results
    - ii. Engagement (How to engage different communities)
      - 1. K-12 (claire Doc)
      - 2. College level
      - 3. Broader impacts resources (claire Doc)
      - 4. Current Programs
        - a. Ocean Interns
        - b. MATE ROV
        - c. Visions cruises
      - 5. Past programs
        - a. REU programs
    - iii. Service/Committee Section
      - 1. Mirror of External About site
        - a. Statement of purpose
        - b. Current Projects
        - c. Individuals with DEI Committee services tag
- b. Public facing site created on Myocean by individuals
  - i. personal statement
  - ii. DEI statement
  - iii. Engagement statement
- c. Ocean Currents
  - i. Add DEI section to Ocean Currents when needed (CM)
  - ii. Add Engagement section as needed
- d. Public facing “About”
  - i. Statement of purpose

- ii. Current Projects
  - iii. Individuals with DEI Committee services tag
  - iv. Mirrored back to internal Committee page
4. Gather information
- a. Myocean (individual dissemination)
    - i. Public facing DEI Statement for individual department members
    - ii. Public facing engagement statement for individual department members
      - 1. Outreach activities
      - 2. Not the same as DEI activities
    - iii. Internal facing
      - 1. Myocean Committee Service
        - a. Why do you want to be on the DEI Committee
        - b. What do you hope to accomplish
  - b. CM will gather and disseminate committee specific information as noted above
5. Encouraging and Normalizing Ongoing Contribution and Use
- a. Useful
    - i. All Communication Manager responsibilities must be kept up to date, if not people will lose belief in usefulness immediately
    - ii. How to do broader impacts using existing projects
    - iii. Promotions section added to increase clicks
    - iv. DEI section autofills into annual review
    - v. Keep up to date with departmental actions
    - vi. Add “onboarding” section
      - 1. All
      - 2. Grad Students
      - 3. Post Docs
      - 4. Staff
  - b. Interesting
    - i. Ship status
    - ii. Discussions sections about current topics
      - 1. Non-punitive
      - 2. How to increase use?
    - iii. Keep up to date with departmental actions
  - c. Awards
    - i. Resume/CV builders
    - ii. Thomson T-Shirts/hats (they go along way)

New Diversity Statement to be discussed on Wednesday Sept 2 @ 11am

Water covers about 71% of the earth's surface and touches the lives of every human being. At the School of Oceanography we must be diligent in our efforts to create and maintain a highly skilled and diverse department that reflects the communities we serve locally, nationally and internationally. We acknowledge that our School occupies the ancestral land of the Duwamish Tribe, and we honor the Coast Salish Peoples who occupy the land and water where we study and work. We also strive to learn about and acknowledge all the people whose land and lives are touched by the oceans we study. While not always perfect in this effort, we aspire to make a difference that is impactful and respectful to those past, present and future generations that inhabit our planet.