The MD-ICCCR
Diversity, Equity, Inclusion and Anti-Racism (DEIA) Action Plan
June 2021

Overview

1. Institutional Accountability

2. Education Program

3. Staff + Hiring

4. Funding

5. Research

SMART Chart[1]

Priority 1: Institutional Accountability			
Goals	**Strategies**	**Deliverables**	**Timeline**
Incentivize and institutionalize DEIA work at the center	Share center's action plan internally at TC and externally to general audience to ensure accountability, transparency and commitment	DEIA summary included in the center's annual report every year, with manageable timelines for ongoing actions	AY21-22

Priority 2: Education Program			
Goals	**Strategies**	**Deliverables**	**Timeline**
Audit + update all certificate program courses for DEIA inclusiveness	Research best practices in DEIA pedagogy and curriculum development + adapt materials to create our own template for a curriculum audit which will be institutionalized + ongoing	Audit course materials for each core certificate program course + provide recommendations	AY21-22 Ongoing
	Utilize audit template to review all course materials, including policies + procedures	Clarify equitable policies related to grievances + assignments	AY21-22

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[1] Specific, Measurable, Achievable, Realistic, Time (SMART)

	Review the literature and consult with all instructors for recommended enhancements for the curriculum based on the template results	Provide recommendations to enhance + augment DEIA components for each course, update as additional recommendations flow in, and maintain an archive	AY21-22
	Review DEIA statements in various syllabi, provide to instructors to feedback	A DEIA statement for all MD-ICCCR syllabi	AY21-22
	Institutionalize ongoing DEIA curriculum audit process	Syllabi and materials are reviewed to ensure implementation every 3 years	AY22-23 Ongoing
	Review all MD-ICCCR materials to ensure inclusivity and diversity in language, visuals, etc.	Updated MD-ICCCR materials to reflect inclusivity & diversity in language, visuals etc.	AY21-22
	Collaborate with Research Associate to receive aggregated demographic information from CIA	During debrief of the CIA in all courses, provide survey results in the aggregate based on gender, age + ethnicity	AY21-22
Enhance instructors knowledge and ability to address DEIA elements and concerns within their course	Provide ongoing education for all center instructors on inclusive pedagogy + self awareness about DEIA issues	Summer instructors workshop: 'Managing Identity- Based Conflicts in Education Settings'	June 10th
		Provide DEIA workshops for instructors once a semester	Ongoing
		Develop in-house, skills-based workshops and coaching – for our instructors and for others: "Managing difficult conversations in the classroom" and "Managing difficult conversations in meetings"	September 2021, Ongoing
	Share DEIA-related resources with the instructor pool	Create a DEIA Library of DEIA-related pedagogy for instructors on Google drive; Regular updating assigned to Ed Program Workstudy	
Build out the CMOD course to reach both academic + non-academic audiences	Review + revise CMOD course to improve teachability and student mastery of the model	Explore creating 3 one-credit courses or one 3-credit courses or variable credit course	AY21-22
	Adapt the model to create public workshops, both in-person + online	Create 3 workshops: ● Introduction to model ● Model + Case Study	AY21-22

		● Optimal Tension	
Infuse DEIA principles and practices into all aspects of the research and development of the Advanced Institute in Conflict Intelligence	Invite diverse CU partners to collaborate on all aspects of the project	Draft a written proposal to distribute to potential CU partners emphasizing DEIA aspects of the 7-building block module	AY21-22
		Develop a model budget for the 5-day Institute	AY 21-22
		Contract with previous designer to design + execute the promotional materials for distribution	
	Identify and recruit diverse faculty as instructors for the Adv. Institute	Outreach to existing MD-ICCCR faculty to both recruit and to help us identify and recruit other diverse instructors in their professional networks	AY 21-22
	Utilizing the DEIA Curriculum template, create and/or update materials/activities/exercises for each of the 7-building block modules to reflect diversity, inclusion, and antiracism	Draft activities, case studies, role plays for each module that center DEIA lens	

