Executive Summary of Follow-up Meeting with Diversity Officer, Denise Phillips, and DI&I Exec Chair, Paulo Lozano, regarding the Diversity Letter sent by student leaders to the dept

9/4/2020

ACTION ITEMS listed by items in the original diversity letter

For student groups:

1. Attend DI&I Exec meeting to discuss proposal and implementation.
2. N/A
3. N/A
4. N/A
5. Review and edit responsibilities to become realistic for a 10-12hr workload. Applicant should already be in a doctoral program. Student Leaders to draft announcement email to students in the dept. Student Leaders to draft form faculty advisors need to sign.
6. Students to continue to help bolster reputation of MIT community.

For department leadership:

1. DI&I Exec to invite student leaders to first Sept meeting to discuss proposal and who will implement since we do not have diversity fellows yet.
2. Publish statistics on the AeroAstro website by end of Sept
3. Continuing to be rolled out. Trainings will start mid-Oct.
4. Program to be virtually live in Fall 2021
5. DI&I Exec Chair and Diversity Officer to help with language for the faculty advisors form. DI&I Exec Chair to check on ‘semester’ vs ‘academic year’ funding.
6. Dept to actively recruit URM and women faculty for the application pool during this faculty hiring cycle.
NOTES from the meeting:

1 - Quantitative tracking measures
Timeline: Beginning tracking in Sept 2020
- DI&I committee chair to share meeting info with student leaders so we can explain the rubric at first DI&I meeting and discuss who will implement the rubric as the diversity fellows have yet to be selected.

2 - Statistics of Black students, staff & faculty
Timeline: Agenda item in Sept EC meeting. To be published online by end of Sept 2020
- Data based on individual self-identifying

3 - Required annual interactive implicit bias training
Timeline: Mid-October for first lab-wide training
- Diversity Officer currently working with IDHR office to rollout "Building Inclusive Lab Cultures" training
- Everyone should be able to participate in this training, you will not be able to opt-out

4 - Annual undergraduate URM visit weekend
Timeline: Virtual Fall URM visit weekend by Fall 2021. In-person tbd with covid
- Overall feeling from DI&I Exec Committee was whatever we can do virtually, we should do.
- DI&I Exec Committee wants to discuss the in-person visit weekend more in depth once virus is gone since it will cost $$$
- Consensus is it’s too late to roll out a quality program for this fall (2020)
- AeroAstro is looking to duplicate GAAP starting this semester, lots of interest in mentorship in AeroAstro

5 - Graduate DI&I Fellowship
Timeline: Fellows start Spring 2021 or Fall 2021. Tbd, DI&I Exec Chair to report back.
- DI&I Committee Exec strongly want this person to be in the doctoral program already. Concerned the time needed for the fellowship could adversely affect the student’s research if it is not already properly defined as a PhD student’s should be.
- DI&I Committee Exec think that the fellow’s roles and responsibilities are unrealistic and do not want this job to get in the way of research. In fact, it should be adding value to the student’s research and the student’s experience.
- The roles and responsibilities list needs to be very clear & limited. Student Leaders should make the responsibilities more manageable
  - Student Leaders to make sure the responsibilities are consistent with 10-12hrs per week. Where are the 10-12 hours actually going? Write out how many hours each responsibility is going to take.
  - Sort responsibilities by week/month/semester, prioritize specific responsibilities, split responsibilities by the two fellows, but keep the essence of what we believe the Fellowship is about
- Could split responsibilities into quarters, first quarter you will be spending your time doing... Second quarter... third quarter...
  - Hope that the Fellow is part of the DI&I committee
  - Meeting with Fellowship advisors weekly is fine / easy one
- Student Leaders to draft the announcement document that needs to be sent to applicants.
- Student Leaders to make a draft of the research advisor has to sign

6 - Recruitment of Black faculty and postdocs
Timeline: Starting this semester, Dept is actively recruiting URMs and women to the applicant pool for this round of faculty hiring.
- 1 faculty position this year
- Yusef is the chair of the search committee
- Prof Hastings on Wed said that search committee is making URM & women a priority