Quantitative Tracking of Departmental DI&I Implementation Plan

The current method for tracking progress towards the goals of the departmental DI&I Implementation Plan is inadequate: the color-coded rubric is too coarse to clearly indicate degrees of task completion and it is unclear by whom or when the rubric is applied. This document proposes solutions to these three problems. First, our attached rubric will enable anyone to generate numerical scores of completion for each task, including carefully considered scoring differences for one-time and recurring tasks. Second, we have proposed creating a Scoring and Tracking Committee that is tasked with using the rubric to evaluate department progress. Finally, by codifying the requirement that the committee must conduct such evaluations once per semester, we make explicit the scoring cadence. Thus, we hope that our proposed solutions will broadly improve the current DI&I progress tracking methods, which can be extended to evaluating other recommendations as well.

The rubric is split into two sections: one time tasks and recurring tasks. For all tasks the minimum score is zero and the maximum score is one.

One time tasks are given a score of 0 if the task has not been completed and a score of 1 if the task has been completed. Tasks with no specified subtasks and only one outcome will be scored as either 0 or 1. Tasks with multiple outcomes or subtasks are scored by the fraction of subtasks completed. For example, a task with two subtasks, if one subtask has been completed and the other has not, would receive an overall score of 0.5.

Recurring tasks are scored 0 if neither the planning for the event or the event itself have been completed. Recurring tasks are scored 0.25 if planning has been completed but the event itself has never taken place. Scores of 0.5, 0.75, and 1.0 will be awarded upon completion of the recurring task one, two, and three times, respectively. Only awarding a task a score of 1.0 once it has successfully been completed three times mitigates the possibility of claiming premature completion when work in developing sustainable practices has not been completed.

Perhaps the most important part of this rubric, however, is something that must be present in the tasks themselves rather than the rubric: clearly defined success criteria. This rubric may be used to generate quantitative scores of task completion, but only if one may easily establish whether a task (or subtask) has actually been completed. The responsibility of defining such criteria clearly falls upon creators of the tasks themselves. Thus, we urge those who write future implementation tasks to clearly define verifiable subtasks (the rubric also encourages the creation of granular subtasks, as subtasks are the only way to achieve partial scores that reflect progress towards the overall goal before completion). Every semester, the Scoring and Tracking Committee will apply the attached rubric, developed by the collective AeroAstro graduate organizations, to each DI&I Implementation Plan task, with explicit reference to milestones that were reached in the latest scoring period. The Committee will publish its

results on a semesterly basis. Committee membership will comprise the two AeroAstro Graduate Diversity Fellows, leading the committee, and will have at least one of each of the following: undergraduate student, research staff, postdoc, faculty, and administrative staff. None of the Committee members may be a member of the DI&I Executive Committee.

In addition to reviewing the DI&I Implementation Plan with the new rubric, the Committee will also solicit feedback from all department personnel on the DI&I Committee's progress and implementation of its plan. This feedback will be anonymous and will be summarized and reported alongside the quantitative results. The best method of soliciting feedback from the department will be decided by the committee.

Recurring Tasks	**0**	**0.25**	**0.5**	**0.75**	**1**	**Public Comments/ Justification**
We do task x every 6 months	Planning hasn't started, never done	Planning done, has not been implemented	Successfully completed last cycle	Successfully completed last 2 cycles	Successfully completed last 3 cycles	E.g. from committee "we have 0.5, but that's because we only just started the process" Or public "yeah, it's happened the last 3 years, but barely."
One time tasks	**0**	**0.25**	**0.5**	**0.75**	**1**	
For tasks with no specific subtasks	The task is not complete.	N/A	N/A	N/A	The task is complete	
Tasks with specific outcomes/ subtasks	Score is the fraction of subtasks that have been completed					

Diversity Fellows

Position Description

This highly selective fellowship is awarded to two currently enrolled graduate students each academic year in the department of AeroAstro. The Diversity Fellows must have completed, at minimum, one year of their graduate studies in MIT AeroAstro. These students must have demonstrated passion and commitment to improving and advancing diversity, inclusion & innovation in the AeroAstro community. The goals of this fellowship are to build an inclusive community within the department of AeroAstro and to support historically underrepresented groups in aerospace engineering- women, underrepresented minorities, LGBTQIA+ students, first-generation and low-income college students. This prestigious fellowship is an excellent opportunity to develop skills critical to a leader in industry or academia. This fellowship covers expenses equivalent to those covered by a half-RA for one academic year.

Application Requirements

- Current graduate student in the Department of Aeronautics and Astronautics
- Resume
- 1-page written Diversity Statement that speaks to your commitment to and experience in advancing diversity, inclusion and equity efforts
- 1 Letter of Recommendation from someone (not necessarily from AeroAstro) who can speak on your Involvement in Community Building
- Signed form from advisor accepting terms of fellowship

Application Review

- Application reviewed by Department Heads Daniel Hastings and Hamsa Balakrishnan, Diversity Officer Denise Phillips and DI&I Chair Paulo Lozano
- Finalists interview with Diversity Officer Denise Phillips and DI&I Chair Paulo Lozano
- Selection of Fellows determined by Diversity Officer Denise Phillips & DI&I Chair Paulo Lozano
- Selected Fellows will be notified by Diversity Officer Denise Phillips

Responsibilities include but are not limited to:

- 10-12 hours/week
- Diversity Fellows should evaluate the progress of the DI&I implementation plan on a semesterly basis
- Complete diversity training for personal development and education
- Engage with student-level diversity initiatives run through student organizations- AIAA, WAE, GWAE, GA^3, AeroAfro, dREFS, RPA^3
    - Organize a student org town hall each semester
    - Organize bi-weekly updates from each student organization through email or online form
    - Be available for more meetings with student groups on an ad hoc basis
- Develop, plan and execute department level diversity events, as well as lab level diversity events on an as-needed basis
- Host a monthly lit review/journal club centered on diversity in aerospace, academia, in general
- Host af semesterly presentation and Town Hall on Diversity Fellows best-practices and lessons learned
- Participate in undergraduate URM Visit Weekend as well as general visit weekend women's, LGBTQIA+, and URM events
- Implement or propose additional practices as desired or needed
- Facilitate creation of additional student affinity groups
- Maintain DI&I calendar including diversity events from student groups
- Attend weekly meetings with Fellowship advisors (Diversity Officer Denise Phillips and DI&I Chair Paulo Lozano)
- Initiate transfer of knowledge meeting with new set of Fellows and create documentation for the transition