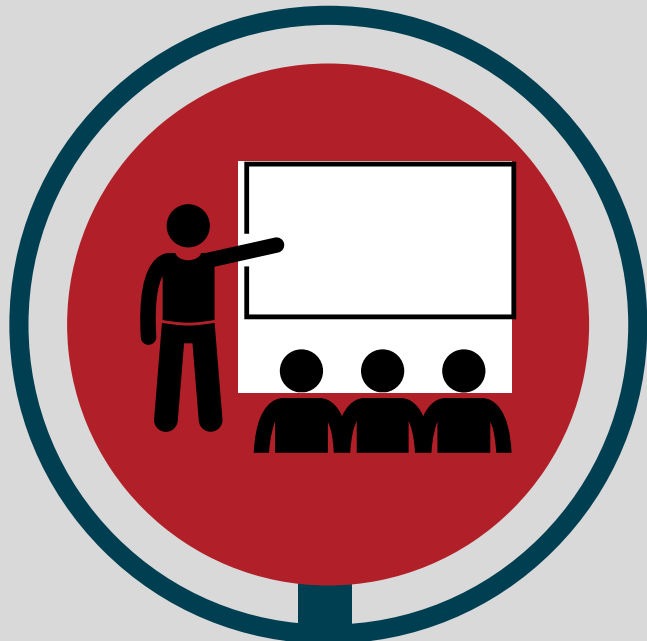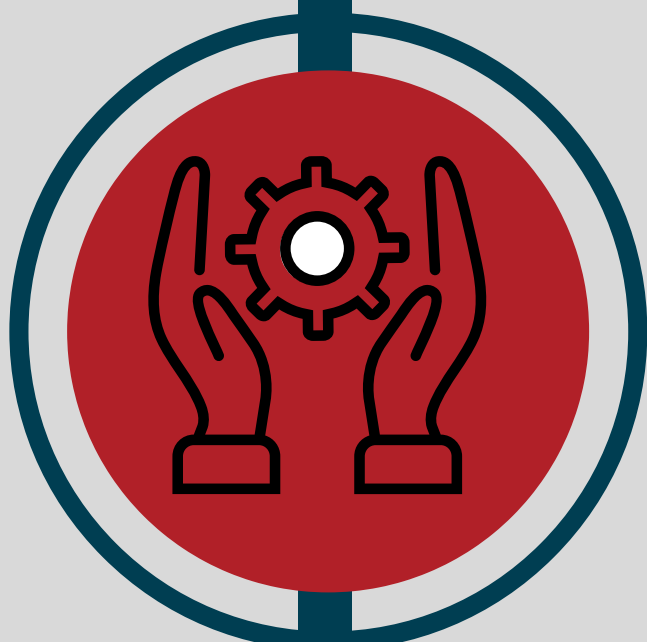# DEAP TIMELINE
Yearly Cycle

Register for a DEAP Demo.

Create a cycle and complete the assessment survey.

Choose your goals and create your action plan.

Implement the goals accross your Unit.

Record your progress and submit the report.

DIVERSITY AND EQUITY ASSESSMENT AND PLANNING (DEAP) TOOL

This document provides guidance regarding best practices when completing the DEAP Tool. The DEAP Tool Best Practices guide provides useful approaches, strategies and tips that units have used while completing their cycles and the DEAP Tool Models provide different approaches when completing the Tool.

THE DEAP TOOL BEST PRACTICES GUIDE

1. FOSTER COLLABORATION: The DEAP process is not meant to be done in isolation. We recommend using a team approach to complete every section.

   Involving the members of your unit during the Assessment portion will ensure that you get a comprehensive overview of your unit's current climate, so you can set goals that align with your team's need. Be sure to welcome comments and feedback throughout the process and share the outcomes with your unit year by year.

2. CODE YOUR GOALS: Make sure you establish a system to identify and follow up with your goals. In order to track progress and craft a final report, try dividing the work into specific actions and coding each action. The coding process can be as simple as numbering or naming your items, or it can also lead to a more complex system with established responsibilities per member of the team.

