

Association for Equity and Inclusion in Journalism
GENERAL MEETING MINUTES FOR SEPTEMBER 2, 2020

Wednesday, September 2, 2020, 2:00 - 3:25 p.m. EDT, Zoom
Attendees: Brett, Matthew, Susan, Haneen, Lilo, Safiyah, Tobin

Overview

- I. Approval of minutes and agenda
- II. Compiling and sharing story circle solutions
- III. Presenting at JSOC Welcome Week
- IV. AEIJ introduction video
- V. Presenting at Academic Orientation Day to incoming MJ students
- VI. AEIJ Exec Board roles and responsibilities
- VII. Equity Checklist and accountability: program head's report and student survey
- VIII. Requesting FPA funding for AEIJ
- IX. Supporting Russell House's renaming
- X. Brett's updates: mentorship and the CTA group-PWG meeting
- XI. Setting up an AEIJ Gmail account
- XII. Scheduling AEIJ's AGM
- XIII. Plans for the next meeting and adjournment

Action items

All members

- Review Safiyah's doc and Anita's doc on story circle takeaways and solutions
- Review faculty-created Google Docs resource documents that Susan will be sharing; email Susan with additions/recommendations
- Vote in Safiyah's Doodle polls on the AGM date and Exec Board meeting dates
- Review the Exec Board roles and responsibilities doc and add suggestions (deadline TBD by Safiyah)
- Catch up on meeting minutes posted on AEIJ's website
- Keep checking emails as the next meeting will be in two weeks!

Safiyah

- Circulate roles and responsibilities doc among AEIJ members for approval, edits and suggestions and announce a date by which all members have to submit feedback; also, ask members to follow up by a certain date about what role they'd like to play in AEIJ moving forward (i.e. member of the Exec Board, committee lead, general member)
- Forward Randy Boswell's email about Russell House to all AEIJ members (we discussed at the meeting how this may be work for the faculty to take on, and AEIJ can simply sign an open letter or amplify through our forthcoming social media accounts)
- Create a AEIJ Gmail account and share the email address with Brett to place on AEIJ's webpage

- Send out a Doodle to set the AGM date, with a deadline for responses on/before Monday, September 7: options will be Tues, Wed, Thurs 4:30 - 5:30 p.m. during the weeks of Sept. 21 - 25 and Sept. 28 - Oct. 2
- Sent out a Doodle to pick a meeting time slot that is best for members

Susan

- Share faculty-created Google Docs resource documents for AEIJ members to review and offer recommendations
- Share link for webpage on FPA funding with AEIJ members, along with an example of the estimates sent to the Dean last year (to illustrate the breakdown of funding requests)

Lilo

- Draft an email and graphics(?) to advertise AEIJ's slot for JSOC Welcome Week to send to story circle participants
- Share JSOC's welcome video with AEIJ members, to serve as inspiration for an AEIJ intro video that could be played when profs introduce our association in their first class

Haneen

- Touch base with Janice about speaking at the MJ orientation alongside Eden

Brett

- Propose a motion at the PWG meeting for the program head to present a report to the PWG and AEIJ on faculty use of the Equity Checklist; also, during the PWG meeting, mention discussions about creating an AEIJ-led anonymous student feedback survey

Meeting minutes

I. Approval of minutes and agenda

- August 26's meeting minutes approved as corrected
- Agenda approved

II. Compiling and sharing story circle solutions

- Safiyah shared solutions from the story circle at the faculty meeting on Friday, August 28
- Safiyah compiled the solutions in a Google Doc that was shared among AEIJ members
 - Safiyah's doc is based on Anita's compilation of participant responses to the prompts presented at the end of the story circle
 - Highlights: the need for faculty diversity, increasing media literacy and encouraging critique of "objective" news in the classroom, the role of TAs
- Instead of publicizing or circulating Safiyah or Anita's docs among faculty, AEIJ can use them as guides to create its own set of recommendations from the story circle
 - This protects the privacy of story circle participants while creating a post-event document to present to the public and guide AEIJ's activities
- Anti-racism resources for faculty already exist, so there may no longer be a need for AEIJ to create a toolkit

