

The Engineering Society of Queen's University Presents



Equity, Diversity, Inclusion, Indigenization (EDII) Action Plan

By the 2021-2022 Executive-Director Team

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Land Acknowledgement

Queen's University is situated on traditional Haudenosaunee and Anishinaabe territory. As part of Queen's University, the Engineering Society recognizes this territory's long history predating the establishment of the earliest European colonies. The Engineering Society recognizes this territory's significance for the Indigenous Peoples who lived, and continue to live, upon it and whose practices and spiritualities were tied to the land and continue to develop in relationship to the territory and its other inhabitants today.

It is the Society's understanding that this territory is included in the Dish With One Spoon Wampum Belt Covenant, an agreement between the Iroquois Confederacy and the Confederacy of the Ojibew and Allied Nations to peaceably share and care for the resources around the Great Lakes. The Kingston Indigenous community continues to reflect the area's Anishinabek and Haudenosaunee roots. There is also a significant Metis community as well as First Peoples from other Nations across Turtle Island.

The Engineering Society is grateful to operate upon these traditional territories of the Haudenosaunee Confederacy and Anishinabek Nation. We are committed to learning about the role we can play in Indigenization and the impact our practices have both as a student society and as uninvited guests upon this traditional territory.

Reflecting on our personal backgrounds, we as an Executive recognize that our ancestors are uninvited settlers on these lands and that we have benefited from the continued systemic oppression of indigenous peoples. As those who have both privilege and power, our goal is to uplift indigenous voices and actively work towards indigenization and de-colonization.

We are committed to supporting initiatives and events that will make engineering a more inclusive and accessible environment for indigenous students. If you or your affiliated group have ideas or events where are looking for monetary or general support, please reach out to the Executive at the emails listed below.

Introduction

The Engineering Society is a student organization that is committed to providing an inclusive, safe, and equitable experience for all of its members and the Queen's community as outlined in its constitution. We seek to continually become more proactive in supporting our diverse faculty of students.

In the summer of 2020, the Engineering Society created a detailed Equity, Diversity, and Inclusivity (EDI) action plan for the 2020-2021 school year. Many of the initiatives were put into action and the entire plan was reflected on in the 2021 EDI Report. Based on these proposed initiatives, the reflection of their progress and feasibility, as well as further research the 2021-2022 Equity, Diversity, Inclusivity, and Indigenization (EDII) Action Plan was developed. We are publishing this overview to ensure executive accountability and promote transparency regarding intended actions taken by our team to further support and engage with our Queer, Trans, Black, Indigenous, and People of Colour (QTBIPOC) engineering students.



We will continue to critically evaluate the role of the Engineering Society in combatting systemic discrimination and racism, while promoting accessibility and inclusivity both on campus and in our daily lives. Should you have any questions or feedback, we encourage you to reach out to the Engineering Society Executive, through their contact information below.

The overarching theme this year is to provide tools, opportunity, and learning resources for our student body to learn about systemic racism, indigenization, equity, and how they can positively contribute to these causes. A large focus has been on extending support, training, and resources to our affiliated groups. Such groups include design teams, clubs, conferences, services, and more. This is in recognition that most of the Engineering student body interacts with and are members such groups.

Christina Bisol (she/her)
President

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Vice-President (Student Affairs)

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Vice-President (Operations)



I. New Initiatives for the 2021 to 2022

Internal Initiative's

i. EDII Funds Request for affiliated groups

Oversight: President, Vice-President of Operations, Vice-President of Student Affairs, Director of Social Issues

Initiative Description: All Engineering Society affiliated groups are encouraged to improve EDII within their operations. To minimize financial barriers to this, the Engineering Society has allocated a small portion of the operational budget for these initiatives that would otherwise not be feasible to implement. Any funds granted to these groups will be determined based on the financial need of the group and the initiative's impact on the student body.

Timeline of Implementation: A form has been created and sent out to all affiliated groups. When the form is completed, the President will receive an email notification of the request and call a meeting with those who have oversight to discuss the request. A decision should be made within 2 weeks of the funds being requested.

