

URGE

Unlearning Racism in Geoscience



FLORIDA STATE UNIVERSITY

URGE Session 7 Deliverable - Resource Map

This is a draft Resource Map for the FSU EOAS Pod at Florida State University. This was adapted from the “Sample Ph.D. Mentoring Plan” developed by Vashan Wright (Woods Hole Oceanographic Institution) and Karin Block (City College of New York and CUNY Graduate Center), License: [CC BY-NC-SA 4.0](https://creativecommons.org/licenses/by-nc-sa/4.0/). Some of these will be resources common to all and some will be questions for identifying specific resources based on needs/interests identified during initial meetings while implementing the mentoring plan.

Deliverable Background:

A sense of belonging is important to the health and success of individuals, so finding a community is a safety and career consideration. Introducing a new racially minoritized colleague (e.g., faculty, staff, students) to all staff and students is a proactive way to be inclusive, and can also reduce racial profiling and microaggressions. Establishing a supportive network may also require introducing new minoritized colleagues to various resources within the organization and broader community since these can sometimes be challenging to find.

The practice of creating asset maps of communities recognizes social capital and engages the public as people and not clients. This deliverable broadens the concept of an asset map into a resource map, which outlines existing resources that organizations, communities, and broader scientific communities have to support racially minoritized individuals. The resource map should list resources you have at your organization (e.g., diversity officer, counseling and psychological services, ombudsperson, affinity groups, and recurring events) and locally (e.g., meet-up/social/hobby groups, religious or spiritual communities, businesses like barbershops). Include resources outside of your community as well; supporting membership to groups like SACNAS, NAGB, AISES, and GeoLatinas can help foster meaningful connections to a broader network.

Mentoring Plan:

- Summary of the intent of the resource map and the plan for working with new hires/students for connecting them with resources that will be of most use to them.
- Individual/Group meeting expectations (interval/frequency, journal articles, presentations, manuscript reviews, manuscript revising/dealing with rejections, careers, media requests).
- Evaluations: rubric, frequency for advisor/committee evaluations, encourage self-evaluation and review long term goals and how to achieve them.

In addition to institutional and departmental policies and resources, lab groups should effectively communicate, discuss, and revise lab-specific policies as needed. The following are general resources and guidelines, however lab-specific procedures are often necessary to ensure the functioning of a lab (e.g. upkeep of certain instrumentation) or may change under certain circumstances (e.g. grant/abstract submission deadlines).

Core Work Resources:

- Code-of-conduct: link, all members must sign a code of conduct that addresses inclusivity and diversity, mental health, publications or outputs, social media use, working hours, and vacation.
 - Currently no known code-of-conducts being signed by graduate students, postdocs, or faculty through EOAS or FSU.
- Communication plan and expectations. E.g. how do members communicate with each other and what times are appropriate.
 - Communicate working hours, and if emails are sent outside of working hours, generally the expectation is that you can respond when it's convenient to you.
 - Although there is no formalized intake policy, speak with your advisor to establish expectations.
- Reporting Policy - link, address issues related to insensitivity, harassment, exclusion, and what are the consequences (e.g. not everyone drinks alcohol, no "locker room" talk), provide additional contacts for reporting outside of advisor.
 - Link to report incidents of behavior happening in the Florida State University community: <https://report.fsu.edu>
 - Policies for faculty when a student reports sexual misconduct: <https://regulations.fsu.edu/sites/g/files/upcbnu486/files/policies/president/FSU%20Policy%202-2.pdf>
 - Consequences for misbehavior could result in the imposition of sanctions and dismissal or expulsion. This will be determined by the appropriate officials at the University, in accordance with applicable laws and university regulations, policies, procedures, and collective bargaining agreements.
 - EOAS DEI suggestion box at the bottom of this page: <https://www.eoas.fsu.edu/diversity/>
 - EOAS Departmental suggestion box: <https://www.eoas.fsu.edu/suggestion-box/>
- Equipment - where to find, fund individual gear like hiking boots, fund or provide access to sufficient "library" of hiking/camping/outdoor equipment.
 - There is currently no list of gear available to faculty/staff/students on the EOAS website. We are also currently unaware of any shared equipment within the department. Equipment usually is shared within lab groups and gear may be funded by the leading faculty member of said lab groups.
 - Probably worth noting the Winchester Fund here as a number of students have supported travel and equipment from it (<https://www.eoas.fsu.edu/about-us/giving/winchester-fund/>)
 - Rental of outdoor gear (e.g. sleeping bags, tents, backpacks) from Campus Rec. Will need to make rental reservations a week in advance and pick up gear at the FSU Rez (5 miles from campus).
 - Center of Global Engagement bank of personal goods?