- Faculty members and instructors have already received two sets of resources
 - J-Schools Canada worked with Brian Daly from the Canadian Association of Black Journalists to compile journalistic works, a list of guest speakers and other resources
 - Atong Ater from the Federal Black Employee Caucus has provided resources
 - Susan will share these Google Docs with AEIJ members; members can reach out to her with recommendations and suggestions
- Some Carleton j-school faculty members have also created shared anti-racism resource documents

III. Presenting at JSOC Welcome Week

- AEIJ will be presenting for JSOC Welcome Week on Thursday, September 17
- The [Equity Checklist](#) encourages faculty to introduce the PWG, AEIJ and Equity and Inclusive Communities in the first class and to include information about these resources in syllabi
 - A link to [AEIJ's webpage](#) (where ways to contact AEIJ will also be listed) will be included in all syllabi
 - Students should be adequately informed of the supports available to them
- JSOC will create a AEIJ-specific graphic for JSOC Welcome Week, which will eventually be shared through JSOC's social media
- Lilo will create a draft email and share graphics to send to story circle participants to advertise AEIJ's spot in JSOC Welcome Week

IV. AEIJ introduction video

- Aneurin Bosley has reached out to ask if there is interest in creating a short video to serve as a visual as faculty introduce AEIJ during their first classes
- A rough script can be drafted, divided among members to record themselves reading and then stitched together to create one video
 - Inspiration can be drawn from the Charlatan's staff video and JSOC's welcome video; Lilo will send a link to JSOC's video to all AEIJ members

V. Presenting at Academic Orientation Day to incoming MJ students

- Eden will be introducing AEIJ to incoming grad students at the orientation
- Haneen will touch base with Janice about also being present at the orientation

VI. AEIJ Exec Board roles and responsibilities

- Ikram from EIC recommended having 5 - 6 roles
- Review of Safiyah's roles and responsibilities doc
 - Student representatives
 - Incumbents are Safiyah and Gowlene, but ideally, AEIJ will have an undergrad representative and a grad representative

- Responsibilities: liaising with faculty and the PWG; scheduling, leading and adjourning Exec Board meetings; drafting Exec Board meeting minutes; managing AEIJ's email account and assigning emails for other members to respond to
 - Student reps should facilitate an informal connection between the PWG and AEIJ with regards to the Equity Checklist and accountability (see section VII)
 - Secretary
 - Responsibilities: take meeting minutes and distribute them among Exec Board members within ___ days of the meeting for review and edits; raise minutes for approval and make necessary revisions at the next meeting; coordinate with faculty liaison to post minutes on website; send action items to Exec Board members immediately after every meeting
 - Tobin will send out a list of action items immediately after every meeting
 - Event coordinator
 - Responsibilities: organize two events per semester, one inward facing and one outward facing; request and coordinate funding with the school/the FPA (see section VIII); prepare Eventbrite pages & Zoom links
 - Social media coordinator(s)
 - Responsibilities: manage and create graphics for AEIJ's Instagram page/LinkedIn/Twitter; write regular newsletters to update AEIJ email list subscribers; advertise events or consultations; coordinate with the ally committee to promote AEIJ's activities; focus on informing j-school students of the support we offer
 - This could be a team so that coordinators can bounce ideas off of each other
 - AEIJ can consider creating a LinkedIn profile to get more traffic and attract industry professionals who may become guest speakers
 - For the newsletter, the student reps, secretary and event coordinator could each prepare blurbs to send to the social media coordinator(s) to include in the email (to lessen the coordinators' workload)
- Safiyah will send the roles and responsibilities doc to all AEIJ members to request their input, mentioning a deadline by which members must add their edits and suggestions
 - If members do not want to sit on the Exec Board, they can join/start committees
 - Safiyah will also set a date by which all current AEIJ members must decide what role they want to play in the association as we move forward
- It will be ideal to have current members fill the Exec Board positions since they have been keeping up with the association's activities

VII. Equity Checklist and accountability: program head's report and student survey

- Allan has requested that every faculty member send him a memo about how they are implementing the Equity Checklist in their course design and delivery

