

For immediate release:

On 12/8, 2/2, 2/9, and 2/23, the CIE met to discuss 1) Models for Improving CIE process, 2) Disseminating annual departmental survey results at proseminar, and 3) report out of small group ideas from proseminar.

December 8th CIE discussed a model for committee work that involves committee members taking on work outside of meeting times – assigning tasks (e.g., read the results and come with main points or questions). Use of Trello board was suggested. Natasha and Jill volunteered to create one for our use. It was suggested that after our February department meeting at proseminar where survey results will be discussed that we can then assign tasks using Trello and based on what the department thinks we should be working on. The CIE is keeping in mind that the committee is doing the work that represents the department, not solely the members of the committee. Additionally, the CIE will retain its 60-minute meeting structure but will reassess that after a year.

The CIE will disseminate results of the 2023 survey at Proseminar. We will include post proseminar survey questions to include poll – and the hope is to prioritize next steps through discussion. Natasha offered to put together our presentation slides and to send draft presentation for us to look at in advance – Small group conversations with post-its for coming up with ideas after presentation of findings. For example, Natasha reminded us how the survey indicated we are each of doing some diversity infusion in classes, then together we actually are doing a lot more than we think. So we may need to be more mindful about the way we help the faculty and students think about the diversity we and they are doing.

February 2nd CIE Meeting to plan for Proseminar. The following decisions were made: 1) Presentation (10 minutes) focused why we did this survey, when this was given, acknowledge limitations, how this connects to strategic plan, what are we doing during small groups ; 2) Small groups (10 minutes for 1st question; 30 minutes for other questions). Everyone answers: What thoughts, reactions, or questions do you have about this report. Remaining questions: Each group has a primary question, but also can see the other groups' questions and work to answer those if they answer their primary question and still have time remaining

- Group 1: How could we increase participation for future studies?
- Group 2: What content changes do want to see for future surveys?
 - What questions did we not ask?
- Group 3: What do want the strategic planning committee to know or do with this information?
- Group 4: :Now that we know this, what should we be doing to move our department's climate forward in a positive direction?
- Everyone: What part of survey experience was most beneficial to you?
- Everyone: How could we better deliver these results in the future?

Action items were: Natasha will make revisions to report; Jill will make small groups so balance of faculty and students and clinical and experimental representation; Diana will draft preface letter for email/report and make handout for small groups; Presentation slides to be sent out to department by 2/9

February 9th CIE met for final planning of presentation of survey results to the department. Made plans for the brief intro and group discussion that Diana would lead. Communication agreements will be the focus. Each group will be facilitated by CIE member. Every group has the same opening and closing questions and an additional primary question that varies by group. Post-seminar survey questions were developed that included:

- I now have a better understanding of the process CIE took
- It was a good use of proseminar time to discuss climate
- I am more aware of process of efforts toward improving the climate of the department

February 23rd CIE met to report out information from the small group discussions. The decision was made to focus on editing the departmental survey to align with suggestions and best practices in lieu of

CIE Approved 4/12/24

sending out this Spring. Additional suggested edits include more transparency about purpose of survey and specific questions. CIE will continue to process the information gleaned from small group discussion.