Session	Deliverable	Our version	New or modified?	Status	Revisions to be made (don't focus on this)	Steps required for implementation	Organizing strategies for implementation	External feedback required?	Timescale for implementation	Location for public availability	What checks and balances are needed?	Projected time to update policy	How will this be maintained?	What trainings are required?
1	Group Norms - Setting Ground Rules	https://urgeoscience.org/wp-conte	Modified	Should update based on URGE content	Social media, URGE updates, signed when joining, check other institutions' deliverable	Needs to be ratified; we see this as being most useful for other discussion based interactions (e. g. the proposed student discussion group or future MEB DEI journal club)	Relevant in the specific context; we could	GSG, Faculty sign off	<= 6 months	**Website**, faculty doors? Bulletin board outside Jim's office/Don's office	n/a	1 year (ambitious but doable)	MEB section head and DEI committee	No
2	Policy for Dealing with Complaints	https://urgeoscience.org/wp-conte	Modified (USC)/new (dept)	In progress - MEB DEI committee is actively investigating current structures and effectiveness and the feasibility of implementing a section level reporting mechanism	would be worth putting a road map on the website for now but that could guide ppl on "where would I go if X occurred"	workshops/presentations/trainings from respective offices (EEOTIX, OPE, ombuds)	is being taken on by the DEI committee	yes	asap	fact sheet on Website for what to do in the interim	confidentiality issues; retaliation			
3	Statistical Analysis of Program and its History	https://urgeoscience.org/index.ph	Modified	Collected but not shared due to privacy issues; BISC has been tasked with coming up with this data for Dornsife level analysis; registrar can provide this information but its in a raw form	==MEB/Dornsife admin needs to scrub the data to be anonymous and publish it, as well as conduct exit interviews and assess where graduates go careerwise. Potentially need a new person to do this work==	Get a person to do this work and define the role itself (will need to be done for both undergraduate and graduate programs). Structure exit interviews. Assess demographics of current students. Make a tab on website to display this data	If task through Dornsife, then Carly and Doug LaRowe campaign for staff and define role. If task through MEB, then check if staff have capacity for these tasks, and assess if staff or faculty could take these roles; Note Cameron was planning to tackle the graduate data	EEOTIX should look over the the data collection and handling	1-2 years	Website, also can present info at recruitment weekend	EEOTIX and privacy	Potentially 5 years	Grad program director +Dornsife diversity office, with oversight from DEI committee, Section head, Grad Admissions Chair	Default FERPA/EEOTIX training plus specialized training for ther person collecting and anonymously managing data
4	Policies for Working with Communities of Color	https://urgeoscience.org/index.ph	New	In progress	Make actual policies for working with communities of color. Go through other submissions for URGE deliverables to pull relevant suggestions	We should have overarching guidelines on how to deal with communities of color and have sections that can be modified for each type of field work (for example, working on land vs open ocean). Guidelines would have best current practices and how to modify them on indivual circumstances. Perhaps creating a template for questions to consider for ppl considering work that overlaps with communities of color. ANOTHER opportunity: Wrigley is working on a policy for working with Tongva communities, we should integrate this into MEB since many faculty and students do work at WIES. Diane K will update	Follow Wrigley's lead and perhaps model ours on their efforts	Need PI feedback and community of color feedback	1-2 years	Website	PI and community needs		USC NSF compliance office and DEI committee	
5	Admissions and Hiring Policies	https://urgeoscience.org/index.ph	link to our version is incorrect	many changes undertaken this year. For grad admissions: dropped GRE, added grad student rep to admissions committee, required faculty to meet with prospective students via zoom and complete questionairre prior to inviting candidates to interview. BISC-wide faculty search also changed a lot this year, more grad student participation, search was broad, increasing diversity was a goal. Search committee had a code of conduct (this is new)	power of the admissions committee vs individual PIs in identifying top candidates; for faculty searches, what is future beyond this year's search?	Local recruitment, strategic partnerships/ pathways program/ summer program.		years for faculty searches (not necessarily annual)					
6	Safety Plan	https://urgeoscience.org/index.ph	New	Recorded for future directions. Currently recruiting volunteers to develop a new fieldwork safety plan.		We plan to institute a section-wide/ department-wide checklist/ plan to support the safety of ALL students in the field.								
7	Resource Map	https://urgeoscience.org/index.ph	New	Recorded on the future directions list : https://docs.google.com/document/d/1XPo3SMn_FqJbs93KMFF8bRSiC7M_fwLWsehi5YlYtzo/edit	Need to add Off-campus, professional, lab-based, extra curricular resources	Share resource map on MEB website. Identify social and other resources off-campus for resource.	Interfacing with universities in the LA area to build a larger network for students coming to a diverse urban area to reduce the time to find "their comfortable space"							
8	Accountability													