

WHERE ARE WE
NOW?

WHERE DO WE
WANT TO BE?

HOW DO WE GET
THERE?

EQUITY AND TITLE IX

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DIVERSITY & INCLUSION

DEPARTMENT CHECKLIST

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

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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