McMaster University Libraries Diversity, Equity, Inclusion, and Accessibility Committee
Monday May 15, 2023


Guests:  S. Beaubien, A. Belanger, J. Brodeur, C. Hoeve, H. Kula, W. Wycoff

Minute Taker:  M. Hotson

1. WELCOME

2. RECRUITMENT – Guests: Annie Belanger (Grand Valley State University) and Sarah Beaubien (University of Guelph), co-authors of “Building Inclusive Libraries: Kindness, Equity, and Candidate Experiences in Hiring and Onboarding Toolkit” (1 hour)  
https://scholarworks.gvsu.edu/library_reports/26/  

Preparing Organizational Culture – requires reflecting on organizational values and shared accountabilities, can we identify areas of change?  
Selection Panel – the initial meeting should include a discussion of recruitment strategies to improve diversity of pools and quality of candidate experience.  
Successful Searches – If done correctly, unsuccessfully candidates become ambassadors for the organization and the recruitment process.  
Structure/Agenda for Interview – should be meaningful & purposeful – identify the purpose for each component of the selection process. Include breaks & quiet space, ‘open’ time for with options for candidate to select (are there physical places they would like to see, individuals they would like to meet?)  
Questions – when developing, consider how best to uncover candidate’s skills, abilities, and experience. Keep it simple & relevant – include prompts. Identify success criteria for the selection panel – what elements are we looking for (e.g., self-awareness).  
Candidate Reviews – prepare rubrics in advance to avoid bias. When developing the rubric, consider non-numeric metric – i.e., ‘hit mark’ etc. Identify strengths and areas of growth for each candidate. Engage the entire committee in this step.  
Interactions with the candidate will often play a role in whether the candidate decides to join the organization.  
Mitigating Bias – acknowledge that everyone has bias and identify the difference between positive & negative bias. Be self-aware – listen & observe. Clarify any
questions amongst the committee – reminder that the committee’s main focus is the qualifications of the position – what success looks like in this role, what are the candidates’ transferable skills.

**Feedback to unsuccessful candidates** – include strengths and areas of growth for any candidate who expresses an interest in feedback – be aware of language.

**Open Discussion:**
‘Fit’ – how to check for unconscious bias and assess candidate values? Fit vs. interpersonal skills – what is the minimum and are we fairly & equitably considering both behaviour and value? When faced with 2 equal candidates, consider a reference check for both candidates – be open and transparent about this step.

**Meeting with ‘Team’** – include a member of the search committee to observe; start with a ‘kick off’ question that will help set the tone & include back up dialogue – avoid ‘conversational’ meetings. Provide structured feedback to committee on team interaction with candidate – considerations include communication skills and teamwork ability. Include success criteria, qualifications of position and goal of search when requesting feedback.

**Equity Lens** – how do we ensure a diverse candidate pool – are there assumptions made with ‘white coded’ names – would identifying candidates by number rather than name eliminate bias? Consider the role & urgency to fill, where was the position posted & could the reach be further, remove bias language from posting. Are there organizational limitations to data & does our equity statement include actionable items, metrics, and statistics? Does the candidate demonstrate the aptitude for required skills?

**Belonging** – should we be aspiring to create a sense of belonging? A culture of inclusion – without culture there is no belonging. Noted that some individuals from Equity Deserving Groups feel that the term “belonging” implies a sense of ‘property’.

**Commitment to DEIA** – include questions around navigating a difficult issue with a colleague and how they capture inclusive practices. Request that candidates include a statement of commitment in their cover letter – work or non-work related.

**Inclusion Advocate** – employment equity facilitator – observes process from time of posting. May wish to consider a representative outside the Library.

**Next steps:** DEIA committee will meet in June to debrief on presentation.

3. **QUICK UPDATES (30 minutes)**
   a. **Committee Mandate** – The updated mandate for this committee (revised March 19, 2023) was posted on the public web site at: https://library.mcmaster.ca/about/office-university-librarian#tab-diversity-equity-inclusion-and-accessibility-committee
   - Mary will update the public website to include committee member names.
   b. **Year of Gender and Justice** – The year of events and activities (Sept. 2023 – April 2024) are being firmed up. Finishing up plans for the banner on Mills.
- Finalized banner has been reviewed for accessibility.
- DEIA committee is encouraged to forward ideas or events for consideration to Tina and Caitlin. HSL has identified some possible displays and events with a HS focus.

c. **Vice-Provost, Equity & Inclusion** – Barrington Walker joined McMaster as the new VP, Equity & Inclusion on May 1, 2023. Vivian will invite Dr. Walker to a future meeting (once he’s had a chance to settle in).

d. **DEIA Strategist** – The job description was reviewed by the campus committee. The position will be posted in the coming weeks.
- Waiting on the reporting line to EIO.

e. **Multifaith Prayer Space in Mills** – Space complete. Was well used during the end of term.
- Waiting on signage.

f. **IDEAL Conference** – McMaster was part of the joint bid by Ontario universities to host the Inclusion, Diversity, Equity & Accessibility in Libraries conference in Toronto in 2024. We will have some opportunity to engage in program planning & logistics.
- Planning committee to be determined – Vivian will communicate updates to the group.

**Future Meetings:**
- Combined UL / HSL Employment Equity Census report

**Ideas in Parking Lot (not active, but don’t want to lose):**
- Barcode placement

**Next Meeting:**
Wednesday June 21, 2023
2:00 – 3:00
HYBRID – MS Teams or Community Room
Debrief on recruitment presentation.