URGE Management Plan for the NAGT Traveling Workshop Program

Below is a plan to incorporate deliverables into the TWP as we continue to develop, assess, and finalize policies and resources.

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	What should be added to TWP?
Complaints and Reporting Policy	Yes - NAGT policies	NAGT Ex Comm	On NAGT website already (not on TWP website)	No regular schedule	Not planned	Maybe - reminders at meetings of facilitators	Changes approved by Ex Comm	*Going over the policies should be part of every TWP preparation by facilitators and every start of workshop *Do departments have Codes of Conduct & is this something TWP should address?
Demographic Data	No	TWP Chair	*NAGT-wide data shared in Annual report, posted on website *TWP data include list/bio of facilitators and list of institutions that completed workshops *Consider adding more	No regular schedule - should this be a yearly update?	Recommended	Maybe - training on Supporting Success of All Students module (& updates); training on effective ways of discussing department/ institution demographic data and where to find them (e.g., IPEDs)	Changes approved by TWP organizing committee	*Collect demographics of facilitators, participants, and institution types (& possibly department demographics - as a way of prompting discussion and change through our workshops); need response to why we need the information *Consider explicit outreach to HBCUs,

			explicit/ tabulated data on demographics of facilitators & programs served to TWP website?					Tribal Colleges, HSIs & involve them as partners, in addition to providing workshops *Report outcomes (papers/conference presentations) to expand audience
Policies for Working with Different Institution Types	No	TWP Chair	*Consider adding something about meeting the needs of these institutions on TWP website?	No regular schedule	Recommended	Proposal: DEI training for all facilitators periodically and through onboarding of new facilitators process	Changes approved by TWP organizing committee	*Consider additional TWP evaluation questions to assess effectiveness at institutions with large minoritized populations - are we meeting their needs? *Prepare facilitators to provide guidance to PWIs that plan to partner with local MSIs and BIPOC communities *Consider running regional workshops to build bridges between institution types in a geographic area *Increase advertising in places with URM leaders *Broaden participation of students and faculty at the institutions where we do TWP *Commit to diversity of TWP facilitators and develop a plan to recruit *Continue offering virtual workshops for increased access (&

								consider tiered costs for institutions) *Consider adding info on PBL and working in communities to attracting students section of TWP
Admissions and Hiring Policies	NAGT Ethics Policy as guidance	TWP Management Team	*Process should be on TWP website *Consider also on NAGT committee page for self-nominations (& then there needs to be an evaluation process of nominees)	No set interval, recommend 5-year terms with option to renew for facilitators	Not planned	Not planned	Changes approved by TWP management team & NAGT Ex Comm	*Other places to consider recruiting facilitators: 1) past workshop participants, 2) GSA on to the future program, 3) consider senior graduate students, 4) consider term limits for facilitators *Suggestions for TWP programming to facilitate discussions about admissions, recruitment, & letters of recommendation: 1) Ideal student - consider bias in letter language & discussion; consider adding JEDI ideas to letter; consider connection to draw a scientist; facilitators should discuss how "ideals" may be exclusionary and be prepared to counter common ideas that don't promote JEDI, and 2) consider supplementing TWP materials with URGE readings (especially from session 5) on

								structural changes & efforts that haven't resulted in change *Look at how equitable process is for selecting facilitators
Safety Plan	No	TWP Chair	Post internally on TWP resource pages	Annually, but also after any major reported incidents	Not planned	*Proposed training through facilitator onboarding process *Proposed bystander intervention training for all facilitators	Changes approved by TWP management team & NAGT Ex Comm	*Travel safety guidelines should be explicitly stated: facilitation is voluntary, travel arrangements are a collaboration between facilitator and host institution *Tentative new guidelines: how facilitators can seek local help when traveling and contact TWP chair when safe; Facilitation is working under local host travel insurance *Consider adding module(s) on inclusive lab/safety practices; student mentoring *Consider guidelines for interacting with student focus groups (to ensure inclusive and anonymous)
Resource Map	Some resources in place; some need development	TWP Chair	TWP internal pages	Additions on a rolling basis	Not planned	Not planned		Additions to consider: *More regular training *Mentoring plan for onboarding; more flexible workshop templates *Promote use of listserv for community

								of support *Organization of materials *Outreach plan for recruiting new TWP leaders

Additional considerations for each deliverable (use this space to elaborate on table entries, organize it as appropriate for your pod):
[Pod members: add any notes here!]

What comes next:

- Communication with management team
- May 20-21 workshop
- June 22nd workshop