STUDENT GOVERNMENT

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MEMORANDUM

TO: ASI Board of Directors   **DATE:** November 3, 2021

FROM: Natalie Estilo   **COPIES:** M. Crawford
            Chair – Diversity and Inclusion Committee   L. Lee

SUBJECT: Endorsement #22-01 – ASI 2021-22 Inclusive Excellence Action
Plan

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Background: The Inclusive Excellence Action Plan represents a roadmap that guides ASI as we work toward inclusive excellence by outlining clear goals, metrics for monitoring progress, and standards for accountability. Over the course of the past 4 months, the ASI Diversity, Equity, and Inclusion working group has been working on the Inclusive Excellence Action Plan for the 2021-22 academic year. The committee is comprised of six ASI staff, two student managers, the Graduate Assistant – Diversity and Inclusion, and two student government members. The working group reviewed last year's action plan and made adjustments based on what was accomplished and priorities for additional goals that would continue to move ASI toward inclusive excellence.

This quarter, the 2021-22 Inclusive Excellence Action Plan was reviewed by the ASI Diversity and Inclusion committee and was refined with committee input.

The ASI 2021-22 Inclusive Excellence Action Plan is now ready for the Board to endorse. The plan provides goals for our organization to achieve this year in moving forward in the pursuit of inclusive excellence.

Requested Action: It is requested the ASI Board of Directors endorse the ASI 2021-22 Inclusive Excellence Action Plan.

Attachment
[ASI 2021-22 Inclusive Excellence Action Plan]

asi CAL POLY

Associated Students, Inc.

2021-22 Inclusive Excellence Action Plan

ASI supports the University's efforts to strive for an institution constantly evolving toward becoming more diverse, equitable and inclusive. We are committed to recognizing and removing barriers to success and providing equitable access to opportunities through employment, programs, services, and advocacy. In our increasingly diverse campus and world, we pledge to positively contribute to a climate where everyone is safe and free to grow intellectually, spiritually, and emotionally. The goals outlined in this action plan highlight our investment in our path toward inclusive excellence.

GOAL 1: Establish an ASI core value in support of ASI's commitment to inclusive excellence.

Description/Rationale:

Upon review and approval of the ASI core values in 2017, a value specific to diversity, equity, and inclusion was not included. The establishment of a core value will clearly espouse the value of inclusive excellence to ASI.

Accountability:

Education and promotion of ASI core values will be provided in new employee onboarding, the ASI website, ASI promotional materials, etc. as a means of educating the campus community on ASI's ongoing commitment to inclusive excellence.

Resources:

The ASI Diversity, Equity, and Inclusion Working Group and the Student Government Diversity and Inclusion committee will serve as the base of the steering committee for the establishment of an inclusive excellence core value.

Additional focus groups and research will be conducted with the broader ASI full-time staff, student staff, and Student Government members to ensure the core value appropriately and meaningfully conveys ASI's commitment to diversity, equity, and inclusion.

Infrastructure:

Upon completion of a new core value, an endorsement by the ASI Board of Directors will be sought.

Incentives:

- ASI core values will align with the inclusive excellence core values of the university.

- Empowerment of student and staff voices in the creation of the core value.

- Sense of belonging and community that an inclusive excellence core value could bring to ASI staff, Student Government members, and participants.

Timeline:

Establishment and endorsement of an inclusive excellence core value by January 2022.

Progress Metrics:

Endorsement by the ASI Board of Directors.

GOAL 2: Create Inclusive Excellence curriculum for ASI full-time staff, student staff, and Student Government members that provides both in-person and virtual training opportunities.

Description/Rationale:

ASI is committed to the ongoing training and development of ASI employees and Student Government members. During the 2021-22 academic year, ASI will establish a requirement that all ASI student employees and Student Government members completed diversity, equity, and inclusion training as a component of their employment or service to the organization.

