

**UNIVERSITY OF COLORADO BOULDER
HUMAN RESOURCES**

MAKING VIRTUAL MEETINGS INCLUSIVE: EXPLORING EQUITY GAPS

PARTICIPANT GUIDE

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WELCOME!

Making Virtual Meetings Inclusive: Exploring Equity Gaps

HOUSEKEEPING:

- Turn camera on/off as needed today.
- Take care of your needs.
- Participant guide: PDF is editable
- Zoom functions:
 - Mute, unless speaking
 - From “participant” button, use the “raise hand” button.
 - Chat ask questions/comments to “everyone” or someone specific.

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Reflection activity:

- Answer either of the following questions:

**Why is it important to have inclusive virtual meetings?
Recall a moment when you felt excluded in a virtual setting.**

Notes:

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Goals for this training:

The learner will be able to...

- Understand who is being excluded in virtual meetings
- Identify equity gaps in virtual meetings
- Name common barriers to inclusion in virtual meetings
- Apply strategies to mitigate barriers in virtual meetings

POLL ACTIVITY:

- **How much time are you spending in meetings during a typical week?**
- **Of the time spent in meetings, how much of that time do you feel you heard, included, or validated?**
 - a. 5-25%
 - b. 25-50%
 - c. 50-75%
 - d. 75%+

Road Map:

In what ways are folks being excluded during virtual meetings?

- Description of who is being excluded
- Implications
- Why is this important to you?

Barriers and how to mitigate them

- Identify equity gaps
- Co-create equitable meeting norms
- Balance blended home/work environment
- Isolation in virtual meetings

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In what ways are folks being excluded during virtual meetings?

- Those who were marginalized in settings pre-Covid-19
- Those without the proper technology or access to sufficient internet bandwidth
- Those who are being asked to take care of household duties simultaneously
- Those who are being affected by social justice issues
- Those whose mental health is being affected by a global pandemic

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Implications:

- Important for sense of belonging
- Helps retention and persistence
- Mitigates concerns created by online presence

Why is this important to you?

- I understand it is important, but I don't know how.
- I understand it is important, but I don't have the time

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CU employee, performance plan competencies

Inclusive Excellence:

Exemplifying excellence through diversity by creating a welcoming and inclusive environment that maximizes the success and inclusion of all students, staff, and faculty.

Key Behaviors:

- Actively seeks and engages with diverse perspectives.
- Identifies and mitigates bias on a personal, institutional and process level.
- Identifies and addresses barriers to inclusion on the personal, institutional and process levels.
- Fosters the health and well-being of our campus community by welcoming and encouraging participation of all.
- Contributes to building diversity.
- Accepts and honors diverse perspectives.
- Understands the importance of diversity and inclusion.
- Recognizes and mitigates dynamics created by power differences and hierarchy.

Notes:

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I do this behavior...

Self Assessment on Key Behaviors:

most of the time some of the time rarely never

Actively seeks and engages with diverse perspectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identifies/mitigates bias on person/institutional/process levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identifies/mitigates barriers to inclusion on personal/institutional/process levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fosters health/well-being of campus community by welcoming/encouraging participation by all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contributes to building diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts & honors diverse perspectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands the importance of diversity & inclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognizes & mitigates dynamics created by power differences & hierarchy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Barrier One: Equity gap in virtual meetings

Mitigation strategies: identify gaps

- Collaborate
- Elevate the unconscious
- Check your implicit bias
- Check your assumptions

Optional Activity: Share one resource with someone in your circle of colleagues that you use to make your work inclusive, or share a tool that helps to highlight equity gaps. What trainings on campus have you attended that have helped you learn new behaviors to be more inclusive in conversations or to mitigate implicit bias? Who have you collaborated with to help you learn to see equity gaps?

Notes:

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Barrier Two: Absence of a sense of belonging in virtual meetings

Mitigation: meeting norms

Having a set of co-created meeting norms helps meetings run smoothly, as well as allowing for a more deeper sense of belonging and trust.

Chat Activity:

Chat in examples of meeting norms that you have used in the past that have been successful for you and why.

Examples of meeting norms:

- Speak from personal experience
- Listen respectfully: listen and learn

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Barrier Three: Balance blended home/work environment

Mitigation: Having open and honest communication with people and meeting them where they are at.

Activity: Think of a person who is either a staff or student employee and check off any boxes below that apply to this person. If you do not have a direct report, which of the items below pertain to you, that you have brought up in your 1:1's with your supervisor?

- I am aware of any accommodations this person needs.
- I know this person has young children at home, with childcare or school scheduling challenges.
- I know this person has had to home school their children because of the pandemic.
- I know this person is responsible for elder care in their home.
- I know this person's household has been impacted by furloughs or layoffs recently.
- I know this person has let me know of any personal challenges recently, such as sickness, or mental health needs.
- I know this person has told me that they have had Covid-19 related issues happen recently, such as needing to quarantine or seek medical attention.
- I know this person does not have an ideal office set up to work from home.
- I know this person does not have reliable internet at home and/or has to share the bandwidth with school-aged children learning remotely, or others in the household.
- I know this person is required to work on campus at times, and is more exposed to the virus.

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Barrier Four: People are feeling isolated and excluded in virtual meetings

Mitigation: Consistently apply inclusive practices

- Proactively seek any needs folks might have
- Correct Name pronunciation
- Adjust Zoom settings
- Use the CU Land Acknowledgement
- Allow sharing of pronouns
- Use inclusive language
- Reduce microaggressions

Notes:

WRAP UP

What we have learned today:

- Reasons why it is important to have inclusive meetings
- How folks are being excluded from virtual meetings
- The implications of inclusive meetings
- Common arguments against taking time to be inclusive
- Common barriers to inclusive meetings and how to mitigate them

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References for material used in this workshop:

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OTHER RESOURCES MENTIONED IN THIS WORKSHOP:

- CU Boulder Arts & Sciences Support of Education Through Technology (ASSETT): <https://www.colorado.edu/asset/>
- CU Boulder Digital Accessibility Office <https://www.colorado.edu/accessible-technology/digital-accessibility-program>
- CU Boulder HR Organization and Employee Development trainings: [https://www.colorado.edu/hr/about-hr/organization-employee-development#:~:text=Organization%20%26%20Employee%20Development%20\(OED\),in%20workplace%20trends%20and%20needs.](https://www.colorado.edu/hr/about-hr/organization-employee-development#:~:text=Organization%20%26%20Employee%20Development%20(OED),in%20workplace%20trends%20and%20needs.)
- Dr. Donna Mejia's website: <https://donnainthedance.com/>
- Microsoft Teams help: <https://oit.colorado.edu/services/messaging-collaboration/microsoft-office-365/help/teams>
- Zoom accessibility best practices <https://www.colorado.edu/accessible-technology/zoom-accessibility-best-practices>
- Zoom support: <https://zoom.us/docs/en-us/covid19.html>

