The purpose of this document is to assist department leaders and staff in creating the most inclusive and diverse environment possible here at Missouri S&T. As a starting off point this tool helps identify items that may have gone missed, drawing attention to potential gaps.

**Do We:**

- Have a shared understanding among staff of diversity, inclusion and cultural competence?
- Have Missouri S&T’s inclusion statement, and nondiscrimination statement visible on our website?
- Have values centered on diversity and inclusion embedded into our department’s strategic goals and action items?
- Host regular training (more than the minimum required session) on topics centered around diversity and inclusion?
- Understand and comply with EEO guidance and adhere to affirmative action principles?

**Have We:**

- Updated existing resources and programs to have inclusive examples and language?
- Utilized speakers from diverse backgrounds for programming?
- Eliminated slang and idioms in our daily language?
- Implemented specific outreach initiatives targeting diverse groups in an intentional manner? (ex. Contacted Student Diversity Initiatives to partner?)
- Spent time and resources to learn about the ever-changing qualities and attributes of the students at Missouri S&T?

**We Have:**

- Staff who are trained and aware of campus resources related to diversity and inclusion
- Created an implemented a diversity and inclusion plan with clear goals and benchmarks
- Tracking an reporting systems in place for diversity and inclusion activities and accomplishments
- Communicated our success to the leadership team and students
- Built collaborative relationships with administration, faculty, students across campus to foster a strong and inclusive environment
WHERE ARE WE NOW?

WHERE DO WE WANT TO BE?

HOW DO WE GET THERE?

EQUITY AND TITLE IX
EQUITY.MST.EDU
EQUITY@MST.EDU

Ideas on Resources:
- Update existing handouts to have inclusive language and examples
- Remove barriers to students accessing resources and include technology as a tool to market resources
- Connect with local campus and off-campus resources
- Include an accessibility statement on any handouts or printed resource materials

Ideas on Programming:
- Use inclusive examples in workshops such as checking the use of gender, using ethnic names in slides or verbally
- Avoid cliché, slang and idioms when presenting
- Consider space that has flexible seating options for disabilities and body sizes
- Check calendars for religious holidays and observances when planning, and provide alternate means of engagement for students unable to attend due to religious observance
- Utilize speakers from diverse backgrounds for topics, utilizing the alumni office
- Prep speakers and check in with them on what is diversity and what it means to them
- Include a resources sheet for speakers helping them understand the S&T audience
- Market services/collaborations with student organization leaders/groups including identity and ethnic student groups.
- When introducing yourself or speakers use the pronouns you/they identify as an indication that you think about and consider LGBTQ+ identities as important to your work
- Add accommodations language on program materials
- Co-sponsor events with Equity and Title IX or Student Diversity Initiatives

Ideas on Building Staff Competencies:
- Set expectations of achieving a certain number of staff trainings on diversity topics a year
- Stay abreast of legal issues and best practices for working with diverse populations
- Identify professional development opportunities both on and off campus
- Talk about diversity and inclusion at staff meetings/ invite on-campus speakers to discuss inclusion
- Onboarding training on answering difficult student questions on diversity topics
- Training on pronouncing international student names
- Identify driving forces and barriers for underrepresented groups
- Team brainstorm on ways to bring inclusion and diversity into everyday operations
- Adding your pronouns to your email signature as an indication that you think about and consider LGBTQ+ identities as important to your work