

SAFS Equity and Inclusion and SAFS 360 Code of Conduct Committees

MEETING MINUTES FOR June 11, 2019

12:00 - 1:00 PM, FSH 213

Emcee: Samantha Scherer

SAFS E&I Contact: safsincl@uw.edu

SAFS 360 Contact: safs360@uw.edu

Committee members present:

SAFS360: Kristin Privitera-Johnson, Samantha Scherer, Kerry Naish

SAFS EI: Samantha Scherer, Julieta Martinelli, Hyejoo Ro

Goals:

1. Introduce SAFS E&I and SAFS 360 to the SAFS community
2. Describe the work conducted by both committees during AY 2018-2019 and action items for AY 2019-2020
3. Request feedback (i.e., questions, comments, and recommendations) from the SAFS community regarding current and future projects.

Topics:

1. Sam Scherer opened the meeting by inviting participants to write down any questions or comments on the yellow note cards provided. Folks were also invited to raise their hand and share verbally. Feedback starter questions were provided:
 - a. Are you familiar with SAFS360/ SAFS EI?
 - b. What goals/ tasks/ initiative would you like to see 360 and EI undertake?
 - c. Any questions for the committee?
2. Sam Scherer presented the history of the formation of each committee:
 - a. SAFS E&I:

SAFS graduate students and staff hosted diversity lunches in AY 2016-2017 to discuss increasing DEI initiatives at SAFS.

- b. SAFS 360:

A graduate student town hall meeting held in September 2017, coordinated by Amy Fox, provided a conduit for graduate student feedback to the Graduate Program Coordinator (Tim Essington). Students wanted solutions for achieving a more professional and safe work environment, particularly issues of workplace behavior expectations relating to sexual harassment and assault and discrimination. Students also desired to have a reporting and accountability system. As a result of the town hall meeting, students wrote a letter encouraging changes to workplace conduct and included an appendix summarizing research on workplace conduct and misconduct.

The Graduate Program Coordinator, Tim Essington, and Graduate Adviser, Amy Fox, brought these concerns to the SAFS Director, Andre Punt. They decided to extend an invitation to the entire SAFS community to attend an All Hands Meeting in February 2018. This invitation included the letter and appendix written by SAFS graduate students. A planning group consisting of representatives from all peer groups (i.e., undergraduate and graduate students, research and administrative staff, post-doctoral researchers, and faculty) worked with Tim Essington to collect preliminary information via an anonymous survey to the SAFS community and draft the meeting agenda and resulting group discussions. During the All Hands Meeting, Tim Essington shared an account of the discussions that led to the meeting and

facilitated peer group discussions. The peer groups identified and categorized the workplace issues most important to them and shared their lists with all present SAFS community members.

After the All Hands Meeting, the planning committee met to discuss how to move forward on creating a Code of Conduct for SAFS based on the feedback collected before and during the meeting. The committee decided to create a team of four co-leads to represent the SAFS peer groups and guide the development of a SAFS Code of Conduct. This resulted in a nomination process (including self-nomination) and the planning committee selected four co-leads from the list of nominees.

3. Sam Scherer presented administrative notes for the E&I and 360 committees.
 - a. Both committees (like all SAFS committees) are reappointed yearly by the Director.
 - b. The Director is developing Terms of Reference (similar to bylaws), which will include committee objectives, define the membership process, and establish a reporting procedure. This is a standard procedure for SAFS committees.
 - c. E&I is a permanent SAFS committee. It advises the SAFS leadership team on equity and inclusion initiatives and strategies. The membership and overarching goals are long term but the specific goals might change yearly. E&I will call for nominations for new membership Autumn AY 2019-2020.
 - d. SAFS 360 is an ad hoc committee, meaning the membership and objectives can and will change over time. For example, the current objective is to develop a Code of Conduct and the membership consists of 4 co-leads from SAFS peer groups. Once the Code of Conduct deliverable is completed, there will be a review process to determine next goals/objectives and new membership for the committee if needed.

4. Kristin Privitera-Johnson presented the Code of Conduct development process for the AY 2018-2019. The co-leads for the SAFS 360 Code of Conduct committee are Jackie Carter (representing the research staff and post-doctoral researcher peer groups), Samantha Scherer (representing the administrative staff peer group), Kerry Naish (representing the faculty peer group), and Kristin (representing the undergraduate and graduate student peer groups). This committee met every two weeks during the AY 2018-2019 and have developed a working draft (deemed Draft 0). Some topics covered include: Diversity, Equity, and Inclusion, Field Site/Trip Safety, Intellectual Property/Data Sharing, Workplace Safety, Professional Relationships, and Behavioral Conduct. Kristin stressed that this document is not and will not be written from a “Thou shall not...” perspective. Rather, the code of conduct is positive-facing, with our community values featured front and center.