   Example:

   Indicator 8: Communication and Community Relations
   Goal: The Unit ensures equity and diversity is taken into account in all of its activities related to communications and community relations.
   Actions: 1. Ensure diversity and representation amongst the communications team.
   2. Consult diverse sources of information when echoing important news.
   3. Apply accessibility principles to all events.

4. Advertise information in media and social media platforms that reach a broad range of audiences.

3. KEEP IN MIND YOUR UNIT'S CYCLES: When setting your goals, be mindful of your unit's reporting cycles and timelines. If your unit has a five-year strategic plan, you can set a macro goal to be achieved in a 5-year period; then you can divide it into shorter-term objectives that you can set yearly to reach that desired state before your next reporting cycle.

    The DEAP Tool is designed to help units and faculties develop strategic plans to respond to campus-wide reports, such as Cyclical Review Process (CPR), Queen's University Quality Assurance Process (QUQAP's), Principal's Implementation Committee on Racism, Diversity and Inclusion (PICRDI), and/or Truth and Reconciliation Committee (TRC).

4. SET GOALS IN A SMART FASHION: Your goals should be Specific, Measurable, Actionable, Relevant, and Time-bound. By doing so, you will facilitate the achievement process during the DEAP cycle.

    Remember that your goal should be the desired state, and your tasks are the practical steps you will take to reach that point.

5. KEEP THE DEAP PROCESS IN YOUR UNIT'S RADAR: Building an inclusive community is an ongoing commitment that requires intentional efforts. Incorporating the DEAP Tool as a process that should be reviewed continuously will give you a guideline to keep moving forward on the inclusion pathway.

    For example, you can use your regular staff meetings as a set time to work on the DEAP progress. By doing so, you maintain engagement in the process while being conscious of time management and staff availability.

6. USE THE DEAP TIMELINE TO RE-ADJUST YOUR STRATEGY: After setting your goals, the DEAP system will send an automatic email at the 3-months and 6-months mark, as a reminder of your goals. Use this timeline as an opportunity to re-assess and re-group your efforts to achieve the established goals.

    The 3-months mark could work as a reminder to start your strategy if you haven't done so, and the 6-month reminder can be an opportunity to evaluate what efforts are required to reach the 12-months mark to achieve your goal. If you realized that your

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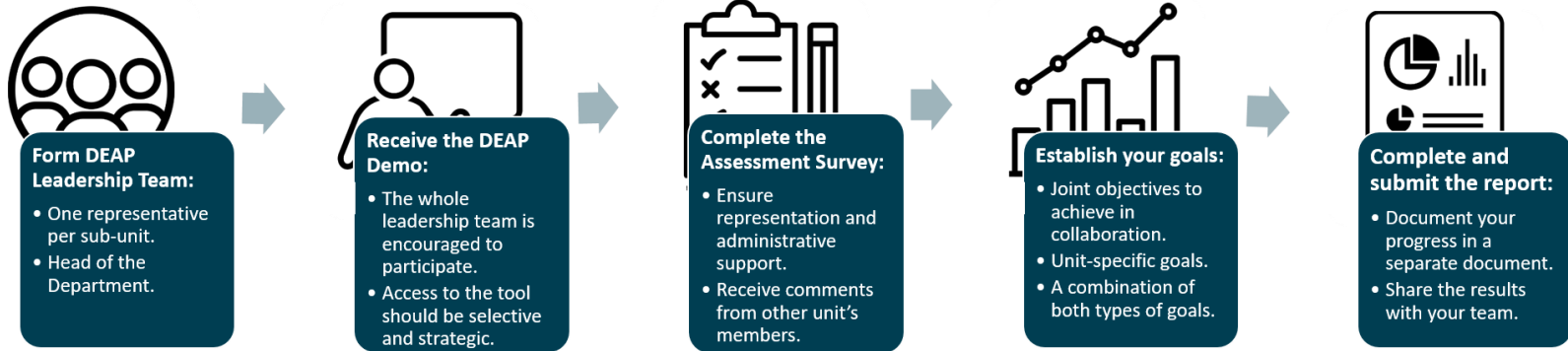goal was not achievable in a year, re-adjust your strategy and set a new scope for said goal.

