

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

Present: J. An, K. Ball, L. Banfield, L. Caravaggio, S. Goudarzi, V. Lewis (Chair), J. Licata, P. Maylott, J. McKinnell, C. McLeod, C. Nicol, S. Rakovac, L. Serviss, N. Waite

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.