- Allan mentioned drafting a review of these memos to include in the accountability document the program [has committed to](#) publishing at the end of the year
- Brett will bring a motion to the next PWG meeting asking if the program head can also present a report to the PWG and AEIJ on how faculty used the checklist
- AEIJ can lead the creation of a program-specific, mid-semester survey to collect student feedback on the changes that have been put in place
 - This survey would be solely used for the journalism program and separate from the university-wide teaching evaluations
 - A student-driven survey that does not go through faculty or the PWG might give a stronger assurance of anonymity and confidentiality
 - The survey may need to be shared through the faculty email list, but it can also be advertised via AEIJ's social media
 - Professors will also be sending out a standard survey about accessibility and technical capacity, so an option would be to include this survey along with it and host it on cuLearn where everything can be anonymized
 - Conducting this survey in mid-November would allow for changes to be made for the winter term
 - This survey can be followed by focus groups or another means of collecting qualitative data so that a few students from a variety of undergrad and grad courses can share their thoughts on the schools' progress
 - The survey can end with a question about whether the participant would be interested in taking part in a focus group
 - Brett will bring this discussion to the next PWG meeting for more input

VIII. Requesting FPA funding for AEIJ

- AEIJ already has funding for fall term outward- and inward-facing events
- In December, AEIJ will need to meet with the program head and present a pitch about our plans and budget estimates for the upcoming winter term and the following fall term
 - The program head will submit pitch to the FPA for the funding cycle in December
- We need to look into whether AEIJ qualifies for student association funding
- Susan will send all AEIJ members a link to the FPA webpage on requesting funding, as well as an example of the estimates sent to the Dean last year to illustrate the breakdown of funding requests

IX. Supporting Russell House's renaming

- Safiyah will forward Randy Boswell's email to AEIJ to all AEIJ members
 - Recap: the name of a campus residence building, Russell House, is [tied to a slave owner](#) so there have been calls to change its name
 - Randy mentioned AEIJ can support and amplify these calls for renaming
- These pushes for renaming may be the responsibility of faculty and allies to push for, instead of students; AEIJ should not feel obligated to take up this work
- We agree that AEIJ should focus on j-school specific work, but the association is open to signing an open letter or amplifying calls for renaming through our social media

X. Brett's updates: mentorship and the CTA group-PWG meeting

- Re Paul's BIPOC journalist mentorship program: Brett has forwarded the names of interested AEIJ members to Jennifer from Alumni Relations
- Re the meeting between the calls to action group and the PWG: Ikram from EIC, who will facilitate the meeting, has said that she is available for a 9:00 - 10:00 a.m. meeting on Thursday, September 24, with a fallback of Thursday, October 1
 - AEIJ members are invited to join the conversation

XI. Setting up an AEIJ Gmail account

- Decision: instead of creating a Cmail account, we will open a Gmail account for AEIJ
- Tobin will move meeting minutes there so they can be kept in one place
- Sharing the login info will be easier, and the student representatives can assign Exec Board members to review and respond to certain emails through the labelling function
- Safiyah will set up the Gmail account and update Brett once it has been created
- Google Forms may also be an option to host the student survey (see section VII)
- AEIJ may be able to build \$100 or so into the budget ask from the program head in December for administrative setup

XII. Scheduling AEIJ's AGM

- The AGM will be hosted either on the week of September 21 - 25 or September 28 - October 2
 - Tuesday, Wednesday and Thursday, from 4:30 - 5:30 p.m. ET should work for most journalism students since evening classes begin at 6:00 p.m.
- The AGM date should be highlighted at the BJ and MJ academic orientations and at AEIJ's JSOC Welcome Week slot to attract new members
- Safiyah will send out a Doodle poll to determine the AGM date by Monday

XIII. Plans for the next meeting and adjournment

- The next meeting will be in two weeks, during the week of September 14 - 18
 - Safiyah will send out a Doodle poll to ask members which time slot works best for regular meetings for the new school year
 - Before the next meeting, members should check their email regularly
 - The date of the AGM will be set via email
- Safiyah adjourned the meeting at 3:25 p.m. EDT

Next meeting: the week of September 14 - 18 (date and time TBD via email)



Tobin Ng

Approved September 24, 2020