Key Performance Indicators:

- At least one new initiative improving EDIIA within the society is implemented
- Min. 2 requests for funds
- All allocated money goes directly towards supporting student run initiatives
- Policy written and approved by Council outlining the process

ii. Conference on EDII (Equity, Diversity, Inclusivity, Indigenization)

Oversight: Director of Social Issues, Director of Conferences, Vice-President of Student Affairs

Initiative Description: The Engineering Society Conference on EDII-AS (Equity, Diversity, Inclusivity & Indigenization, Accessibility and Sustainability) is a brand-new conference being run this year. The goal of the Engineering Society Conference on EDII-AS is to provide more transparency on matters surrounding EDII-AS, Accessibility & Sustainability to our society members and other student organizations, as well as provide them with tools on sustainable learning and strategic planning. Fostering this educational and positive space will allow students to connect and share their groups EDII-AS accomplishments. Feedback for the Engineering Society on their EDII-AS initiatives will be encouraged. This conference aims to

Timeline of Implementation: Co-Chairs for the Conference will be hired by mid-October of 2021. A team will be formed by mid-late October and conference planning will begin by late October. Conference advertising will begin in the new 2022 year, with the conference running in the winter semester (2022), ideally between mid-February to early-march.



Key Performance Indicators:

- At least 100 participants attend the conference.
- Increased awareness around Engineering Society EDII, Accessibility and Sustainable Strategic Planning within members of the Engineering Society.
- Demand from student body and policy change to ensure conference is an annual event.
- Moving Forward: Implementation of a post-conference survey to receive feedback and metrics to assist in future conference planning.

iii. Design Bay Accessibility Improvements

Oversight: Vice-President of Student Affairs, Director of Design

Initiative Description: The Design Bay located in the Integrated Learning Centre (ILC) is not accessible, particularly due to various tripping hazards that barriers for students with limited mobility. The goal is to remove or at least significantly mitigate physical barriers to the Design Bay to ensure any student on a Design Team can actively participate and contribute to the team's project.

Timeline of Implementation: Originally scheduled as a summer project but pushed to the school year as there was limited access to the ILC. In Fall 2021, Director of Design, Deputy of Design, and VPSA will evaluate the physical accessibility of the space. Per observations; Deputy of Design will research organizational solutions to make the space more accessible and present them to all design teams prior to the end of the Fall 2021 semester. Deputy will also collect feedback on the kinds of changes design teams believe are beneficial to bettering accessibility. Vice-President of Student Affairs, Director of Design, and Deputy of Design will meet regularly to create a plan and budget for winter implementation of such propositions.

Key Performance Indicators:

- Where rooms can be navigated by at least a single person, and ideally by a person using a wheelchair.
- All group rooms have space for movement to allow wheelchair access.
- Get at least 3 accessibility submissions from design teams, where at least one from each team is ideal.

iv. Expansion of Bursary Program

Oversight: Director of Social Issues, Campus Equipment Outfitters managers

Initiative Description: Last year (2020) the Bursary Committee was restructured to include an appeals process. As recommended in the EDI Accountability Report 2021, this will continue and bursary budgeting has been increased across multiple portfolios. Although an appeals process has been implemented in 2020 and is currently made available on the bursary form and status emails, bursary policy will continue to be reviewed this year to ensure best practices are followed. Furthermore, bursary distribution and form operations will be re-assessed this year to find more accessible and efficient methods to operate society bursaries.



Timeline of Implementation: The Bursary Program has been an ongoing initiative within the Engineering Society and has grown significantly over the past couple years. Jacket bursaries are the largest ticket item in this portfolio and have been decided and distributed by the Summer Bursary Committee over the first weekend of October. A second round of jacket bursaries will take place during the Winter 2022 jacket fitting. The Bursary Committee for the 2021-2022 Academic Year will be elected at the second council of the year. This Committee and the Director of Social Issues will review Bursary Policy and propose changes over the course of the Fall 2021 Semester.

Key Performance Indicators:

- Bursary requests are fulfilled more frequently throughout the school year.
- All granted bursaries have been used.
- Policy changes approved by Council that improve the efficiency and equity of the bursary process.

v. Professional Development EDII Chat

Oversight: Director of Professional Development

Initiative Description: Afternoon event open to all engineering students where a panel of alumni will be answering EDII-related questions about their time at Queen's and in industry. EDII topics covered will range from accessibility, gender and sexual diversity, indigenization, and race.

Timeline of Implementation: Potential alumni panelists were contacted in September and will be finalized by early October. Questions and marketing will take place in October. The event is planned to run in early November, 2021.

