

URGE Session 8 Deliverable: Management Plan

Created by the Middlebury College URGE Pod

Deliverable	Existing Policy or Resource?	Initial Point of Contact(s)	Where It Is or Will Be Posted	Review/ Update Interval	Racial Risk Assessment?	Training Recommended?	Approval, Check, and/or Consequence
Complaints and Reporting Policy (S2)	Yes (college wide)	CBRT or Renee Wells (Director of Education on Equity and Inclusion)	College Website Linked on course syllabi	At College's discretion	Need to identify appropriate party to help with RRA. *	Professors trained by College. Protocols discussed in syllabus	None
Demographic Data (S3)	College Wide-yes Geo. Dept.-no	Institutional Research Office or Geology Dept. Chair	No posting planned at the moment due to privacy concerns in small dept.	Yearly	Recommended	Recommended	None
Policies for Working with Communities of Color (S4)	Based in session 4 deliverable linked here	Geology Dept. Faculty	Department Website	5 years or as needed	Yes	Yes	We week approval for our policy from Director of Education on Equity and Inclusion)

Admissions and Hiring Policies (S5)	Policies by college-wide diversity recruiting workshops	Geology Dept. Chair OR Renee Wells (Director of Education on Equity and Inclusion)	College Website	At College's discretion	Recommended	Yes. All search committee members attend hiring trainings.	Training required to be on search committee
Safety Plan (S6)	Plan to refine S6 deliverable into departmental safety plan	Pod Member(s) ultimately Geology Dept. Chair	Geology Dept. website and distributed to class participants	Annually, but also after any major reported incidents	Yes.	Yes. Planning to develop departmental safety training module - possibly STEM-wide initiative	Reminders provided annually to departmental faculty
Resource Map (S7)	No, plan to evolve S7 and S2 into this document	Pod Member(s) ultimately Geology Dept. Chair	Geology Dept. website and distributed to class participants and new hires	Annual evaluation to update links and add new resource	Yes.	No,	More of an internal document to make resources more consolidated and accessible
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* Possible target for new funding to support hiring students with minoritized identities to participate in the racial risk assessment

Several of our sections reference goals to create a policy/plan/etc. from discussion notes. We recognize that follow-through may be an issue with such goals, and plan to engage department majors & minors and the Student Advisory Committee (many of whom were part of our URGE pod) to help create those documents.

- **Agreement (S1) and Pod Guidelines (S2)** - The participants in the original Middlebury URGE pod have begun the process of creating documents and policies to promote racial JEDI. This group has sought to follow the founding guidelines agreed to by pod members in the agreement. Our future efforts will be focused on creating (and updating) a subsection on the department's website to provide a consolidated source of information/resource list for students and faculty. The deliverables discussed below will be a part of that new website initiative. The website will remind all individuals participating in department courses, research, and activities that they are required to abide by college policies, and emphasize the ethos of the department with respect to JEDI initiatives.
- **Complaints and Reporting Policy** - We will default to the College's policy but will create our own handout directing students to the appropriate resources. These resources will be outlined in course syllabi and discussed at the start of each semester.
- **Demographic Data** - We plan to initiate a voluntary survey that would be administered in all classes. It would have question(s) related to self reporting of race and ethnicity. This data will be maintained by the Geology Department Chair and will not be publicized without proper anonymization, including year-to-year smoothing as needed to prevent identification of specific respondents. We may also work with the College' Institutional Research Office to collect historical data about our Department.
- **Policies for Working with Communities of Color** - This policy is rooted in [our session 4 deliverable](#), and will be distributed in the form of a short packet for students or faculty working with such communities to reference. It will be available on the department website for anyone to reference or provide feedback on as needed, and faculty will familiarize themselves with it when undertaking new projects. Hopefully, this policy will be reviewed by a College-level body for its racial risk or implicit bias, pending our determination of which body is appropriate for that task. In particular, we recognize that the main Native American group that lived in this landscape long before there existed a state of Vermont are the Abenaki, and we will strive to incorporate Abenaki knowledge and place names into our teaching.
- **Admissions and Hiring Policies** - Department faculty will continue to participate in diversity trainings offered by the college that are required for all members of hiring committees. We will follow the policies developed in those trainings.
- **Safety Plan** - This plan will be created using our session 6 deliverable and will be available on the department website. It will encompass a wide range of topics, from environmental hazards such as ticks or hypothermia to human hazards such as risk for and response to prejudice in the field or department. Faculty will periodically review the plan for their own reference, and a smaller, field-focused workshop which grows from this plan will be made available to all students to ensure their comfort and safety in the field. This plan will be reviewed every 1-5 years, or as needed.
- **Resource Map** - We plan to refine the session 7 deliverable into a resource map that will be posted on the Department website and updated annually. The initial version will undergo a racial risk reviewed by a qualified party, TBD. Faculty will be reminded annually to share this document with students and new hires.