In the current form, the document divides each topic into four areas: value statements, resource links, UW policies, and training. Value statements are brief descriptions of what the SAFS community values about the specific topic and were crafted by synthesizing the best qualities of value statements found in other organizations' codes of conduct. The other 3 sections currently consist of links to relevant resources on campus (e.g., Friday Harbor Labs General Safety for the Field Site/Trip Safety topic or Safe Campus for the Behavioral Conduct topic), UW policies (e.g., UW Environmental Health & Safety Workplace Safety and UW Academic Human Resources Safety in the Workplace), and trainings (e.g., UW Professional & Organizational Development Cultural Awareness courses). In the interest of increased transparency, the committee co-leads are working with SAFS and College of the Environment administrators to identify and develop pathway flowcharts that clearly outline the steps that occur in these processes (e.g., situations involving academic plagiarism or behavioral conduct conflict resolution among and between peer groups).

These visualizations may replace the UW policies links in the main body of the Code of Conduct and the list of links may be moved to an appendix.

Kristin outlined the next steps and loose timeline for the Code of Conduct.

1. The initial draft (Draft 0) will be edited by the co-leads over Summer 2019
2. Autumn 2019: Draft 0 will be shared with the Director and a reading committee (ideally folks from the original planning committee and Stephanie Harrington, Associate Dean of Administration in the College of the Environment).
3. The co-leads will address the comments and edits and produce a Draft 1.
4. Autumn 2019/Winter 2020: Draft 1 will be made available to the SAFS community via a public comment process. The community is invited to provide feedback on the Code of Conduct.
5. The co-leads will collate the feedback provided and (if applicable) investigate with appropriate administrators to identify the best ways to address feedback.
6. Draft 2 will be drafted by co-leads and will include an appendix featuring the collated community feedback with text about what changes did or did not occur and why. The goal here is definitely transparency.
7. Draft 2 will be presented to the Director and the College of Environment administrators for feedback.
8. Draft 3 (if applicable) will address the feedback received from administrators.
9. Draft 3 will be sent to the UW Attorney General office to ensure compliance with Washington State Legislation (i.e., many items featured in existing documents like the Faculty Code and the Student Code are based in State law).
10. If applicable, the co-leads will make necessary edits and present the final draft to the Director for distribution and implementation.

Kristin emphasized that the timeline is highly dependent upon the limiting steps (i.e., those associated with the most bureaucracy).

5. Questions and Comments from the audience:
 - a. Will you document you developed the code of conduct (for reproducibility purposes)?
 - i. Action: Yes.
 - b. Sustainability plan? What happens to the document post-SAFS 360?
 - i. Action: We will work with the administration to have a plan for periodic review of the code of conduct to keep links, values, and processes updated.
 - ii. Suggestion: reading assignment for Hot Topics students? Review the Code of Conduct and provide recommendations if something is outdated?
 - c. What does it mean to be SAFS vs. UW specific?
 - i. The goal is for SAFS to align with the UW and the College of the Environment when there is guidance on the specific topic within the Code of Conduct. Another goal is to identify or develop SAFS specific resources/values where there is no guidance from the higher levels of administration.
 - d. Who is the next group to create sustainability (e.g., when Kristin graduates who takes this on)?
 - i. Action: The Director needs to address this in the terms of reference development.
 - e. At what level is the code of conduct enforced? Accountability?

- i. Suggestion: Admin should think about the pathways for this. For example, are Lab/Working groups asked to review the Code of Conduct every year during lab meetings?
- f. Plan to abide to this? vs. the CoC exists for these situations - unresolved
- g. It is important for incoming undergrad/grad class to see this would be helpful for implementation and reinforcement (supported by multiple participants)
 - i. Suggestion: Hot topics is a good venue for this and including topics like DEI is important for collaborations in SAFS.

6. SAFS EI (Samantha Scherer, Julieta Martinelli, Hyejoo Roo, Tim Essington, Katie Leslie, Lindsay Alma, Isadora Jimenez-Hidalgo, Lisa Cantore)

Julieta Martinelli presented SAFS E&I accomplishments for the 2018-2019 AY and described work for the upcoming 2019-2020 AY. The purpose of this committee is to advise the SAFS Director and community regarding DEI topics (i.e., expand seminar series to include more diversity, etc.).