Key Performance Indicators:

- At least 4 alumni on the panel who are comfortable discussing a variety of EDII issues, including but not limited to accessibility, gender and sexual diversity, indigenization, and/or race.
- At least 10 student attendees.

vi. Sustainability & Diversity Job Fair

Oversight: Director of Professional Development

Initiative Description: The job fair will be a two-part event. On day one, there will be a job fair with companies who are focused on diversity and sustainability. The sustainability side includes environmental companies, but also companies who have an environmental department. The diversity side includes companies who work to promote a diverse and inclusive work environment. On day two, there will be presentations from a couple companies discussing in more detail how they promote sustainability or diversity.

Timeline of Implementation: Companies will be researched and contacted between August 2021 to November 2021. Logistical planning of the venue is planned to occur between October and December of 2021. Finalization of company presentations and advertising will take place in January 2022 with the event



Key Performance Indicators:

- At least 5 companies for sustainability and 5 companies for diversity.
- At least 2 company presentations; one for sustainability and one on diversity.
- At least 30 student attendees.

vii. EDII in the Workplace Module

Oversight: Director of Professional Development

Initiative Description: Asynchronous module providing information and resources on topics related to EDII in the Workplace. These topics include student rights in the workplace and during the interview process, where to go for support in the workplace, how to be an inclusive co-worker, and how to prepare for EDII-related interview questions.

Timeline of Implementation: Module will be launched at the end of November, 2021. Consultation with Queen's experts and groups, such as the Human Rights and Equity Office, will take place from August to October 2021, with the modules and resources compiled in late October/early November.

Key Performance Indicators:

- At least 1 student takes the module.
- Over 70% of students who fill out the module feedback survey find the module useful.

viii. Improving Council's Equity Practices

Oversight: Director of Governance, Vice President of Student Affairs

Initiative Description: Engineering Society Council attendees are encouraged to include their pronouns in their Zoom names. When Council is held in person, all placards of the council will include personal pronouns. Furthermore, closed captioning will be included during Zoom Council meetings as well as the YouTube videos that are posted after Council.

Timeline of Implementation: In the summer of 2020, a Microsoft Forms was sent out to all Council Members. This form requested that they supply their personal pronouns for Council. In the speaker's business during Council, a reminder to put personal pronouns in done. This, along with Closed Captioning being turned on for each online Council will be ongoing throughout the year (*Sept-April*) and included in the Director of Governance and Speaker transition manual to ensure annual implementation.

Key Performance Indicators:

- 100% of Council members should have filled out the form. Currently, 34/46 Council members have filled this out, which is the majority and thus acceptable for the current online operations.
- All Council meetings will have closed captioning generated through Zoom for online Council and auto-generated by YouTube for recorded in-person Councils.



ix. EDII Design Team Committee

Oversight: Vice-President of Student Affairs and Director of Design

Initiative Description: Many design teams have done great work this past year regarding EDII initiatives and building a more welcoming team environment. However, there is still substantial room for improvement and an EDII Committee will allow students to acknowledge and address EDII-related problems. The Vice-President of Student Affairs will work closely with the Director of Design, Committee Chair (Caroline Kim) and team captains to support and collaborate on EDII initiatives discussed in committee. This includes drafting EngSoc design team contracts that set the standard of behaviour, environment, and EDII-AS within teams.

Timeline of Implementation: The EDII Design Team Committee is aimed to be written into policy in November 2021, once feedback on its logistics is acquired from design teams in October. Throughout the year it will be promoted to design teams and clubs. The Committee is to have two meetings per semester, with one per semester being acceptable. In first semester, design team contracts will be drafted by VPSA and approved by the committee. Documentation required for transitioning the next Director of Design will be written in February to ensure the sustainability and long-term success of the committee.

Key Performance Indicators:

- At least one 'EDII in Design Committee' meeting per semester.
- At least 50% of teams in attendance and ideally one representative from each team.
- Design team contracts drafted by VPSA, edited and approved by committee. Contracts brought to council in the fall.

x. Accessible Spaces Fund

Oversight: Vice-President of Student Affairs

Initiative Description:

The Accessible Spaces Fund is a proposition for future years as long-term solution to many of the Engineering Society's spaces being inaccessible. The intention this year is to research the logistics of such a fund and develop the framework to allow for implementation in the following year. The long-term goal is to have a sustainable fund, similar to the BED Fund, that can be used to eliminate barriers of accessibility in our spaces.

