

Association for Equity and Inclusion in Journalism
EXEC BOARD MEETING MINUTES FOR NOV. 6, 2020

Tuesday, Nov. 6, 2020, 10 - 11:15 a.m. EST, Zoom

Attendees: Brett, Matthew, Susan, Alex, Eden, Haneen, Safiyah, Tobin

Overview

- I. Approval of minutes and agenda
- II. Setting a regular Exec Board meeting time
- III. AEIJ's goals for the semester and general member involvement
- IV. Recap of the AGM
- V. Event coordinator application
- VI. Update on the BIPOC alumni mentorship program
- VII. Application for CUSA club status
- VIII. Upcoming PWG meeting and student feedback survey on the Equity Checklist
- IX. Plans for the next meeting and adjournment

Action items

All members

- Keep an eye out for upcoming emails regarding the event coordinator application and the CUSA club application

Safiyah

- Send emails to coordinate event coordinator application and selection
- Reach out to the CUSA Clubs & Societies Commissioners about funding and club application deadlines, and possibly to ask for another real example of a constitution

Alex

- Check the club constitution she has and share it as an example if relevant

Meeting minutes

I. Approval of minutes and agenda

- Sept. 29's meeting minutes approved as corrected
- Agenda approved

II. Setting a regular Exec Board meeting time

- This semester, Exec Board meetings will be held on a biweekly basis, on Thursdays from 2 - 3 p.m. ET

III. AEIJ's goals for the semester and general member involvement

- This semester, our priority is laying a strong foundation for the association: securing CUSA club status, applying for funding through CUSA and FASS, and filling the event coordinator position

- We can hold an event this semester or next semester
- AEIJ's goals for the year (as shared during our AGM)
 - Build a solid foundation with constitution, structure, etc.
 - One external-facing event to increase opportunities for students (e.g. panel)
 - One inward-facing event to increase communication between students and faculty
 - Build a program-wide survey for students to give feedback on faculty use of the Equity Checklist
 - Hold a training session for AEIJ members to become story circle facilitators
 - Continue developing the BIPOC journalist mentorship program and expanding it to allow for more mentor-mentee pairs
- Question of how involved we want members to be for this semester
 - One option is to send out a newsletter telling our members we want to figure out internal matters before we invite them to organize with us next semester
 - Another option is to pull together a small event (e.g. a Q&A with a BIPOC journo) this semester and have our members work on that project
 - This would allow us to bring interested members in and keep them connected, and we'd be able to host an external event even as we organize ourselves internally

IV. Recap of the AGM

- During the AGM, we spoke about AEIJ's mission and goals and shared personal experiences
- Upper-year students spoke about not knowing where to take their concerns and how to chat with others about issues they faced in the program

V. Event coordinator application

- Safiyah will facilitate communication between applicants and student execs over email
- A decision was made that faculty reps may be invited to provide feedback during the hiring process, but the hiring decision will be made by the student execs

VI. Update on the BIPOC alumni mentorship program

- Jennifer Gray, who organizes the Alumni Mentors program, wants to touch base with AEIJ in January to get more information on our goals for the BIPOC alumni mentorship program and to receive feedback from the inaugural mentees

VII. Application for CUSA club status

- We need at least 10 members for the membership list we submit to CUSA
 - We should reach out to those who subscribed to our newsletters and ask if they'd be willing to be added to the list, and also be clear about their role and when they'd begin to get involved with AEIJ
- For AEIJ's constitution, we can set up a Google Doc and work to fill it out together
 - Susan has volunteered to provide feedback

- Alex will check the relevance of the club constitution she has to see if we can use it as an example to guide the drafting of ours; we can also refer to the [Muslim Students' Association constitution](#)
- Safiyah will reach out to the Clubs & Societies Commissioners to ask if there is a deadline for club applications and funding requests
- Requests for FPA funding have no set deadline and are offered on an event-by-event basis

VIII. Upcoming PWG meeting and student feedback survey on the Equity Checklist

- The PWG plans to meet on Nov. 13 to discuss the faculty-CTA group meeting held in September
- The PWG is planning to organize another PWG-AEIJ-CTA group meeting soon; Brett will reach out with more details
- Brett will bring the idea of creating a survey to collect student feedback on faculty use of the Equity Checklist to Nov. 13's PWG meeting
 - This survey will allow students to share their thoughts on individual instruction with their fall semester journalism profs
 - We envision the survey's creation being much like that of the Equity Checklist: the PWG will present a draft to the AEIJ, the AEIJ will provide feedback, and the PWG will revise and publish the survey
 - This puts the labour on the PWG instead of the AEIJ
- Considering the tight timeline, this first iteration of the survey can be simple, fact-based and general, with the points on the Equity Checklist reframed as questions to be posed to students
 - The survey will improve communication between profs and students on a more individual level: the responses will likely only be accessible to profs due to privacy issues, so they won't be publicized or passed on to the AEIJ or the PWG
 - Going forward, we can consider organizing two surveys: one per semester for feedback on individual instruction, which goes directly to the prof, and another at the end of the academic year that allows students to share their thoughts on how equity and diversity issues are being handled on a program-wide basis
- Proposed timeline: discuss and offer suggestions on the PWG's first draft survey at the Nov. 19 AEIJ meeting, leave time for revisions, then launch the survey on Nov. 23, promoting it and giving students a week to respond
 - This timeline provides profs with general feedback they can use for their winter semester course and allows them to tweak their fall semester course for the next year
- There may be issues with anonymity and privacy if profs are able to identify the student who wrote a specific response
 - The survey likely won't be hosted on cuLearn
 - Carleton's student evaluations are sent out and completed during the semester, but they are held and only released to professors once the professor-student

relationship has ended; for our survey, a solution may be to collect anonymous responses and only share them with profs once the semester has ended

- Question of how we'll ensure only profs are able to see their students' responses
- We should also think about how we can make students better aware of the Equity Checklist, as there were no specific instructions for faculty to explicitly discuss the checklist with students

IX. Plans for the next meeting and adjournment

- The next meeting will be in two weeks, on Thursday, Nov. 19 from 2 - 3 p.m. EST
- Safiyah adjourned the meeting at 11:15 a.m. EST

Next meeting: Thursday, Nov. 19 from 2 - 3 p.m. EST

A handwritten signature in black ink, appearing to be 'Tobin Ng', written in a cursive style.

Tobin Ng

Approved Nov. 19, 2020