

Proposal for EDI Departmental Teams channel

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Rationale: The EDI Committee frequently receives requests from department members to share EDI-related materials and resources with the rest of the department through the departmental email listserv. To facilitate the process of sharing EDI-related resources within the department, the EDI Committee proposes that an “EDI” Teams channel be created for faculty, graduate students, and staff. The Teams channel format will allow department members to share and discuss EDI-related materials with one another.

Parameters:

1. All graduate students, faculty, and staff will be added to the EDI Teams channel. Members may choose to turn notifications for the channel on or off according to their preference.
2. Members will be encouraged to share and discuss EDI-related materials (e.g., books, articles, events, workshops, or other forms of media).
3. Documents that are shared in this channel will be automatically saved to the ‘Files’ tab, which can act as a repository of shared materials. Members may delete files they have uploaded from this repository, but they should not delete files other members have uploaded.
4. Members should follow community guidelines (see below), which will be posted to the channel and saved to the ‘Files’ tab. A member of the EDI Committee will act as moderator. Posts that are found to violate guidelines (by consensus of the moderator and one other EDI Committee member) may be removed. Members who repeatedly violate guidelines may be asked to leave the channel.

Pros:

- It is easier for members of the department to share resources with one another through Teams, than via the two-step process of mass email communications.
- This approach does not require the EDI committee to vet resources or decide which resources to share.
- This approach will also reduce the number of communications the EDI committee must send out to the department (thus avoiding the risk of ‘over-saturation’).

Cons:

- This approach requires a committee member to moderate the channel (more work). Deciding which posts violate guidelines could be difficult and lead to sensitive/uncomfortable conversations with the authors of these posts.

Community guidelines:

Members

Welcome! This Teams channel was created to allow graduate students, faculty, and staff to share and discuss EDI-related materials (e.g., books, articles, events, workshops/courses, or other forms of media) with each other. We value critical dialogue about materials, which is best facilitated in a respectful and courteous online environment. The following Community Guidelines delineate how to act and what to expect from others in this space.

1. Listen actively and with the goal of understanding others' views.
2. Commit to learning, not debating. Comment to share information rather than to "correct" or "persuade".
3. Avoid blame, speculation, and inflammatory language. Be critical of ideas rather than individuals.
4. Avoid making assumptions about any member or generalizations about social groups. Do not ask individuals to speak for their (perceived) social group.
5. Communicating online is difficult, notably due to the lack of nonverbal cues. If you feel another member has misunderstood your post or intent, please communicate this respectfully.

A member of the EDI committee will moderate the channel. Members will be warned if their post or comment violates the Community Guidelines (as established by the moderator and one other member of the EDI team). Repeated warnings may result in removal from the channel.

Moderators

In the event that a member's post or comment putatively violates the Community Guidelines for the channel, the moderator will consult with another member of the EDI committee to determine whether a warning to the member in question is warranted. Warnings should educate members on the Community Guidelines (if needed), explain why their post/comment was flagged, and guide them towards positive engagement (e.g., encouraging them to edit or remove their post/comment). A member who receives three warnings may be removed from the channel indefinitely.

The moderator should adhere to the following code of conduct:

1. Be respectful of all members.
2. Be discreet and maintain confidentiality regarding moderator activities/decisions.

Should a member appeal the moderator's decisions regarding a post/comment, the moderator will arrange a meeting with the member in question and the EDI chair to discuss the issue further and agree to a resolution.