Timeline of Implementation: The Vice President of Student Affairs will investigate bylaw and policy around existing students' fees and determine whether an additional opt-out student fee needs to be created in October 2021. Based on research and consultation, the VPSA will develop a framework to support secondary, iterative implementation in future years. In early Winter 2022, the VPSA will summarize the findings and financial feasibility of the initiative. A presentation to council will be given in March 2022 on how to best proceed in subsequent years.



Key Performance Indicators:

- Implementing the framework to support the collection of funds (if applicable).
- Feasibility report on Accessible Spaces Fund provided to council.

xi. Increased Collaboration With EDII-Based Groups at Queen's

Oversight: Clark Hall Pub (CHP) Entertainment Manager; Tea Room Environment & Events and Operations Managers; Campus Equipment Outfitters (CEO) Managers

Initiative Description: This initiative focuses on increased collaboration between Clark, Tea Room, and CEO with EDII-related affiliated groups such as EngiQueers, QWISE, and NSBE. These services will work with these groups to learn how to be better, more active allies and host joint events. A few examples of these events and projects are listed below:

- *CHP Diversity Tap* (offering drinks from locally owned breweries, Black-owned businesses, etc. to support minority groups in the brewing industry).
- *Tea Room:* Indigenous Art Gallery Event where artwork will be sold; proceeds will go to local Indigenous organizations.
- *CEO:* Create/continue social-movement themed clothing (i.e., GIRL PWR).

Timeline of Implementation: Over the summer, Clark Hall Pub will meet with EDII-based groups to brainstorm events. In Fall 2021, Clark Hall Pub will re-visit tap strategy and fridge line-up to see what is bringing in the most sales and seeing where certain products can be substituted for new items (i.e. having a diversity tap that supports small businesses). The first EDII event is aimed to run in December with more scattered throughout Winter Term.

CEO plans to submit their vintage/sustainable Fall Sale designs to the Trademarks Office for approval and pre-orders to suppliers in October. The Fall Sale will take place in November/early December. The GRL PWR initiative will begin brainstorming in December, planned in January for a photo-shoot and spring sale in February.

Key Performance Indicators:

- Clark events: Meet with EngiQueers, QWISE, and NSBE chairs once over the summer and once each semester; Good: Host 2 events hosted by each of the above groups; Acceptable: Host 1 event hosted by each of the above groups.
- Clark Diversity Tap: to sell out of the craft beers they offer on the diversity tap every two weeks or months.
- CEO: Utilizing relevant social movements and creating equitable clothing that appropriately represents the values upheld by that social group.
- Tea Room: The Indigenous Art Gallery attendance will be evaluated as an indicator for the success of the event. 80% of max capacity will be considered as a good metric, with 70% being acceptable.



xii. Increased Accessibility in Services Spaces

Oversight: Clark Head Manager; CEO Head Manager

Initiative Description: This initiative focuses on making the Clark and CEO spaces more accessible environments for all students. An analysis of the spaces will be conducted for implementing small, initial changes. Then, larger changes will be mapped out for future projects. For CEO, a focus will be placed on the planning of pop-up sales. They will be scheduled in more accessible locations and at times where most customers may be able to attend. Further, for custom sales accessibility, more office hours options and merchandise pick-up locations will be made available.

Timeline of Implementation: Clark Hall Pub will conduct an accessibility review of their practices in November and begin implementation of small accessibility changes at the beginning of Winter 2022. CEO reviews will occur on an ongoing basis.

Key Performance Indicators

Clark:

- Run the initial analysis of Clark with EngSoc representatives.
- Make 3-4 small changes (1-2 acceptable).
- Laydown the groundwork for a possible larger ticket item for the next team to work on.

CEO:

- Pop-up sale accessibility can be measured by reflecting on the sales made after the event and the number of accessible entrances available.
- Having specified alternate locations for office hours (by appointment) in the ILC on an as needed basis.
- All merchandise to be delivered by supplier directly to customer. If this option is not available, arrange for pick up at the ILC to avoid the inaccessibility of Clark Hall altogether.
- All sales can be measured through customer feedback surveys administered by the Services Officer.

