

<b>Bomedical Engineering Department-2019-2020 Diversity, Equity &amp; Inclusion (DEI) Report Form</b>						
Item#	ACTION ITEMS	Person responsible	Goals and Metrics	2018/2019 Actual Outcomes (Late:Submitted Dec. 2018)	AWED feedback 2018-2019	2019-2020 Actual Outcomes- return to AWED by June 30, 2020
	Submitted by/Comments by			Ranu Jung	Suzanna Rose	
	<b>FACULTY</b>					
5	STRIDE best practices attendance requirement for faculty search members (once every 3 years)	Chair	All BME faculty members of search committees complete STRIDE training (offered by AWED). In 5 years, all BME faculty members should complete the STRIDE training workshop.	No BME Faculty search. Completed 2018: Raj Markondeya	Based on what AWED sent you for 2018-2019 to report in Column E, 3 faculty met the STRIDE requirement in 2018-2019 to serve on search committees	No BME Faculty search. Completed 2019: Sharan Ramaswamy
6	Diversity Advocate (DA) training for one member of each search committee (once every 3 years) (new required priority for 2020-2021)		Diversity Advocates will complete the Diversity Advocates training offered by AWED.	No BME Faculty search. Completed 2018: James Schummers	James Schummers completed the DA training.	No BME Faculty Search.
7	NSF Bystander Leadership Program participation. (new in 2020-2021)		All BME faculty should complete the Bystander Leadership training by 2023 (offered by AWED).	7 Completed: Godavarty, Hutcheson, Jung, McGoron, Ramaswamy, Riera Diaz, Schummers	Congratulations! Seven BME faculty have completed Bystander.	Refresher: Jung
	<b>Hiring/Search Committees(report separately for each search committee)</b>					

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8	Selection of search committee by department chair/dean to include member(s) with commitment to diversity	Chair	# and % of committee members committed to diversity	No Search. New plan will be developed in Spring 2020.		No Search.
	<b>Faculty Search Process</b>					
9	Define objective criteria for selection (or opt to use Applicant and Candidate evaluation tool)	Search Chair	Evaluation tool adopted or developed prior to on-campus visits: Yes/No	No search.	If you had any searches in 2018-2019, please report 9-22	No search was held.
11	Use of “open” job ads, i.e., broadly defined positions	Chair or Search Chair	Position defined broadly in job ad (attach ad)	No search.		No search was held.
12	Placement of job ads in speciality outlets (women and/or minority professional organizations)	Chair or Search Chair	Place job advertisements in engineering journals and websites directed to Women in Engineering Black/African American, Hispanic and other equal	No search. A list will be generated for future use.		No search. A list will be generated for future use.
14	Request job candidates to include a diversity statement as part of their application	Search Chair	Diversity statement requested of candidates: Yes/No	No search; Plan to request diversity statement in future ads.		No search; Plan to request diversity statement in future ads.
15	Recruitment outcomes	Chair	# and % of diversity candidates that applied	N/A		N/A
	<b>Selecting and interviewing candidates</b>					
17	Diversity Statements used in evaluation of candidates	Search Chair	Yes/No; report usefulness	N/A; plan to sue the stament in future searches.		N/A; plan to sue the stament in future searches.
18	Adopt ethical internet search rules for the use of the internet and social media in vetting candidates	Search Chair	Adopted: Y/N	N/A; Plan to adopt in future searches		N/A; Plan to adopt in future searches
19-1	Post Search Review	Search chair	Date conducted: _____ Summarize changes to be made	N/A		N/A
20	Selection of candidates for on-campus interviews		# and % of diversity candidates invited to interview on campus	N/A		N/A

