

Dear CDI:

Thanks so much to the CDI for their actions and support of diversity, equity, and inclusion. We have achieved a considerable amount since our start in 2018. But it's time now to formalize the charge of this committee and lay out the objectives, scope, and empowerment of this committee relative to their interactions with the faculty, staff, and students in ChemBE.

Objectives: Over the past few years our goals were broadly defined as follows:

1. To engage all ranks of the ChemBE community (including faculty, staff, postdoctoral scholars, graduate students, and undergraduate students) to establish guidelines for a more inclusive and equitable educational and research community.
2. Assist with planning and funding of equity- and inclusion-associated events and initiatives
3. Report regularly to the Department Head regarding your initiatives and the issues you have observed with regard to departmental climate and culture

Reporting:

1. The Department Head will expect to receive a report outlining planned activities and new or ongoing initiatives at the start of every academic year (usually in September). This will include a budget request, and that will be discussed with the Head. This will be prepared and submitted by the President and Treasurer upon approval by the committee.
2. A report by the end of the academic year submitted to the Department Head, typically by June 30, to describe the outcomes of group's activities, evidence of progress, and new or existing issues that are needed to overcome to make faster progress. This will be prepared and submitted by the Diversity Champion, President, and Vice President, and presented to the CDI for approval at the June meeting. The Department Head will review the report and disseminate as appropriate.

Charge:

1. Strengthen working organization across all ranks of the ChemBE community.
 - The current composition of the CDI already engages representatives of faculty, staff, post-doctoral fellows, and graduate and undergraduate students.
 - Members of the CDI are encouraged to connect with other organized groups (AIChE, GSLC, HWPDA) and individuals within the department they represent, periodically update them of the CDI's activities, and ask for input.

2. Provide guidance regarding department-level changes in practices & procedures

- Establish goals for diversity and inclusion within the department and competencies within the department.
- Information gathering and review
 - Commission committees to gather information on relevant issues as needed
 - Consider and act upon findings from ChemBE Racial Justice Task Force
 - Consider the University's [Second Roadmap to Diversity and Inclusion](#)
- Develop/enhance statements regarding departmental commitment to equity and inclusion (department website [[current values statement is on the web](#)]; include in course syllabi). Diversity champion will send out the language for equity and inclusion statements to all faculty prior to each semester.
- Request and analyze data from WSE (Patreena Parsons pparson8@jhu.edu) transparent accounting of departmental status of diversity among all parts of the community (staff, faculty, students, res. Faculty, post-docs) and among seminar speakers.
- CDI will analyze and interpret and prepare comments for presentation at a faculty meeting once a year.
- CDI will ensure the data and commentary are shared on dept website annually through the Communication Specialist ChemBE

3. Determining a path to sustained improvements in equity and inclusion

- Develop plans for personal bias and privilege workshops tailored to all constituencies (faculty, postdocs, staff, and students). Specifically, identify campus entities (or outside entities) to help plan and deliver content, define appropriate group sizes, and frequency of workshops.
- Coordinate focus groups within different ChemBE constituencies to identify and workshop issues related to DEI that the committee should consider.
- Work with the GSLC, AChE, and HWPDA to identify information to be shared with incoming students (cultural centers, mental health facilities, disability resources, and other student resources) and have representation from CDI at orientation events.
- Work with Dean of Diversity and Inclusion to design annual climate surveys within WSE.
- Work with Dean of Diversity and Inclusion prioritize areas for future effort based on the results of the upcoming departmental climate survey

4. Outreach and pipeline efforts

- Outreach: Build infrastructure within the department to aid outreach efforts and broaden the community of scholars recruited to ChemBE at the undergraduate, graduate, postdoctoral, and faculty levels. This includes creating documentation, distributed annually, with departmental guidance on how to submit ideas and requests for support, etc. for efforts by student organizations (GSLC; AChE, SWE, NOBCChE, SACNAS, etc.).
- Recruitment (Graduate Students and Faculty): Identify a process for regular department presence at minority-focused research conferences (SHPE,

SACNAS, NOBCCChE, SWE, NSBE, etc.) to enhance our application pool.
Identify materials and resources needed.

- Retention (Graduate Students and Faculty): Identify practices to improve retention of undergraduate and graduate students, as well as scholars across ranks.

Signed,

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Professor and Department Head
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