Priority 3: Staff Development + Hiring			
Goals	**Strategies**	**Deliverables**	**Timeline**
Expand representation of demographically diverse faculty, staff + students within the center	Faculty: Expand recruitment outreach to more diverse communities (e.g. Black organizations, HBCUs/MSIs, etc.) Require statements on DEIA from all candidate applications Recruit a diverse search & hiring committee	Job posted with targeted outreach Center's diversity statement included on job posting Committee formed and prepared on best practices for DEIA job searches One new instructor to teach core courses hired	AY21-22

	Workstudy + Interns: Expand recruitment outreach across TC + CU departments, including student groups/ affinity groups + CU Global Centers All: Incorporate questions related to DEIA practices into recruitment interviews	List of groups to reach out to + create connections Questions related to DEIA practices incorporated into recruitment interviews	
Enhance staff's knowledge + commitment to application of DEIA principles and practices into all aspects of work	Encourage + incentivize staff to use their professional development funds for DEIA-focused workshops/ learning modules Provide DEIA-related In house training for staff Ensure all instructors participate in DEIA-related workshops	Incentivization shared out with staff Trainings held annually, based on budget allowance Provide stipends for instructors to incentivize attendance at workshops	AY21-22

Priority 4: Funding			
Goals	**Strategies**	**Deliverables**	**Timeline**
Secure new clients for CMOD/DEIA consulting work	Promote CMOD/DEIA work throughout CU/TC + externally Follow up on leads from 'word of mouth' referrals Include 'Services' w/ DEIA Consulting on our website + announce on social media Expand network of facilitators, based on existing + new affiliated folks; Recruitment with strong focus on DEIA	Create content for promotional materials Contract with previous designer to design + execute the CMOD/DEIA materials Distribute promo materials regularly throughout the year to various networks Provide a 'train the trainer' workshop for new DEIA facilitators to understand the model + provide payment for this	AY21-22
Ensure inclusion and accessibility is woven into every facet of internal + external partnerships + contracts	Solidify diverse partnership(s) for Advanced Institute with a contractual agreement	A signed contract with all pieces in place: facilitators, materials, logistics set for each module, etc.	AY22-23

	Ensure adequate administrative support is in place; Utilize DEIA lens for any recruitment + hiring Ensure sliding-scale payments are possible for under-resourced folks	Sliding-scale incorporated for payments	
Find + secure funding for specific DEIA projects, to support DEIA education for staff + to support marginalized students	Continue to search for + secure additional funding, including utilizing grants + funds from practice projects Provide funding for research interns who need financial assistance Explore creative ways to provide stipends for practicing professionals to take center courses	Three written proposals to collaborators and grant providers with funding included for research assistants, who will be recruited + hired with DEIA lens Use research funds to pay under-resourced research assistants Connect with External Affairs for assistance with fundraising for non-credit students	AY21-22 AY21-22

Priority 5: Research			
Goals	**Strategies**	**Deliverables**	**Timeline**
Expand reach, accessibility and inclusivity of research projects	Bring DCL online to expand reach across the US, ensuring access + inclusion Consider incorporating specific DCL studies on difficult conversations over race, LGBTQ+ issues, etc. Update Research section of the website to incorporate more imagery, videos, etc and less text-heavy (with links to text) Resonance Project: explore application with different groups, ie the Movement for Black Lives Review demographic information questions for surveys, assessments, applications to ensure inclusivity	Launch DCL online Reformat the content + create infographics using Canva or Photoshop; assign as a Workgroup project Finalize lit review to operationalize the formula; Craft a research agenda to test the model + then execute Review questions + correct as needed	AY21-22 AY21-22 AY21-22 AY22-23 AY21-22 AY21-22

	Focus on current DEIA issues for blog: ● encourage WG members to provide brief overviews of their blog during WG meeting ● create mini-series of blogs on a specific focus when desired, ie 'Asian and Asian-American Issues'	Assign blog posts to WG members and post them	AY21-22
Expand reach, accessibility and inclusivity of and for Workgroup members	Promote Workgroup recruitment more widely across TC + CU	● Utilize existing promotional materials + create more as needed ● Create list of groups to reach out to + create connections ● Include a 'Interested in Joining our Workgroup?' button on the Research page of the website	AY21-22
	Incorporate 'movie nights' with screenings of relevant docs + films to expand knowledge + build community	Schedule first movie night for 'Reunited States' documentary; Crowdsource for future options	AY21-22