NOTE: Over the past few years, extensive research has gone into making Clark Hall Pub wheelchair accessible. After thorough consideration, the financial costs and University Policies made this initiative infeasible for the time-being.

xiii. Tea Room Menu Re-Vamp and Promoting Local

Oversight: Tea Room Operations Manager

Initiative Description: To incorporate more solid foods (sandwiches, wraps, snacks) that are plant based and delicious. Some ideas include introducing a falafel wrap, or more chickpea-based wraps into the menu. Increased awareness of these items and other Tea Room menu items will be raised through promotional material to support the local-businesses and suppliers that the Tea Room collaborates with.



Supporting local vendors is also one of the Tea Room's pillars, thus this initiative aims to support local vendors.

Timeline of Implementation: The new plant-based products will be introduced in September. Raising awareness of local products and community education with a focus on Indigeneity will begin in November. A customer feedback survey will be implemented at the end of Fall 2021 semester to measure how much regular patrons are learning.

Key Performance Indicators:

- Incorporate at least one new plant-based food items, with three being ideal.
- Incorporate at least one tea from a local Indigenous community and share their story.
- At least 60% of survey responses indicate they have learned from being patrons at the Tea Room.

xiv. **Increased Merchandise Accessibility**

Oversight: Campus Equipment Outfitters Managers

Initiative Description: To increase the affordability of the Applied Science Jackets (GPAs) and other general merchandise and to improve the size range of products.

Timeline of Implementation: Over the summer, CEO spoke with the Jacket and General Merchandise suppliers to understand and negotiate price points. Jacket prices were established over the summer to reflect inflation and an increased bursary goal. Throughout September bursaries were advertised and planned collaboratively for the first weekend of October. Bursaries will be distributed at least 24 hours before time of purchase at Jacket Fitting.

Throughout the year, a wide size range will be available on the website for purchase and available (i.e., in stock) for pop-up sales.

Key Performance Indicators:

Affordability of GPAs:

- Supplier not increasing the price \$10 this year as it has each year prior.
- Limit the rate of increase on jacket prices from last year.
- At the end of first semester, find a reasonable balance between profit and breaking even.

Affordability of General Merchandise:

- Positive feedback from customers on CEO's new products.
- Track number of codes used through Shopify and receive more engagement in giveaways.
- Finding a balance between profit and breaking even after the first semester.
- Analyzing the sales spread with the big, medium and small budget items and seeing what does best. Based on that, determining if big or medium-budget items need to be reduced and if there is an issue with CEO's pricing.
- Giveaways: Seeing how many students participate.



- Coupon codes: Seeing how many students apply and ultimately seeing if this is a possibility.

Improving Product Sizing:

- Marked as such on the website at sales, and include this language importance in sales training for BA's, gain positive feedback on these changes.
- Have more of larger sizes in stock at all times.

xv. Increased Accessibility to Paper Content and "Pressnites"

Oversight: Golden Words Editors and Assistant Managers

Initiative Description: This initiative focuses on increasing the accessibility of the Golden Words paper to those with visual disabilities. The Golden Words team plans to achieve this goal by making all issues available online and compatible with text-to-speech, and captioning any colour content with descriptions. This will be furthered with the addition of a podcast produced through Studio Q monthly.

Timeline of Implementation: The first podcast and captioned paper was released in September. This format will continue as papers are released weekly on campus pod-casts are released monthly until the end of the 2021-2022 Academic Year.

Key Performance Indicators:

- Website is created and functional by the beginning of the school year.
- Ensure colour content captions are completed before printing.
- Podcast: the podcast success will be assessed through the amount of work they will require throughout the year and the traction that they gain. If it is deemed feasible after the first semester, a weekly podcast in the second semester will be considered.

xv. Increasing Representation of Models

Oversight: Campus Equipment Outfitters Managers

Initiative Description: To increase the diversity and representation of CEO's models to become more reflective of Queen's students from all backgrounds.

Timeline of Implementation: In September, all Brand Ambassadors (BAs) and managers and representative HOCO photoshoots received updated EDII training. Throughout October to April, all major events/pop-up sales will take place. Before these events, representative sale photoshoots will take place to promote the event. After each sale, a feedback survey will be released to best assess the progress made.