7. ELABORATE A COMMUNICATIONS PLAN WITH YOUR TEAM: It is very important that your team is involved in the early stages of the DEAP process. Letting them know how the process is going, and the outcomes at the end of every cycle are equally important. Make sure you have an internal communication strategy regarding the DEAP progress. The fluid communication will maintain everyone engaged and will facilitate future DEAP cycles.

8. ELABORATE A SUCCESSION PLAN: Change in leadership and personnel can occur during a DEAP cycle, so it is important to have an established process where someone can take the lead if a similar situation arises. Collaboration is key during this process.

9. ASK FOR BUDGET: If your unit determines that your equity, diversity and inclusion efforts will require an extra financial commitment, do not be afraid of requesting extra funds. The DEAP plan is a good way to support your request.

10. KEEP A RECORD OF YOUR WORK IN A SEPARATE FILE: When having meetings or discussing the DEAP plan, make sure you document your efforts in a file that you can share with colleagues. If you wish, we have created a fillable template that you can use as a guide before submitting your DEAP report.

It is also important to pay attention to the technological aspects of the Tool; be mindful that the DEAP portal is protected behind the NetID single sign-on, which reboots itself after 15 minutes of idle time.
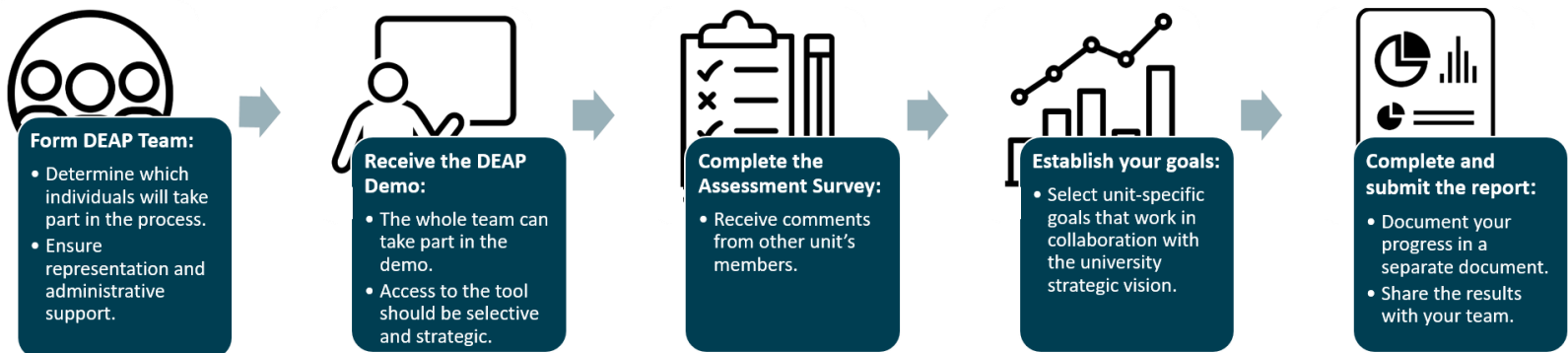
THE DEAP TOOL MODELS

We have developed three approaches to guide your usage of the DEAP Tool. Each process map can be used separately or in combination. The DEAP Tool is meant to be adapted to the unit's specific needs, and everyone is encouraged to find the approach that works best for their needs. These models are not meant to be exclusive but work as a useful guide.
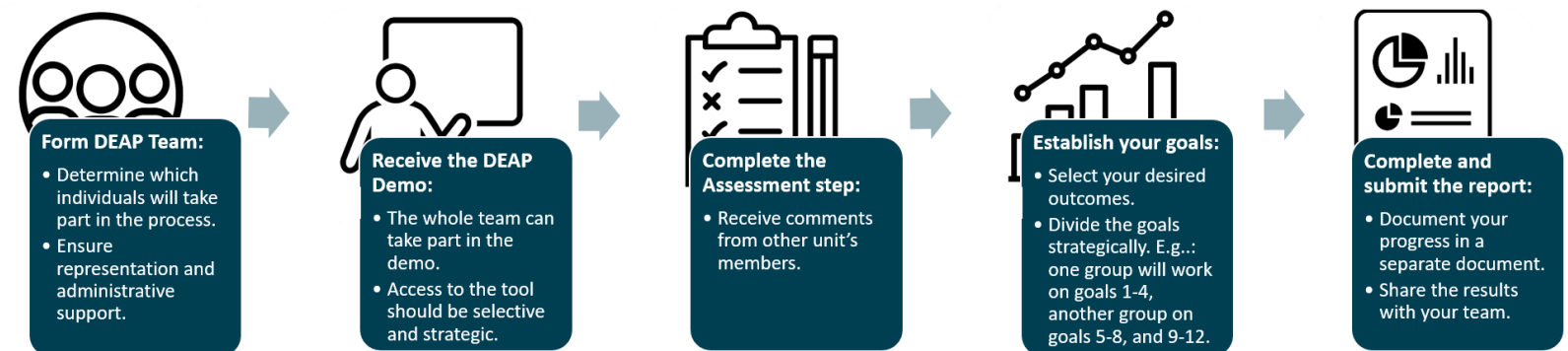
1. Leadership Team Model