- Conference and workshop participation (how often and who pays for it?). Be explicit about opportunities for this type of participation and at what point they will be expected to attend conferences.
 - Link to EOAS policy for faculty expectations: https://www.eoas.fsu.edu/wp-content/documents/about_us/aor.pdf
 - Conference and workshop participation is included within research activities, which should be 20% of a full professors total activity (research + teaching + service), 30% for an associate professor, and 40% for an assistant professor. No specific details are given as to how many meetings need to be attended and what type of participation is required. Serving as a program or session chair for conferences is included in service activities.
 - Generally faculty are required to pay for their own conference/workshop travel, but travel can be supported by grants or other awards.
 - Societies often (partially) fund travel to conferences, sometimes the deadlines are earlier than the abstract submission deadline.
 - OPDA Postdoc career development award. 2 deadlines/yr. <https://opda.fsu.edu/fellowships-and-awards/travel-awards>
 - For students, seems like 1/yr is fairly normal? Once the student has something to present (e.g. prepared/submitted manuscript)
 - Congress of Graduate Students conference funding for presenting students <https://sga.fsu.edu/cogs-funding.shtml>
- Be open to considering proposed workshops/conferences, especially for groups like SACNAS, NABG, AISES, GeoLatinas, and others.
- Other resources

Community Support and Mental Health Resources:

- Assistance finding accommodations, moving expenses/assistance.
 - Any costs associated with relocation (e.g. movement of household goods and incidentals like house hunting, hotel, travel expenses) for faculty are included in sign-on bonuses. Sign-on bonuses may be up to 15% of the annual salary offered. Bonuses are not applied to all positions and will be paid by the university if it is found within the best interest of the university. Any payment made to the employee for moving expenses is also taxable on the employee's paycheck and is included on the employee's W-2 for the year.
 - Sometimes resources for grad students (a nominal amount \$500-1000?)
 - Unsure about postdocs. Usually assume no?
 - Household move information, including what FSU can pay for and a list of movers to move both household items and lab items: <https://procurement.fsu.edu/sites/default/files/media/pdf/CSS/Household%20Move%20Information.pdf>
- Outline services at organization/university: diversity officer, counseling and psychological services, ombudsperson, affinity groups, etc.
 - Link to Diversity and Inclusion: <https://diversity.fsu.edu>
 - Chief Diversity officer: Michelle Brown Douglas, contact by diversity@fsu.edu.
 - University Counseling Center: <https://counseling.fsu.edu>. For students. 2nd floor of the Askew Student Life Building. Examples of services include alcohol/drug,

couples counseling, crisis intervention, eating disorders, group counseling, and individual counseling. Students whose needs cannot be met by the UCC may be referred to other departments or services on campus and/or in the community.

- Employee Assistance Program - free and confidential program to support faculty and staff at the university. <https://eap.fsu.edu>. Services include brief intervention and short-term counseling, supervisor consults, organizational development (e.g. team building, conflict communication skills), mediation services, debt management (partnering with Debt Management Credit Counseling Corporation). The program also administers FSU's Emergency Loan Fund (ELF), which is to aid employees facing unexpected financial emergencies. May receive an interest-free loan of up to \$1,500, which is repaid through payroll deduction.
- Ombuds Program - provides a secure, informal place where faculty and staff are welcome to talk in confidence about matters or concerns that impact their employment at FSU. Link: <https://hr.fsu.edu/sections/ombuds-program>.
- Student Ombudsman Office - <https://undergrad.fsu.edu/departments/student-ombudsman-office>.
- Current FSU affinity groups: <https://diversity.fsu.edu/get-involved/affinity-groups>. This includes: Association of Chinese Professors at FSU (xfniu01@gmail.com), Black Faculty and Staff Network (mdouglass@admin.fsu.edu), LatinX Faculty Staff Network (jribo@fsu.edu; lperezfelkner@fsu.edu), Queer Professionals Network (brewster@admin.fsu.edu), South Asian Noles Association (somnath@admin.fsu.edu), Veterans Friends and Family Group (BLamb@admin.fsu.edu), Women in STEM (no email found but there is a facebook group you can message through).
- FSU Diversity Programs and Organizations: <https://diversity.fsu.edu/get-involved/programs-organizations>. This includes campus centers (e.g. Civil Rights Institute, Center for Academic Retention and Enhancement), campus offices (e.g. Equal Opportunity and Compliance Office, Student Disability Resource Center), campus programs (e.g. African-American Studies Program, Middle East Center, FSU Graduate Women in Science), committees and councils (e.g. FSU National High Magnetic Field Lab Diversity Committee), and alumni networks (e.g. FSU Black Alumni, FSU Asian American Alumni, FSU LGBTQ+ Alumni).
- Health services and insurance resources.
 - Student health insurance: <https://studentinsurance.fsu.edu>.
 - In order to register for classes at FSU, all students are required to submit a one-time Immunization form, showing proof of two combined MMR vaccines and a proof/waiver for Hepatitis B and Meningococcal Meningitis (Immunization Requirements: <https://studentinsurance.fsu.edu/immunization-requirements>).
 - FSU also requires all main campus students to have health insurance as an admissions requirement. Students can keep their existing health insurance or they can purchase a FSU sponsored plan (<https://studentinsurance.fsu.edu/insurance-requirement>).
 - FSU employee insurance: <https://hr.fsu.edu/total-rewards/insurance>. FSU offers health insurance, prescription drug plans, flexible spending accounts, health

