



# **Self-Reflection: Preparing for a Diversity and Inclusion Analysis**

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# Context

- AAMC D & I Culture and Climate Toolkit
- Two parts
  - Self-reflection—starting small
  - Organizational Analysis

**Your workspace  
What does it communicate?**



**WALLS**



**DESK**



**SHELVES**

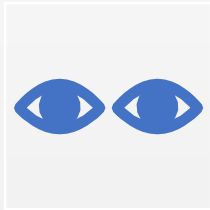


Diverse Experiences and Identities

**Think  
about  
someone  
who  
holds  
different  
identities  
than you.**

- What is welcoming to that person?
- What might make someone feel uncomfortable and/or unwelcome?
- Are these the messages you want to communicate?
- “Neutral” ≠ Inviting, welcoming, inclusive

# Zoom @ Home & In Office



**What can people see  
and/or hear?**



**What messages are  
communicated?**



**Is that what you want  
to communicate?**

# **Path to Office & Layout of Furniture**

**Is it accessible?**

**What messages are communicated?**

**Is that what you want to communicate?**

# **Office Hours and Meeting Times**

- **Are they conducive to caregivers?**
- **What about those in different time zones?**
- **Are they convenient for those who have clinical responsibilities or other jobs?**
- **What about those who use public transportation?**





# Email Signature

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- **Fonts, pronouns, contact information, quote, strengths**
  - What might these signal?



# **Curriculum & Presentations**

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- **What do you know about the identities of the authors of content you use?**
- **When using multi-media, who or what is included or left out?**
- **Do you close caption?**
- **What messages are you sending?**

# Meeting Style

- **Is there space for silence?**
- **Who sits/is positioned where?**
- **Does everyone participate?**
  - Who participates less frequently? More frequently?
- **Is there a typical way for people to engage?**
  - Raising hands
  - Turning off mute
  - Jumping in at will
- **Do you pay attention to nonverbal cues?**

# **Next Steps**

- **Consider your reflections**
- **What changes might you make to be more inclusive?**
- **What are non-negotiables?**
  - Why?
- **Framework/Tools for organizational analysis**