**EDI Committee Meeting 5 Minutes**

2 September 2020, 10:00am-11:00am PDT

Members in Attendance: SS (she, hers), CO (she, hers), ZA (she, hers), JB (he, his), AES (she, hers)

Members not in Attendance: CM (she, hers), DL, IR

Actionable items highlighted orange.

Agenda Overview

*1. Request volunteer to take minutes (recent: SS, JB, ZA, DL)*

* CO will take minutes

*2. Review and approve minutes from previous meeting*

* Minutes from last meeting approved

*3. Finalize Alumni membership: call for nominations*

* Only students will be eligible to vote, as approved by present members
  + Perspectives as former students, relating to student perspectives but independent from the school
* Should we put student names on the call for nominations?
  + Agreed that generic student titles (representative of FaFa, etc.) and email addresses will be used to keep confidentiality but allow point of contact
  + SS will need email addresses for FaFa, NOMAS, ARCHUS and LASA
* JB suggests a change to the slider bar in survey for better user friendliness
* JB suggests outlining timeline for when the voting period will take place and when the nominees will begin meeting with us; SS makes the change to the letter
* SS Will try to get the call for nominations sent out in e-blast tomorrow (September 03)
* Call for nominations is approved by present members.

*4. Check in on Indigenous Engagement Orientation Workshop (Lead: JB)*

* JB gives brief intro to format of workshop, including entirely Indigenous panel
* JB hopes it will run long and we will need to set up another meeting in a few weeks!
* Acknowledgement that this is an important first step but not all-encompassing

*5. Follow-up on Intro workshop EDI session (SS)*

* Thurs Sept 3, 10:45am-11:15am
* Will be a brief intro to EDI at SALA
* FaFa and NOMAS have already been introduced
* Roles of various individuals and student involvement in governance committees
* Everyone is welcome to join, pop in and say hello

*6. Confirm goals for Fall term training*

* For EDI workshop mandatory for faculty and staff, with option for students to join, or we may organize a student-specific session
* Faculty sessions:
  + Basic terminology
  + How to create inclusive classroom (esp online)
  + AES suggests including information on diversity of disabilities (incl. mental health and hidden disabilities)
  + JB brings up that students also need to be able to communicate with instructors about their needs
    - SS suggests ensuring it’s clearly communicated in adjunct handbook
    - JB suggests ensuring instructors are also clearly communicating this to students on the first day of class, especially in the context of online classes.
    - SS suggests we could set up a reminder for faculty before Tuesday’s commencement of classes
* Optional student session
  + CO suggests student training on creating Inclusive classrooms as participants, as well as resources for if students are facing challenges
  + AES suggests implicit bias training
  + Discussion of students’ role in “calling out” negative behaviour of peers as well as instructors
  + ZA asks where TAs fall in this training
    - TAs receive basic training but it doesn’t cover much in the way of EDI
    - JB acknowledges this training is important for TAs because they have authority but also are simultaneously peers
* SS will pass along these descriptions so we can move forward with implementing training sessions for fall

*7. Airtable for EDI Committee - review, discuss, set goals*

* SS goes through “Update SALA model syllabi” initiative which has been added
* SS suggests inviting EF to next meeting to talk about channels for communication
  + Student resource blog, etc. to make this list accessible to SALA community for transparency (but still only be accessible to UBC students)
  + AES suggests SALA Online to keep it more secure/hidden behind a login
  + JB asks about our role in distributing responsibilities to other committees - do we need a separate initiative to draft documents to do that
  + SS hopes that the Airtable automates that distribution a bit
    - Possibly we could drop in to other committee meetings in September to say hello and distribute work, open up channels of communication
  + JB suggests change for #3 to “research ethics”
  + SS suggests student organizations to share the nomination form via recent graduates, social media, AES suggests e-blast, SS has emails for the last 5 years of MUD students
  + AES, SS, JB briefly discuss possible future for non-alumni involvement
* SS acknowledges there is still much to add in and fine-tuning to do on the Airtable

*8. Consultations with SALA constituencies*

* SS suggests we set up meetings with NOMAS, FaFa, and the representative student groups.
  + Lunchtime sessions, possibly broken down by year
  + Opening channels of communication with students, collecting feedback in open forum and approachable way
* ZA FaFa is setting up a meeting to introduce EDI, so EDI Committee can attend that
* SS Suggests starting with FaFa and NOMAS, and the moving to student groups afterward
* JB suggests it is important to be open with the larger student body sooner rather than later, so as not to prioritize FaFa and NOMAs over general student body; all meetings could be scheduled at the same time
* JB suggests a large open meeting will be helpful; we can then ask students how they would like us to organize
* SS will reach out to student leadership to organize 4 lunchtime meetings:
  + FaFa
  + NOMAS
  + MArch
  + MLA, MASA, MASLA, etc.
* Goals of these meetings:
  + Communicate what we’re doing
  + Share airtable
  + See what other concerns they would like to share
  + Answer questions

*9. Future meeting schedule*

* Thursday 12:30-2:00 is for SALA meetings
* Just waiting to hear which slot we fit into, and we will be scheduled once a month, could supplement with more meetings as needed
* SS suggests one meeting in September, plus our lunchtime meetings with student groups, then we can decide how to proceed in October

*10. Other business*

* Waterloo contact
  + ZA replied with questions and we haven’t heard back yet
* AE started a reading list in the Google Drive