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21	Chair's evaluation and approval of on-campus candidates contingent on sufficient diversity of candidates	Chair	# of approved searches. # of the searches returned to pool.	N/A		N/A
22	Hiring Outcomes		# of diversity candidates hired	N/A		N/A
	<b>Retention, promotion, and recognition</b>					
23(added for 2020-2021)	Implement early career mentoring for all faculty with consideration to unique aspects of women and minority faculty	Chair or D&I Chair	Describe plan, participants, evaluation procedures and outcomes	In the future, you can use the participation file we send you to answer this question.		3 Faculty
28	Evaluate salary equity on a regular basis	Chair	To be conducted every 3 years	Requested CEC Hiring Manager to conduct review. cc to Interim Director.		1) Re-classified one staff member with salary adjustment; 2) Requested CEC Hiring Manager for equity raise. cc to Interim Director.
31	Establish and fund X awards and recognition for faculty members' diversity efforts		1) Cover the event registration expenses for faculty attending Diversity related conferences.	Funded 2 faculty members to travel to BMES annual meeting and attend luncheons.		Funded 2 faculty members to travel to BMES annual meeting and attend luncheons.
			2) Identify funding for travel and lodging for one faculty member accompanying student at a national URM-focused meeting	Planned- NSBE for 2019-2020		Partially funded attendance of national Biomedical Engineering Education summit (4 Faculty (2 URM Male, 1 Female))
	<b>GRADUATE STUDENTS</b>					

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36	Develop diversity plan to recruit diverse students		(1)Evaluate the gender and racial/ethnic diversity of graduate students	Develop plan by Fall 2018 and review progress annually thereafter		Delayed-Develop plan by Fall 2019 and review progress annually thereafter
			(2)Require faculty who are funded to attend national URM-focused meetings (see above) to provide targeted recruitment efforts at these meetings.			Did not require Faculty to attend a URM-focused meeting, but we will explore having representatives to recruit at these meetings moving forward.
37	Establish diversity awards and recognition for graduate students	Graduate Committee; Marketing Staff	# and date of award	No/Plan (1)		No diversity award to graduates this year
38	Develop plan to improve social climate, e.g., establish mentoring and networking opportunities		(1)Annual discussion with graduate students about diversity & Inclusion	Networking event held every semester for URM students		Yes
			(2) Departmental financial support for women, URM and LGBTQA graduate student networking events.			Yes
38-1	mentoring graduate students		(1)Require all doctoral graduate students to develop a diversity plan statement as part of their proposal exam	Review (1)		Yes
		(2) Launch a “Women of BME” program that supports mentorship of female graduate students.	Yes		Program paused (re-evaluating ability to provide this support)	
<b>DEPARTMENTAL CLIMATE</b>						

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47-1	Take steps to improve the department's climate	Chair	(1) Revise (add) the departmental mission statement to include language regarding diversity, equity & inclusion for faculty, students and staff.	Retreat (1), This is the first step for important steps for the inclusion of ideas/backgrounds (2)		Yes (submitted for updating in the 2020-2021 curriculum catalogs)
			(2) Annual discussion with the faculty and staff about climate.			Yes
			(3) Require all faculty to provide an annual diversity statement			Pending
			49	Colloquium Series -Diversity (specific commitment, e.g., diversity speaker or topic twice per academic year)	Include at least four women and URM speakers in the WH Coulter seminar series per year.	Yes
51	Initial review and schedule of review of departmental web and print matter and news stories for D&I content		Evaluate all media publications and the BME web site	Yes		Yes (Pages being updated)
52	Continuing review of public face of department		Publish at least 4 “stories” on BME web page about accomplishments of women and URM faculty/staff/students.	Yes		Yes
<b>Community engagement</b>						
60	Planned or existing collaborations, e.g., will develop and offer additional continuing education workshops for professionals in the community related to issues of diversity and inclusion	Ramella-Roman & Riera and Danziger & Hutcheson	1) Participate in NHELP Mobile Health Clinics and Household Visiting	Did not happen		Yes
			2) Participate in the annual Wertheim conference			Did not happen/got canceled
			3) Provide outreach to the community about new technologies for improving health and well-being			STEAM night at Carver Elementary
			(4) Continue “Thirst-for-Science” community outreach event	Happening		Yes (multiple events, including through ZOOM)

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	<b>OVERALL</b>				We appreciate the high level of participation of your faculty in ADVANCE programs.	