savings accounts, dental plans, life insurance, vision plans, and supplemental insurance plans.

- Health insurance plans:
<https://hr.fsu.edu/total-rewards/insurance/health-insurance>.
- Contact info for FSU HR Benefits for additional questions:
insurance@fsu.edu and +1 (850)-644-4015.
- FSU employee retirement options: <https://hr.fsu.edu/total-rewards/retirement>.
- University Health Services: <https://uhs.fsu.edu>. In-person services include well and preventative physicals, diagnostic imaging, immunizations, allergy injections, acute illness and injury, physical therapy, dental and chiropractic care, nutrition consultation, wellness coaching, sexual health consultation, and lab services.
- Encourage and assist making connections to someone who may understand their experiences (e.g. Black male counselor for a Black male student).
- Calendar(s) of events or mailing lists to join.
 - EOAS Calendar: <https://www.eoas.fsu.edu/calendar/>.
 - FSU Events Calendar: <https://calendar.fsu.edu>.
 - FSU Mailing Lists: <https://lists.fsu.edu/mailman/listinfo>.
- What activities/institutions will help them feel at home? Are there local clubs, religious or spiritual organizations? Are there any hobbies they were previously involved with that they can get connected with in the area?
 - Directory of organizations at Florida State University:
<https://nolecentral.dsa.fsu.edu/organizations>. Can select categories to narrow organization search, such as religious/spiritual, academic, professional, recreational.
 - Benefits for FSU employees, includes discounted rates for art and entertainment experiences:
<https://hr.fsu.edu/total-rewards/additional-benefits-and-perks/arts-entertainment-and-travel>.
 - Tallahassee Arts Guide: <https://www.tallahasseearts.org/organization/>.
 - Social groups in Tallahassee:
<https://www.meetup.com/topics/social/us/fl/tallahassee/>.
 - Religious locations in TLH- add
- Connecting with cohorts, organizations, social clubs with common identities and/or interests.
- Businesses or other needs: e.g. gyms, barber shops/hair services, etc.
 - Tallahassee gyms:
<https://seriouslystrongtraining.com/the-serious-guide-to-gyms-in-tallahassee/>.
 - Tallahassee barber shops: <https://www.yelp.com/c/tallahassee/barbers>.
 - Tallahassee hair salons:
https://www.yelp.com/search?cflt=hair&find_loc=tallahassee%2C+fl.
 - Tallahassee grocery stores:
https://www.yelp.com/search?cflt=grocery&find_loc=tallahassee%2C+fl.
 - Tallahassee parks: <https://www.talgov.com/parks/parks.aspx>.
 - Tallahassee food groups: <https://tallahasseefoodies.com>
<https://www.tallahasseeatable.com/tallahassee-farmers-markets/>
 - Banks: <https://banklocal.info/locations/fl/2844-tallahassee-fl>

- Instructions for other people of color - fund membership fees for organizations like SACNES, NABG, AISES, GeoLatinas, and other.
 - Nothing on the EOAS or FSU websites to suggest there is funding for joining these or similar organizations.
- Outline expectations for taking vacation (e.g. 3 weeks) and for reasonable work hours (e.g. 40-50 hrs/wk, be explicit!).
 - Leave Plans for Faculty (e.g. vacation, sick leave): <https://hr.fsu.edu/total-rewards/leave-plans/faculty>.
 - Full-time employees are expected to work 40 hours for the week.