This goal will support ongoing and meaningful training and development for all personnel and Student Government members through ASI-identified training as well as training and resources provided by university partners.

Accountability:

The director – University Union will be responsible for ensuring execution of the identified measurers with quarterly reporting to the ASI Diversity, Equity, and Inclusion Working Group and ASI executive director on progress toward goal.

Resources:

The ASI Diversity, Equity, and Inclusion Working Group and Graduate Assistant – Diversity and Inclusion will provide resources, research, and support to the director – University Union in the development of training and development programs. Collaboration with other university departments will be sought to broaden training opportunities. Partnerships include but are not limited to the Office of University Diversity and Inclusion, Dream Center, Center for Military-Connected Students, Cross Cultural Centers, Pride Center, and Gender EquityCenter.

Infrastructure:

Ongoing funding through the ASI annual budget process to ensure adequate funding is available for:

- ASI staff time to develop, implement, track, and assess training.
- Purchase or contract obligations for training programs or presenters.

Incentives:

- Retaining a culturally competent workforce that understands and celebrates the differences of all individuals.
- Creating community through shared experiences and training opportunities.
- Providing consistent training opportunities for all full-time staff.

Timeline:

A catalog of ongoing available on- and off-campus training resources will be compiled, and an annual monthly training program will be implemented. Execution, tracking, and assessment of training programs will be ongoing and evaluated on an annual basis. Diversity, equity, and inclusion training requirements will be established for all ASI student employees and Student Government members by December 2021.

Progress Metrics:

- Professional staff participation will be evaluated during a formal performance review.
- Student staff completion of pre and post learning assessment that will indicate growth and development experienced throughout the academic year.
- Engagement in dialogue pairs and groups will indicate comprehension of material.
- Number of attendees that complete training on an annual basis.

GOAL 3: Incorporate diversity and inclusiveness into new programs, initiatives and in the development and revision of policies and procedures.

Description/Rationale:

ASI will establish proposal and project/event approval practices that create and sustain a more diverse, equitable, and inclusive Associated Students, Inc. in support of the entire campus community.

In an effort to support diversity, equity, and inclusion as new or revised programs, services, policies and procedures are developed, ASI has identified the following initiatives:

- Update the proposal template (ASI staff), Project Approval (Student Government), and Request for Event Approval (ASI Events) to include a consideration of diversity, equity, and inclusion

- Create guidelines for the diversity, equity and inclusion working group and the student government diversity and inclusion committee that encourages engagement in the planning and evaluation process for new projects, proposals, and changes to policies and procedures when appropriate.

- Include standardized and required questions on assessments regarding diversity, equity, and inclusion.

Accountability:

The director – University Union will be responsible for ensuring execution of the identified measurers with quarterly reporting to the ASI Diversity, Equity, and Inclusion Working Group and ASI executive director on progress toward goal.

Resources:

The ASI Diversity, Equity, and Inclusion Working Group will provide resources, research, and support to ASI management, student government and the ASI public relations, marketing, and communications department in the development of these initiatives. Collaboration with other university departments will be sought to broaden training opportunities.

Infrastructure:

Ongoing funding through the ASI annual budget process to ensure adequate funding is available for:

- ASI staff time to develop, implement, track, and assess practices.

Incentives:

- By revising criteria included proposal and project/event approval process, ASI will move toward becoming a more diverse, equitable, inclusive, and accessible organization.

Timeline:

Fully executed into all proposal and approval processes and procedures by June 2022.

Progress Metrics:

- Proposal template (ASI staff), Project Approval (Student Government), and Request for Event Approval (ASI Events) updated to include a consideration of diversity, equity, and inclusion.

- Standardized and required diversity, equity and inclusion questions developed for assessments.

- Guidelines for the diversity, equity and inclusion working group and the student government diversity and inclusion committee developed encouraging

engagement in the planning and evaluation process for new project, proposals, and changes to policies and procedures when appropriate.

GOAL 4: Identify and implement strategies to improve workplace climate.

