**2023 BCMB EDI Committee Annual Report**

Prepared by Doug Briant (EDI Committee Chair) utilizing Caroline Cameron’s report template. Revised by EDI committee members and approved on June 8, 2023

**Current EDI Committee Members**:

Doug Briant (Chair and Faculty)

Lisa Reynolds (Faculty)

Caren Helbing (Faculty)

Dave Goodlett (Faculty)

Courtney Gauthier (Graduate Student)

Danika Pal (Undergraduate Student)

Anita Thambirajah (Grant-Funded Research Staff)

Adrienne White (Staff)

**EDI Committee meetings conducted during the period of May 2022-April 2023:**

June 14, 2022

August 09, 2022

October 13, 2022

December 08, 2022

February 09, 2023

April 13, 2023

**Overview of EDI committee discussions and progress during the period of May 2022-April 2023:** The BCMB EDI committee continued their work on EDI-related topics at bi-monthly meetings from June 2022 – April 2023. During this time, the progress made by the EDI committee included:

* Continued BCMB website revisions to update and incorporate EDI content
* Appointment of new EDI Committee members
* Executed climate survey to be administered by the Faculty of Science and offered to BCMB departmental members
* Included information on parental leave in the graduate student handbook. Continued conversations with the Dean of Science and the Dean of the Faculty of Graduate Studies regarding the need for establishment of a parental leave policy for grant-funded employees
* Introduced mandatory EDI training plan for existing and new trainees/staff/faculty
* Developed mentorship plan for faculty
* In process of mentorship plans for undergrads, graduate students and research staff
* Making best hiring practice resources available to all faculty and staff
* Participation of all EDI committee members, Departmental office staff and laboratory teaching staff in Songhees-led cultural tour of Victoria Harbour

**Recommendations from the EDI Committee to BCMB stemming from committee discussions over the period of May 2022-April 2023:**

1. ***EDI training for staff/faculty/students:***
   * **Online** – to be required of all new staff/faculty/students – prior to issuance of keys
     1. Increasing Equity in decision making processes (EQHR – online – self-directed)
     2. Gender training (CIHR – online – self-directed)
   * **Workshops** – the Department continued to offer training sessions to departmental members. These continued to be offered on a rotating schedule and are usually offered through UVic EQHR (Equity & Human Rights). A list of UVic EQHR workshops can be found at <https://www.uvic.ca/equity/education/workshops/index.php>
2. ***Faculty of Science EDI Climate Survey***
   * this survey was developed in partnership between the Department and the Faculty of Science EDI council
   * survey ran from October 23 – November 06 2023.
   * the Department had a total of 240 responses
   * we are now waiting to receive the feedback from the Faculty of Science. When this is received, we will develop a plan to analyze the data
3. ***Parental Leave Information***
   * information on parental leave was included in our Graduate Student Handbook. This resource can be used to guide students and supervisors through the options available for parental leave
4. ***Mandatory EDI Training***
   * new trainees must now complete two online training modules before receiving keys
   * the two modules are “Increasing Equity in Decision Processes” offered through UVic EQHR and “Sex and Gender in Biomedical Research” offered through the CIHR
5. ***Departmental Mentorship Plans***
   * two faculty mentorship plans were developed and approved by the department. One plan was designed for pre-tenure and one for post-tenure
   * these plans were posted on the Department Connect site (although we will copy these to other formats such as the Department Teams site and possibly the website this year)
   * progress has been made on an undergraduate mentorship plan.
6. ***Best Hiring Practices Resources***
   * resources have been developed that will be made available to any faculty or staff that desire guidance for best hiring practices. They are not mandatory
   * these have been developed and will be posted by the end of June. The plan is to make them freely available in the EDI section of the Departmental website

**EDI Committee priorities for the period of May 2023-April 2024:**

1. EDI training for existing and new trainees/staff/faculty
   * Committee to continue to optimize the EDI training plan for existing and new trainees/staff/faculty
2. Continue to update/revise the BCMB EDI website, with relevant EDI content
3. Continue to suggest and invite BCMB Seminar Speakers with a focus on inclusivity, diversity, and EDI
4. Mentorship plans
   * implement undergraduate mentorship cafes in the upcoming academic year
   * increase student exposure to departmental advisors
   * work on a staff mentorship plan
5. Organize panel discussion regarding EDI during regular seminar series
6. Develop a BCMB-centric plan from the Faculty of Science Indigenization Plan being developed by Lydia Toorenburgh
   * it is unclear what the status is of the indigenous hiring plan at the Faculty level. Budget cuts have had an effect
   * Committee should plan to support future hires and determine how to bring the goals from the Faculty indigenization plan into our department
7. Improve engagement with students at the undergraduate and graduate level
   * townhall - combined or separate? Possibly utilize one of the seminar time slots