

Creating an Inclusive Committee

1. How do we ensure that there is a shared understanding of the committee's goals and mission? How do we build in accountability so that everyone is contributing?
2. What strategies will we use to build strong social connections so that committee members have a deep understanding of each other?
3. Based on the committee members' preferences in communication style, what is the best way to communicate as a team? How will the committee make sure that no one is left out of the information loop? How will the committee make sure that everyone has input?
4. What strategies will assist the committee in arriving at eloquent or collaborative solutions in decision-making? How does the committee work together, assure everyone has input, and resolve disagreements or conflict that may arise from the committee's decision-making?
5. How will the committee handle the inevitable interpersonal friction or misunderstandings? What norms and processes should be created so that these are resolved and do not fester?
6. What is the best way to assign committee roles to maximize fairness and equity for different tasks?
7. How does the committee best leverage the members' diverse strengths and abilities?

Group 1

1. Discuss goals and mission and get buy-in from everyone. The best you can do is encourage and solicit input.
2. Informal meetings to spend time together without time or performance demands or constraints.
3. Face-to-face communication. Back-fall one-on-one.
4. Don't rush to a decision; accept when you don't get your way, allow their voices to be heard.
5. If we are sincere in respecting each other and value their input in a safe environment, that should minimize friction.
6. Ask for volunteers, assign impartially when necessary.
7. You have to find out what their strengths are, encourage respectfully, allow people to grow with the possibility of failure.

Group 4

- If you ask for someone's opinion, listen to it and be open. Don't revert to a prior agenda. Look at the outcome, but don't dictate how to get there.
- Acknowledge the norm after everyone has participated.
- Define the process and guidelines and abide by it.
- Respect divergent opinions.
- Encourage people to communicate; process for drawing people into the discussion is needed.
- Clear guidelines for roles and responsibilities at least in the beginning. Allow for changes.
- Don't make assumptions, or question your assumptions.
- Take questions at face value; don't assume the intention.

Group 7

1. Posted agendas, to-do lists generated, meeting goals, transparency, clearly defined roles.
2. Times of shared celebrations, food, casual conversations, reflection time, provocative questions, honoring accomplishments.
3. Ensure follow-up in multiple ways. Reply/Reply All as appropriate. Public and private ways for input; monitor member input so all share, but allow for committee preferences.
4. Listen and understand before judging, avoiding factionalizing.
5. Agree to disagree with the idea, but not the person.
6. Democratic principles: volunteer, but self-check without impunity.
7. Mentorship; discussing all member strengths and weaknesses.

Group 10

2. Fun things (social things) outside of work. Start by discussing power dynamics within the group.
3. Face-to-face communication with emailed minutes. Track people's progress with an online tool such as Asana. Ensure everyone takes responsibility for checking in.
4. Regular check-ins to ensure clear communication. Distribute action items at the end of the meeting. Chair follows up to ensure progress on designated tasks. Buddy system?
5. Memes!
6. Have a list of administrative and job-growth type tasks, have chair divvy up tasks so they are distributed equally. Rotating chair. Awareness of gender dynamics.

Group 13

1. Collective brainstorming of goals, timelines, and mission. Make sure deadlines work for everyone.
2. Explore alternative meeting venues.
3. Communicate in person especially at the beginning—have a conversation and brainstorm. Then via email when needed.

Group 16

- Transparency.
- Be explicit about the charge.
- Accountability (keep groups small enough).
- Knowing members well enough.
- No cookie-cutter approach to participation.
- Culture of respect.
- A balanced combination of emails and face-to-face.
- Ground rules for interaction and communication.
- Recognition of good will and intentions.
- Good communication, facilitating communication.
- Set goals and timeline.
- Ask people what they would be willing to do.

Group 2

1. Use examples and stories of what goals and missions are. Members want to know that they are really contributing to something useful.
2. People have to have a real interest in the purpose of the committee. Unforced social connections could be desirable, but not forced ones.
3. This group prefers email. It can be retrieved and consulted.
4. Talk about strengths.
6. Share unwanted tasks.

Group 5

1. Define the goals and mission in writing. Allow for continual revision of goals and assign individual members specific tasks.
2. Tea and cookies, face-to-face regular meetings.

Group 8

- Committee Chair holds people accountable for obligations.
- Delegates responsibilities according to strengths.
- Follows up on action items (sets action items at the end of meetings).
- Take good notes at meetings.
- Make sure everyone has input—opportunity to give input.
- Place for shared documents that everyone can access (Box?). Good for people who don't think on the spot.
- Postmortem meetings can be healthy—examine the structure of the committee itself.
- Channels of communication that are non-traditional. Anonymous?

Group 11

1. Written charge. Explicit goals. (Similar interpretation). Recognize how different people can contribute in their own way/play to strengths.
2. Informal gathering to casually get to know—no ice breakers!
3. Periodically summarize—get feedback on if everyone is on the same page. Reassess goals.
5. Drink! Help keep personal feelings out and focus on productive disagreement. Hear all sides with respect.

Group 14

1. Agenda and Deliverables assigned.
2. Social gatherings (informal). Effective committee work does not necessarily include a deep understanding of all members.
3. Use all methods when possible. Assign roles to each member to bring to committee.
4. Give everyone an opportunity for input. Then try to build consensus.
5. Leadership should advance the conversation and resolve conflicts.
6. Rotation of duties and take into account unique backgrounds to maximize productivity.
7. Have people in roles that highlight their strengths.

Group 17

- Collegiality
- Recognize the strengths and aptitudes of each committee member.
- Meet over food.
- Acknowledge bias; be self-reflective.
- Respect each other's time.

Group 3

1. Ensure members of the committee have a shared understanding of the meaning of 'inclusion.' Delegation of tasks and deadlines.
2. Meet socially outside the committee's tasks. (Happy hour, expressing gratitude)
3. Workflow management systems like Trello, Slack, Group.me and face-to-face meetings.
4. Establish institutions to guide decision-making.
5. Refer back to mission, face-to-face communication.

Group 6

1. Communication. Explicit goals. Decentralize/democratize.
2. Food.
3. Task-oriented. Different ways of engaging with people.

Group 9

- Understanding lens.
- Role understanding.
- Finding common ground.
- Not restrictive to meeting time.
- Establishing communication methods.
- Re-visit concepts of inclusion.
- Respect.
- Being proactive to minimize conflict.
- Working to strengths.

Group 12

1. Individual restatement of goals. Shoot for minimal consensus making sure each is being heard.
2. Food! Budgets for food/beverage. Meet at cafes(?) Location matters.
3. Identify a chief "listener." Be strict with time/lengths of meetings.
4. Acknowledge that some conflict is natural—to agree upon a solution for when it arises.
5. Conversation, discussion, recognize those members that might feel distrust or perception of less value/authority.
6. Work in pairs; the chair steps in where certain roles are needed or undesired.

Group 15

1. Tell your story—create your narrative. Establish trust. Communication. Definition of accountability—establish roles for accountability.
2. Build connections. Eat and drink together. Humor.
3. Prepare clear guidelines for meetings.
4. Friction—common ground is good.

Group 18

1. Meet as a group—decide on structure, set ground rules.
2. Brunch!
3. Face-to-face meetings followed by email so everyone is included.
4. Create consensus processes—allowing and welcoming disagreement. Assume that it's a safe place to share disagreements and alternative views.
5. Create a system—faculty work through Robert's Rules already.
6. Assign roles based on self-reported talents. Identify most onerous tasks and rotate.