- a. Work in progress:
 - i. Action: Create and distribute a Climate census for DEI in SAFS to serve SAFS committee as a baseline of the culture
 - 1. e.g., What tasks should the committee prioritize?
 - ii. Action: Organize an All Hands Meeting for Autumn 2019 (post SAFS welcome event)
 - 1. Example: Event for title ix speaker with third party moderator for the community
 - iii. Action: Apply for a UW seed grant to fund community event to open up discussion re: EI events
- b. Work Completed during AY 2018-2019
 - i. Updated hiring tool for SAFS hiring/search committees
 - ii. Organized a networking lunch for students and staff at Super Bevan
 - iii. Invited SAFS community to present posters at Super Bevan reception for more representation of the work that SAFS does (i.e., undergrad and grads not represented at talks)
 - iv. Designed E&I poster currently on display in the SAFS lobby
- c. Feedback
 - i. Looking for help from the community to get help with our initiatives and roles but this work is slow/hard/muddy

7. QUESTIONS/COMMENTS

- a. Now that these committees exist, how can we [the community] help with the process?
 - i. Action: Work with both committees to increase the visibility of the missions, objectives, and deliverables.
 - ii. Action: Continue to encourage administration (e.g., the Director) and other committees (e.g., TGIT Seminar series committee) to work with the E&I committee when event planning, etc. for advice (e.g., intent vs. impact--do they match?)
 - 1. Comment: There are some who have experienced that the Director is increasingly working with the E&I committee and encourage admin to continue this relationship building.

- b. Do either of these committees have a budget? For example, the group organizing Quantitative Seminar in AY 2019-2020 would like to request/apply for funding for travel expenses and/or an honorarium to bring in diverse speakers.
 - i. Suggestion: Speak with Ann Corboy.
 - ii. Suggestion: GSIS has a budget and this sounds like a great collaboration.
 - iii. Suggestion: Apply for a seed grant.
 - iv. Action: SAFS administration will be informed about this request.
- c. Can the information for the committees be found on the SAFS website?
 - i. Broad overview of both committees can be found here: <https://fish.uw.edu/about/diversity-equity-and-inclusion/>
 - ii. Action: SAFS EI is working to develop a website
 - iii. Action: SAFS 360 will launch a website when the Code of Conduct is launched for the public comment process.
- d. Have you considered collaborating with departments outside of the College of the Environment regarding E&I issues? In other words, why do we need SAFS specific values and a Code of Conduct?
 - i. The goal is to better understand what our SAFS community values, not necessarily to identify what SAFS does exclusively. In other words, the values featured in the Code of Conduct are definitely influenced by the values and practices of other departments and academic institutions. Including the community in the development of EI and Code of Conduct deliverables is more effective than just using materials created by another organization.
- e. Slowdowns? Catalyze getting these groups going what does this community look like, key players?
- f. Different: What are these resources/ trainings to make more comprehensive and pathways for transparency
- g. Community values-> community involvement in process
- h. CoC add community involvement to make it more process oriented then “piece of paper”
- i. What is going on at a short-term scale?
 - i. Action: E&I Climate census
- j. Who is responsibility to create “safety net?” while these processes are being developed? (i.e., intermediate measures)
 - i. Action: Explicitly investigate and include intermediate measures into the visual flow charts being developed for the Code of Conduct.
 - ii. Action: While those flow charts are being developed, administration should have a game plan for intermediate measures.
 - iii. Action: Next AY, quarterly open meetings (like this one) to “take the temperature” of community and decide on community and committee goals.
 - iv. Action: E&I is designing an open suggestions box for anonymous comments and/or a website survey link. NOTE, this is not a reporting tool. The goal is to provide multiple outlets for folks to feel comfortable sharing their comments and remain anonymous.

Open Meeting Comments and Questions.
SAFS360 and SAFS E&I committee

1. What is SAFS360? What is the difference with the E&I committee?
2. Is there an option for the code of conduct signature or is it default when you join SAFS?
3. Will there be pushback if someone does not “agree” with the values? In the meeting this was stated as an administration decision.
4. How much power do you feel you have to get anything done? If this is low, how do you plan to change this?
5. Is this a signed thing or a tool for if poor things happen? If it is lab specific, it could be difficult.
6. The code of conduct should include a confidential section.
7. Could the code of conduct be amenable by incoming graduate students?
8. On the SAFS E&I website have an option for public comments, requests or suggestions.
9. Could some aspects of the hiring tool be implemented in the graduate student admission process?
E.g. screening prospective students for implicit bias.
10. Could it be possible to have some DEI training as part of orientation?
11. Can the E&I committee have influence over the development of hiring committees? To avoid conflict of interests.
12. Add to the hiring tool, to have letters of recommendation from previous students as a requirement for interview process.
13. Will the visual pathway that is replacing UW policies be a decision tree? Or will that need a separate committee?
14. Can you provide some sort of list, links, etc. that you found helpful with respect to your development of the SAFS360 draft? This could be useful to draft a code of conduct for the lab.
15. SAFS360, have you asked SAFS community what values we currently have vs. values we would like to have in the future?