Description/Rationale:

ASI will assess the current organizational climate and identify specific strategies to create positive workplace climate. In an effort to foster a workplace that is respectful, safe and inclusive to all staff, ASI has identified the following initiatives:

- Identify the current organizational climate through internal and third-party assessment.

- Identify strategies to improve organizational climate.

- Implement recommended strategies to improve organizational climate.

Accountability:

The director – University Union will be responsible for ensuring execution of the identified measurers with quarterly reporting to the ASI Diversity, Equity, and Inclusion Working Group and ASI executive director on progress toward goal.

Resources:

The ASI Diversity, Equity, and Inclusion Working Group will provide resources, research, and support to ASI management and student government in the development of these initiatives. Collaboration with other university departments and a third-party contractor will be sought to broaden assessment opportunities.

Infrastructure:

Ongoing funding through the ASI annual budget process to ensure adequate funding is available for:

- ASI staff and external review contractor time to assess workplace climate, provide recommended strategies for improvement and implement strategies.

Incentives:

- By improving organizational climate, ASI will move toward becoming a more diverse, equitable, inclusive, and accessible organization.

Timeline:

Complete organizational climate assessment, analysis, and recommendations by September 2022. Implement recommendations during the 2022-23 academic year.

Progress Metrics:

- Assessment strategy identified and facilitated.

- Formalized recommendation of strategies to implement that will create a positive organizational climate developed and reviewed by ASI management and Student Government officers.

- Implementation of strategies to create a positive organizational climate.

- Ongoing organizational climate assessment plan developed.

Goal 5: Create an infrastructure for communicating ASI values, goals, and progress toward inclusive excellence to ASI staff and the Cal Poly community.

Description/Rationale:

ASI will establish communication standards and platforms that provide ASI staff and the Cal Poly community with the following information:

- ASI Staff (SharePoint Site):

    o Diversity, Equity, and Inclusion Training program information

    o Inclusive Excellence Action Plan

    o DEI Working Group contact information, priorities, and project updates

    o Bias and harassment reporting procedures

    o Campus support resources for students and staff

- Cal Poly Community (Landing page on ASI Website):

    o ASI DEI value with additional narrative connecting value to action

    o Inclusive Excellence Action Plan and progress report on what has been done to improved diversity, equity, and inclusion within ASI

    o ASI human resources Diversity, Equity, and Inclusion Standards

    o DEI Working Group purpose and contact information

    o Diversity and Inclusion Committee priorities and contact information

    o How to report bias incidents

Accountability:

Education and promotion of ASI's commitment to inclusive excellence will be provided in new employee onboarding, the ASI website, ASI SharePoint site, etc. as a means of educating the campus community.

Resources:

The ASI Diversity, Equity, and Inclusion Working Group, the Student Government Diversity and Inclusion committee, the Graduate Assistant – Diversity and Inclusion, and ASI PR and Marketing will serve as the base of the steering committee for the establishment of communication standards, a website landing page, and a SharePoint site.

Additional focus groups and research will be conducted with the broader ASI full-time staff, student staff, and Student Government members to ensure that the platforms effectively convey ASI's commitment to diversity, equity, and inclusion.

Infrastructure:

Ongoing funding through the ASI annual budget process to ensure adequate funding is available for:

- ASI staff time to develop, implement, maintain, and assess communication standards and platforms.

Incentives:

- Empowerment of student and staff voices in the creation of communication standards and platforms.

- Resources and an increased sense of belonging and community that inclusive excellence communication platforms could bring to ASI staff and the Cal Poly community.

Timeline:

Establishment and implementation of communication standards and platforms by June 2022.

Progress Metrics:

- Diversity, equity, and inclusion related communication standards created

- ASI SharePoint site for Diversity, equity and inclusion resources developed

- Diversity, equity, and inclusion centered landing page on ASI Website developed and annual marketing strategy for promotion is created.