Key Performance Indicators:

- All BA's receive EDII focused training
- Feedback surveys are positive and indicate at least one method to improve for future years, which will be carried forward to the new CEO managers via transition



xvi. iCon Equipment List for the Visually Impaired

Oversight: Jacob (Head Manager)

Initiative Description: Providing list of equipment in appropriate font for visually impaired. List of equipment available for rent is listed on website. However, students with limited internet access or visual impairment will benefit from a physical copy of the list of equipment available.

Timeline: Implemented in September 2021.

Key Performance Indicators:

- 3 students utilizing the physical list of equipment provided by iCon staff.

xvii. Inclusion of Pronouns in iCon Staff Description

Oversight: Jacob (Head Manager)

Initiative Description: Personal pronouns on welcome whiteboard in study space. In past years, iCon staff have written their name, year, and discipline on the welcome whiteboard to build community and familiarity with students. Staff will now be required to write their personal pronouns, encouraging inclusivity and creating an overall positive and welcoming space.

Timeline: Implemented in September 2021.

Key Performance Indicators:

- 100% of iCons writing their pronouns on the whiteboard.



II. Previously Established Initiatives from 2020-2021

These are initiatives have been proposed or commenced in the 2020-2021 Academic year. Additional implementation steps have been completed or incorporated into the Society's plan for the 2021-2022 Academic year.

i. EngLinks Bursaries for Personal Tutors

Oversight: President, EngLinks Head Manager, Director of Internal Processes

Initiative Description: Implement bursaries for one-on-one tutoring to make this academic service more financially accessible. This bursary is dedicated to students who need ongoing tutoring throughout the semester. The obstacle with this is that the personal tutors are paid directly by students and as such, the Engineering Society does not facilitate the transaction.

Timeline of Implementation: Discussions over the summer have indicated the best method to proceed. Technical aspects of the system will be implemented in first semester with the goal of the system being operational by Winter 2022.

Key Performance Indicators:

- Integration into EngLinks tutor request system to apply for personal tutor bursary.
- EngLinks bursary allocations are used.
- Increased tutor recurring tutor requests.

ii. Training Revamp

Oversight: Vice President of Student Affairs, Director of Human Resources, Director of Social Issues

Initiative Description: In 2020, it was proposed that the Engineering Society work towards modifying existing training to be best applicable to life within the Engineering Society. This consisted of Implicit Bias, Anti-Oppression, Power & Privilege, and Inclusive Environment trainings. This was infeasible at the time, and so the Director of Social Issues, the Equity Team, and Director of Human Resources worked over the summer to restructure some internal trainings, such as accessibility training, and EDII in Leadership. The aforementioned trainings will continue to be outsourced as they are official HREO trainings. Expanding and improving training is a constant need within the Society as we become more educated.

Timeline of Implementation: Accessibility Training was updated over Winter and Summer 2021 to sections on mental health stigmas, inclusive language, definitions & support for common mental health conditions, and support resources available. EDII in Leadership Training was proposed in Summer 2021 as a means to connect the importance of EDII-AS to our roles as student leaders (i.e. importance of Diversity and Inclusion in Teams, Bystander Intervention, Conflict Resolution). Original content for these modules will be reviewed in October. Restructuring will take place throughout late Fall 2021 semester and early Winter 2022 so that they can be included in the Winter 2022 Training Conference. A post-training survey will be distributed to gauge effectiveness.



Key Performance Indicators:

- Revised Accessibility Trainings submitted over Summer 2021 are implemented in Fall 2021 Training Conference.
- Anti-Oppression, Power & Privilege, and Inclusive Environment trainings from HREO continue to be delivered to leaders
- EDII in Leadership Training is included in the Winter Training Conference

iii. EDII-AS Implementation in Orientation Week Survey & Report

Oversight: Director of Social Issues

Initiative Description: The mission of Engineering Orientation Week is to provide a welcoming and inclusive environment for students to transition to the Queen's Engineering faculty, society, and community. The goal of this survey is to receive feedback from our community on what can be continued, and what should be changed to support stronger Orientation Week EDII, Accessibility & Sustainability (EDII-AS) strategic planning.

The Orientation Week EDII-AS survey project documentation is composed of 2 components:

Document 1: Orientation Week Anonymous Survey responses, and **Document 2:** Advisory Board & Equity Team recommendations & feedback

The documents will be presented to the incoming FREC Committee'22 at the end of the fall semester, with the support of the Director of Social Issues and Advisory Board.