Skillset Support Resources:

- What skills or experiences are required for their work/coursework? E.g. driving, hiking/outdoors activities, compass/GPS navigation, swimming/SCUBA, operating power tools, first aid, etc.
 - Not many skills or experiences are required for work/coursework but trainings are available if certain skills are needed (see below). The only experience usually required is health and safety training. For graduate students that serve as teaching assistants, may be expected to be able to drive students for field trips associated with the classes they assist.
- What skills training is supported through the organization? How would someone acquire/improve these skills? What training is available prior to arrival?
 - EH & S Trainings: <https://safety.fsu.edu/sections/training.php>
 - SCUBA Certification: <https://campusrec.fsu.edu/fitness/aquatics/scuba/>
 - CPR/AED/First Aid trainings: <https://campusrec.fsu.edu/fitness/aquatics/courses/>
 - Adult swim lessons: <https://campusrec.fsu.edu/fitness/aquatics/lessons/>
 - Group/Personal Fitness training: <https://campusrec.fsu.edu/fitness/training/>
- Do they need to know how to code? If so, what languages? (e.g. R, Matlab, Python). If they do not have this skill, what resources/training are available?
 - Coding is not required but Kelly Hirai in EOAS offers a seminar-type intro to bash/Linux commands based on interest.
 - Link to FSU-sponsored R workshop and other resources for learning R: <https://guides.lib.fsu.edu/c.php?g=960798&p=6941112>.
 - QGIS workshop: <https://guides.lib.fsu.edu/c.php?g=960798&p=6941096>.
 - Matlab courses (not through FSU): https://www.mathworks.com/academia/targeted/online-learning.html?s_tid=tah_po_mlad.

Professional Development Resources:

- Outline available resources for training/development or best practice in:
 - Teaching/pedagogy
 - For graduate students, can work on teaching skills through the Program for Instructional Excellence (PIE) <https://pie.fsu.edu>.
 - For faculty, workshops and seminars on teaching are provided by the Center for the Advancement of Teaching. <https://teaching.fsu.edu/workshops-seminars/>. The center also has other resources likely weekly teaching tips and faculty reading groups.

- The Office of Distance Learning also offers training on Canvas, the main website used to interact with students enrolled in your class. Trainings include Canvas Gradebook 101, Design Effective Assessments, Get Started with Canvas, Online Library Services.
- Project management/budgeting
 - Effective July 1, 2020, all proposals and awards are routed through the Grants module in RAMP (accessed through my.fsu). The RAMP website provides How-To-Guides and Trainings.
 - This website through the office of research provides guidelines and procedures to manage a research project from award to closeout: <https://adminmanual.research.fsu.edu/project-management/>.
 - The FSU Budget Office (<https://budget.fsu.edu/resources/training-resources>) provides classes on budgets, including financial report tools, introduction to auxiliary and designated, auxiliary rate calculation, rate reconciliation, rate and salary budgets.
- Media training
 - Courses on the use and impact of social media: <https://socialmedia.cci.fsu.edu/courses/>.
 - FSU libraries has offered workshops on media creation in the past. Be on the lookout in the libraries calendar for scheduling of workshops throughout each semester: https://calendar.fsu.edu/strozier_library/calendar.
- Proposal writing
- Public speaking
- Networking
- Design/drafting of figures using Adobe Suite/Python/ArcGIS
- Getting involved in professional societies.
- Additional coursework.
- List fellowships, internships, summer experiences, field course opportunities.
 - Scholarships provided on the EOAS website (mostly meteorological at the moment): <https://www.eoas.fsu.edu/about-us/scholarships/>.
 - Winchester fund in the EOAS department to support undergraduate and graduate students: <https://www.eoas.fsu.edu/about-us/giving/winchester-fund/>. Funds can be used for travel to conferences, graduate fellowships, equipment purchasing, guest lectures, and other needs for EOAS students.
- Outline departmental and regional seminars, presentation opportunities, and opportunities to meet with speakers for building a professional network.

Outreach Resources:

- Outline opportunities, expectations, benefits, and/or compensation for mentoring new hires and/or students who wish to engage in belonging, accessibility, justice, equity, diversity, and inclusion efforts.
 - Maglab has some opportunities for engaging in outreach: <https://nationalmaglab.org/education/k12-students/summer-camps>

- Explicitly acknowledge, discuss, and suggest policies that limit the “time tax” put on people of color for participation in the above activities and support clear path for opting out.
- Information on honoraria and establishing/charging speaker fees.
 - Does EOAS compensate any invited speakers?

Discussion Questions:

- 1) What was your experience when you first joined your organization or moved to this location? What barriers were there when you first arrived and how did you overcome them?
- 2) How would someone new find their community in your location? What additional barriers may a person of color face in your community? Consider that Black, Brown, Indigenous, and people of color will face different challenges from one another.
- 3) What resources are available at your organization? What resources should be added?

FL residency somewhere

CGE--info for international students

<https://gradschool.fsu.edu/professional-development/preparing-future-faculty-pff>