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### URGE Management Plan for The College of Wooster Earth Sciences

This is our plan to implement deliverables as we continue to develop, assess, and finalize policies and resources. The pod leader, Meagen Pollock, will take the lead for facilitating all deliverables. URGE will be a standing agenda item during our weekly department meetings and biannual department retreats. The timing, format, process, and availability for each deliverable will depend on the launch of our new institutional web site, hire of the new CDEIO, and changes to CDI roles and staffing. Our initial action items focus on changes at the department-level. Our highest-priority deliverables are the complaints and reporting policy, demographic data, safety plan, and student resource map.

# URGEO

Unlearning Racism in Geoscience



THE COLLEGE OF  
WOOSTER

Deliverable	Existing Policy or Resource?	Internal vs External; Dept vs College; Web vs Document format	Review/Update Interval	Racial Risk Assessment?	Training Recommended?	Administrative Resource
Complaints and Reporting Policy	Yes	External; College; Web	Annually	No	Yes	Chief Diversity, Equity, and Inclusion Officer; Chief Communications and Marketing Officer
Demographic Data	No	Internal; Department; Document	Annually	No	No	Chief Information and Planning Officer
Policies for Working with Communities of Color	No	Internal; Department; Document	Annually and also after any major reported incidents	Yes	Yes	Chief Diversity, Equity, and Inclusion Officer
Hiring Policies	Yes	Internal; College; Web	Prior to search	Yes	Yes	Dean of Faculty Development
Safety Plan	Yes	Internal; Department; Document	Annually and also after any major reported incidents	Yes	Yes	Director of Global Engagement

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Resource Map	No	External; Department; Web & Document	Additions on a rolling basis	No	No	Dean of Faculty Development; Chief Diversity, Equity, and Inclusion Officer; Chief Communications and Marketing Officer
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Additional information for each deliverable (action items in blue):

- **Agreement** – This is the agreement that our pod made with the current CDEIO for spring 2021 URGE program. *We will adapt this agreement after the hire of the new CDEIO to outline how ESCI will interact and meet with leadership on relevant issues.*
- **Pod Guidelines** – This is the current community agreement within our pod. *Our department will post the guidelines to our SharePoint. We will continue to affirm the guidelines and revise them as appropriate. We will invite associated departmental staff to engage with our URGE work in capacities that are relevant for their positions.*
- **Complaints and Reporting Policy** –Wooster’s current reporting policies and resources are externally available on the web. CDI holds a campus-wide townhall on this issue on an annual basis. Racial risk is considered for this deliverable and our pod does not plan to conduct a formal racial risk assessment. We recommend that our ESCI community be trained on this deliverable. Our primary administrative resources are the CDEIO and Chief Communications and Marketing Officer. This is a high-priority deliverable. Our action items are:
  - *Work with the Chief Communications and Marketing Officer to create a page on our new departmental website that directs students/faculty/staff to existing policy and resources.*
  - *Review the policies and resources on an annual basis at a department meeting in the spring.*
  - *Provide training to students/faculty/staff on existing policy, resources, and procedures at the start of each academic year.*
- **Demographic Data** – Demographic data are collected on a college-wide basis and available internally by request. There is no existing procedure for reviewing the data or conducting a risk assessment. We do not plan training for this deliverable. Our primary administrative

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resource is the Chief Information and Planning Officer. This is a high-priority deliverable. Our action items are:

- [Meet with the Chief Information and Planning Officer after the launch of the new website. Discuss data availability and advocate for the creation of an internal data dashboard.](#)
- [Request demographic data for our department at the conclusion of each academic year. Review demographic data at the summer department retreat. Post departmental demographic data files on our SharePoint.](#)
- **[Policies for Working with Communities of Color](#)** – We intend to develop an internal document to guide ESCI faculty and staff in their collaborations with communities of color. We plan to conduct a formal racial risk assessment of the resulting document, review the document on an annual basis, and train ESCI faculty and staff on the policies. Our primary administrative resource is the CDEIO. Our action items are:
  - [Draft a policy document in consultation with the library of URGE pod deliverables and other resources before the new CDEIO is hired.](#)
  - [Consult with the new CDEIO on the draft policy. Work with the CDI to conduct a racial risk assessment of the policy. Conduct this review on an annual basis and after any major reported incidents.](#)
  - [Post the policy to our SharePoint. Provide training to ESCI faculty and staff on the policy at one of the department retreats.](#)
- **[Admissions and Hiring Policies](#)** – Wooster’s current hiring policies are internally available on the web. Wooster considers racial risk and is implementing many of the URGE recommended practices. Prior to a search in our department, we intend to review and assess the policies and conduct training for the search committee. Our primary administrative resource is the Dean of Faculty Development. Our action items are:
  - [Review hiring policies and conduct a racial risk assessment at the department level prior to a search.](#)
  - [Identify and implement relevant URGE recommended practices at department-level.](#)
  - [Conduct bias training with ESCI faculty prior to a search.](#)
- **[Safety Plan](#)** – We intend to develop a departmental safety plan that supplements existing Wooster policy and procedures. We plan to conduct a formal racial risk assessment of the resulting document, review the document on an annual basis, and train ESCI faculty and staff on the policies. This is a high-priority deliverable. Our primary administrative resource is the Director of Global Engagement. Our action items are:

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- Draft a safety plan in consultation with the library of URGE pod deliverables and other resources by the end of summer.
  - Consult with the Director of Global Engagement on the draft safety plan in the fall.
  - Work with the CDI to conduct a racial risk assessment of the safety plan in the spring. Conduct this review on an annual basis thereafter and after any major reported incidents.
  - Post the policy to our SharePoint. Provide training to ESCI faculty and staff on the policy at one of the department retreats.
- **Resource Map** – We intend to develop two resource maps, one for faculty and one for students. For students, we will create an externally available document and integrate portions of the map directly into our new website. For faculty, we will create a document that will be posted on our departmental SharePoint site and shared with new hires to support them as they develop their careers at Wooster. Additions to the resource maps will be made on a rolling basis. We do not plan a formal racial risk assessment and do not recommend training. The student resource map is a high-priority deliverable. Our primary administrative resources are the CDEIO, Chief Communications and Marketing Officer, and DFD. Our action items are:
    - Draft a student resource map in consultation with the library of URGE pod deliverables and other resources by the end of summer.
    - Work with the Chief Communications and Marketing Officer to design a student resource page for our new departmental website.
    - Distribute the student resource map via GeoClub seminars and weekly departmental Sways.