Timeline of Implementation: The survey will be created by the Director of Social Issues and will be opened shortly after the in-person events of orientation week. It will run for approximately 2.5 weeks and will close October 9th. The survey responses will be compiled into a document and presented to Advisory Board in late October, 2021. Documents, along with recommendations & feedback will be transferred over to FREC Committee'22 by the end of November 2021.

Key Performance Indicators:

- Over 100 responses from survey audience
- Implementation of minimum 2 recommendations of survey into Orientation Week 2022, with an ideal of 90%.
- Statics with Orientation Week stakeholders in late fall/early winter semester to discuss report details, and support EDII-AS Event planning for Orientation Week 2022.



iv. First Year EDII Events

Oversight: Director of First Year

Initiative Description: EDII workshops and speaker events held for first year students throughout the year, the plan currently includes workshops to support international students, WISE (Women in Science and Engineering), speakers and activities throughout black history month, and activities related to supporting indigenous students. The goal is to host 2-3 EDII centered events minimum over the course of the school year and to pass on this initiative to next years' Director of First Year to further develop.

Timeline of Implementation:

September 5: Welcome/information session for incoming international students.

October: Collaborate with WISE to deliver workshop providing support, resources, and learning opportunities around minority genders within STEM.

February: Black history month (activities and speakers). Reach out to NSBE and invite them to attend and network with first year students.

November – December: Host a study event for indigenous students in collaboration with Aboriginal Access to Engineering and the Director of First Year team.

Key Performance Indicators:

- For online events ideally 40 first years where 20 is sufficient. For in-person ideally 70 first years where 50 is sufficient.
- 80% + Positive feedback from first year students and other relevant stakeholders who've attended the event(s).
- A section in DoFY transition manual outlining success of events and sharing feedback from team and attendees on how the event can be improved in future years.



III. Continued Initiatives from 2020-2021

These are initiatives implemented in the 2020-2021 Academic year that will be continued in future years. They are included in this report to outline their ongoing impact and room for improvement.

Internal Initiatives

The Internal Initiatives completed in 2020-2021 Academic Year and continued this year are outlined below in Table 1.

Table 1: Internal Initiatives from 2020-2021 that will continue to be executed in the 2021-2022 Academic Year

Initiative	Oversight	Description	Next Steps
Mandatory Hiring Questions	Vice-President (Student Affairs), Director of Human Resources	It is now required by Engineering Society policy (Section y.B.8.3) that a minimum of one question pertaining to Equity, Diversity, and Inclusion be asked for all Engineering Society senior leadership interviews. Senior leadership positions include, but are not limited to, Director, Orientation Chair, and Service Head Manager positions.	As this initiative is within policy, it is continuously practiced in the hiring process.
LivingWorks START Training	Vice-President (Student Affairs)	LivingWorks START training is a mandatory suicide prevention and response training that teaches trainees to recognize when someone is thinking about suicide and connect them to help and support.	The Engineering Society Executive Director Team has received this training this past summer. It is recommended that the Executive receive ASIST training in future years.
Engineering Society Website Accessibility	Director of Information Technology	The Engineering Society Website has been equipped with accessibility tools built by Userway. This was implemented last academic year.	Implementing this tool to other Engineering Society affiliated websites.
Engineering Society Student Resource Page	Vice-President of Student Affairs, Director of Communications, Director of Social Issues.	The Student Resource Page on the EngSoc website is designed as a central resource hub for students to consult. It includes EngSoc and university-level resources spanning a variety of areas, including academic, mental health, physical health, accessibility, diversity, LGBTQ2+, Indigenous	Increase awareness of the webpage and update resources as need be. It is recommended that an annual review of these resources be conducted by the



		student supports, international student support and financial resources. Click the provided link (https://engsoc.queensu.ca/get-involved/resources/) to visit the Student Resource Page.	Executive in the summer.
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External Initiatives

The External Initiatives completed in 2020-2021 Academic Year and continued this year are outlined below in Table 2. These include initiatives done in collaboration with the Faculty of Engineering and Applied Science as well as the Kingston Community.

Table 2: Community Outreach initiatives and collaborative initiatives with FEAS from 2020-2021 that will continue for the 2021-2022 Academic Year.

