



Minutes

Equity & Diversity Committee

Tuesday, June 14, 2016

Room 1B, PEO Offices

5:00 PM

Present: Nima Eslaminasab, P.Eng. – by teleconference
Simone Larcher, P.Eng.
Rakesh Shreewastav, P.Eng.
Vera Straka, P. Eng. – by teleconference

Regrets: Márta Ecsedi, P.Eng. (Chair)
Greg Allen, P.Eng.
Rishi Kumar, P.Eng.

Consultant: Ann Holmes

Staff: Fern Gonçalves
Rob Dmochewicz

1. Opening Remarks

As the Chair had extended her regrets due to a family emergency, Rakesh Shreewastav agreed to serve as Acting Chair.

The Acting Chair called the meeting to order at 5:36 PM.

Fern Gonçalves reported that Sharon Reid has officially resigned as a member of EDC.

2. Approval of Agenda

Moved by Vera Straka, seconded by Simone Larcher, that the Agenda be approved as presented.

MOTION CARRIED

3. Approval of Minutes

Moved by Vera Straka, seconded by Simone Larcher, that the Minutes of the May 10, 2016 meeting be approved as presented.

MOTION CARRIED



4. Equity & Diversity Implementation Action Plan – Review

- **Policy Statement 7**

Fern advised that the Member Satisfaction Survey summary report will be forwarded to Vera Straka and Greg Allen on Monday, June 27, following presentation of the report to Council. As previously assigned, Vera and Greg were tasked with reviewing the survey results to identify potential E&D issues and present their findings, if applicable, at EDC's September 21 meeting.

- **Policy Statement 6**

Ann Holmes provided a brief update on the proposal to RCC to introduce a chapter award as a pilot project. Fern confirmed that a written request was sent to the RCC Chair and PEO Manager, Chapters, however a response is pending.

- **Policy Statement 2**

Nima Eslaminasab and Simone Larcher reported that they connected the Chair with various Aboriginal Access Program graduates.

The committee brainstormed and put forward several ideas then considered potential topics for the third article in *Engineering Dimensions*. The committee would like to make an effort to have a third article in 2016. As a topic has yet to be decided, the committee agreed to continue to explore topic suggestions via e-mail and to further consider the feasibility of targeting an article for the November/December issue as the submission due date is September 25.

It was agreed that Vera will draft a memo to EDC members to describe the brainstorming e-mail process they are asked to take part in over June/July. This process will generate ideas for the third article for EDC to submit to ED for publication in November/December. Vera will discuss the process and share the draft with the Chair. Once approved by the Chair, Rob Dmochewicz will circulate the e-mail to EDC. When replies are received, Vera will coordinate the input and make a short list of the suggested topics and share with the Chair for decision and moving forward. Decision is needed by August 1st.

Action:

- Vera to draft a memo describing the brainstorming e-mail process to take place over June/July regarding article topics

- **Policy Statement 1**

Rob provided an update regarding the E&D Awareness Module. He reported that ScholarLab has fixed a technical issue reported previously by some users who experienced difficulties in completing the module and accessing their certificate. He also reported that as of May 26, 2016 795 users viewed the module.

Action:

- Simone to gather comments submitted on the ScholarLab website through Discussion Boards or Action Plans. She will discuss her findings with Rakesh and prepare a summary so EDC can decide if there is a need for response or to take them into account. Ann to send Simone screen shots to help her identify the relevant pages on the module website.

Fern reported that an Information Briefing Note with an update on EDC activities is included in the PEO Council package for its June 24, 2016 meeting.



Next Meeting Dates

- Wednesday, September 21, 2016
- Tuesday, November 1, 2016
- Tuesday, December 6, 2016

There being no further business, the meeting adjourned at 7:13 PM.

LIST OF ACTION ITEMS:

Responsible	Action	Date Assigned	Status
Fern	To continue to monitor Committee use of E&D Work Plan template	January 20, 2016	Ongoing
Márta	To finalize <i>Engineering Dimensions</i> article on aboriginal access program at Queens U by July 24	January 20, 2016	In process
Márta Ecsedi	To update the E&D PPT presentation log	March 8, 2016	Ongoing
Greg and Vera	To review Member Satisfaction Survey and advise whether there are any E&D issues raised by responders	March 8, 2016	Bring forward at September 21 meeting
Fern	To contact RCC Chair and Matthew Ng to get the Chapter Award proposal on the next RCC Agenda (repeated item)	May 10, 2016	Reported as completed on June 14, 2016
Nima and Simone	To connect Márta with the Aboriginal Access Program graduates	May 10, 2016	Reported as completed on June 14, 2016
Márta	To connect with Bob White (Aboriginal Centre of Excellence for Sustainable Development)	May 10, 2016	Reported as completed on June 14, 2016
Fern and Rob	To contact ScholarLab regarding online module technical issues and provide usage report	May 10, 2016	Reported as completed on June 14, 2016
Márta / Fern	To send a draft briefing note (addressed to PEO Council) to EDC members for their feedback	May 10, 2016	Reported as completed on June 14, 2016
Vera	To draft a memo describing the brainstorming e-mail process to take place over June/July regarding article topics	June 14, 2016	
Simone	To gather comments submitted on the ScholarLab website through Discussion Boards or Action Plans	June 14, 2016	