Form DEAP Leadership Team:
- One representative per sub-unit.
- Head of the Department.

Receive the DEAP Demo:
- The whole leadership team is encouraged to participate.
- Access to the tool should be selective and strategic.

Complete the Assessment Survey:
- Ensure representation and administrative support.
- Receive comments from other unit's members.

Establish your goals:
- Joint objectives to achieve in collaboration.
- Unit-specific goals.
- A combination of both types of goals.

Complete and submit the report:
- Document your progress in a separate document.
- Share the results with your team.

2. Unit-Specific Model

Form DEAP Team:
- Determine which individuals will take part in the process.
- Ensure representation and administrative support.

Receive the DEAP Demo:
- The whole team can take part in the demo.
- Access to the tool should be selective and strategic.

Complete the Assessment Survey:
- Receive comments from other unit's members.

Establish your goals:
- Select unit-specific goals that work in collaboration with the university strategic vision.

Complete and submit the report:
- Document your progress in a separate document.
- Share the results with your team.

3. 'Divide & Conquer' Model

Form DEAP Team:
- Determine which individuals will take part in the process.
- Ensure representation and administrative support.

Receive the DEAP Demo:
- The whole team can take part in the demo.
- Access to the tool should be selective and strategic.

Complete the Assessment step:
- Receive comments from other unit's members.

Establish your goals:
- Select your desired outcomes.
- Divide the goals strategically. E.g..: one group will work on goals 1-4, another group on goals 5-8, and 9-12.

Complete and submit the report:
- Document your progress in a separate document.
- Share the results with your team.

HUMAN RIGHTS AND EQUITY OFFICE

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Alternative formats of this document are available on request.

DEAP: YEARLY CYCLE

DIVERSITY AND EQUITY ASSESSMENT AND PLANNING TOOL

YOUR THREE STEP GUIDE

Complete by 2nd month

ASSESSMENT SURVEY

CREATE YOUR DEAP CYCLE

Attend a demo session and get access to the Tool. Once you have access, you can create your Unit's cycle.

ANSWER THE QUESTIONS

Put together the Unit's DEAP team and answer the twelve survey questions, one per Indicator of Inclusion.

REVIEW YOUR SCORE CARD

The Tool will create a Score Card for you. Review it and identify areas of improvement.

Complete by 5th month

GOAL SETTING

SELECT INDICATORS

According to your priority areas, select as many indicators as you wish to work on. We recommend centering efforts around two to five categories.

CHOOSE YOUR GOALS

Create one goal per indicator and make it as SMART (Specific, Measurable, Assignable, Realistic, and Time-related) as possible.

CREATE YOUR ACTION PLAN

Define your course of action. Assign actions to the people who are responsible, and allocate resources for each goal.

By following this timeline, your Unit will have **6 months** for IMPLEMENTATION.

Complete by 12th month

REPORT

RECORD YOUR PROGRESS

You can use the fillable PDF our office provides to keep record of your initiatives and accomplishements.

SUBMIT YOUR REPORT

Log in to complete the progress report. This will allow you to explain the results achieved and any barriers that you encountered.

START A NEW CYCLE

Once your report has been submitted, your Unit is ready to start a new cycle following the same steps!