Initiative	Oversight	Description	Next Steps
Black Lives Matter (BLM) Patches	Director of External Relations, Director of Social Issues	BLM patches were sold last year to support Black community groups, the Black Health Alliance and the Black Business and Professional association Scholarships. More patches have been ordered and will continue to be sold.	Director of Social Issues and Director of External Relations are working together to identify other local organizations that support minority groups to extend this initiative to.
Menstrual Products in the Engineering Buildings	Director of Social Issues	The Menstrual Products initiative was created and implemented last year in 3 Mitchell Hall Bathrooms; with the goal of providing freely accessible menstrual products for students. This initiative will be continued this year in Beamish Munro Hall, with the hopeful expansion back to Mitchell Hall as well.	The intention is to have menstrual product baskets in all bathrooms of Beamish-Munro Hall. Framework is being made in terms of placing baskets in Mitchell Hall.
Gender Neutral Washrooms	President, Vice President of Student Affairs, Director of Social Issues	Beamish-Munro Hall does not have any gender-neutral washrooms.	Conversations with the Faculty occurred over the summer discussing signage as a short-term solution as well as potential renovations as a long-term solution. Conversations will be ongoing.



Appendix α – Report Records

Document	Key Document Contributors	Publication Date
EDI Full Action Plan 2020.pdf	Alex Koch-Fitsialos (VPSA '20-'21); Andrew Vasila (Advisory Board Chair '20-'21); Carson Cook (President '18-'19); Nat Wong ('17-'18); Heather tion 3 Julianna Jeans (VPSA '17-'18); Emily Wiersma (VPSA '18-'19);	August 2020
EDI Accountability Report 2021.pdf	Alex Koch-Fitsialos (VPSA '20-'21); Andrew Vasila (Advisory Board Chair '20-'21); Julia Newcombe (Director of Social Issues '20-'21); Christina Bisol (President '21-'22); Kaija Edwards (VPSA '21-'22)	March 2021



Appendix β – Archived Initiatives

Below are the initiatives proposed and/or implemented last year, but will not be able to complete/continue this year for different reasons.

Initiatives	Description	Reason for Archiving
Gender in Engineering Panel	This panel supported engineering students identifying as women and/or other minority genders within engineering. There was a mentorship component as well that facilitated conversations and support from upper years to students.	Migrating to EDII Conference
Racism in Engineering Panel	The panel educated engineering students and professors on how systemic racism is upheld in the engineering industry by our institutions and corporations, as well as how we can go about changing this.	Migrating to EDII Conference
Donation Policy	This initiative was to develop policy that allowed for optional society-wide fee that could be used for external advocacy groups and/or charities.	The Engineering Society is already allowed to fundraise, as is the case of Terry Fox Run.
Endorsement policy	This policy was to outline clear guidelines indicating the values and tenets of the Engineering Society's internal and external advocacy objectives.	Our constitution outlines our values. Any policy that is not covered by the Engineering Society it is It is stated in the Engineering Society Policy that should something not be covered, policy of the AMS is to be followed.
EDI Disclosure System		How about no
EngSoc EDII Campaigns	This campaign was designed to showcase the initiatives that Queen's Engineering students are taking on to support EDI. This campaign intended to increase visibility and centralize an increased marketing effort towards promoting equity organizations.	This will be integrated into the EngSoc EDII Conference where affiliated groups and students can sign up to speak on how they've worked on supporting EDII.
PD Focal Campaign	An initiative aimed at showcasing the professional achievements of BIPOC+ students and alumni on the PD social media platform. The Queen's Black Academic Society (QBAS) was	This initiative did not get much traction last year as few people would nominate themselves. The PD team will continue to highlight individuals achievements.



	<p>very kind to discuss and shape with campaign with our team. We were hopeful this initiative would increase the representation of students and alumni from varying backgrounds on our social media page, allowing current and prospective students to see themselves on Queen's Engineering platforms.</p>	
Colourblind Resistor Analysis	<p>This initiative is a project planned and organized by the Engineering Society ESSDev Team under the Director of IT. The resistor helper is designed to be an easy-to-use tool to help those suffering from colour-blindness to determine resistor values. Although this product was originally aimed at those suffering from colour blindness, its use can be expanded to anyone building electronic circuits. Determining resistor values is a tedious process, and this tool can help anyone instantly determine <i>their values</i>.</p>	<p>This initiative was taken on by ESSDev in 2020-2021. The codebase was abandoned and not transitioned to the new team as it never made it to production.</p>