Office of Diversity and Inclusion

A Guide to the Buckeye Portal for Inclusive Excellence

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THE OHIO STATE UNIVERSITY

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What is the Buckeye Portal for Inclusive Excellence?

The Buckeye Portal for Inclusive Excellence is a central repository of Ohio State University activities, events, and programs and strategic planning efforts that support the university's efforts toward inclusive excellence. As stated in Ohio State's Strategic Plan, "diversity and inclusion are core principles in everything we do at this institution, from academic programming and resources to the hiring and promotion of faculty and staff." Through the portal, we help our university succeed by creating and managing an inventory of our engagements and investments. By using this tool, staff, faculty, and students can share promising practices, find collaborators, and generate new opportunities to further enhance diversity, equity, and inclusion.

The Buckeye Portal for Inclusive Excellence Reporting Process

Colleges and units are to submit the following items by March 15th of each academic year:

1) An inclusive excellence plan. Templates can be found in the appendices of this document.
2) All activities, events, and programs that support diversity, equity, and inclusion for staff, faculty, students, and postdoctoral researchers that occurred already for the academic year or are set to occur before the end of the academic year. For example, when submitting for the Year 2019-2020, include concluded or upcoming events, activities, and programs from August 1, 2019-July 31, 2020.

The Office of Diversity and Inclusion (ODI) will then assess the inventory and provide a summative report to the Office of the Provost for review. ODI will also provide a follow-up report to each unit that includes acknowledgement of strengths and best practices, opportunities for collaboration, and suggestions for targeted goals and areas of growth.

These reports can then be used to create new inclusive excellence plans, update current plans, and assess a unit's progress toward furthering their inclusive excellence goals. The Office of Diversity

Inclusion is available for consultancy throughout the year and provides resources to assist with planning and assessment.

Sample Timeline of Activities

March 15	Inclusive excellence plans, updates, or statements of intent due
	All entries for activities, events, and programs due
April 15	ODI Summative Report to the Office of the Provost
May 31	ODI Review and Response to each College
June-August	Units without IE Plans begin their planning process
	Units with IE plans update their goals, activities, and outcomes based on feedback
	Continue with events, activities, and programs
Fall Semester	Begin Implementing new or updated plans
On-going	Enter activities, events, and programs throughout the year
	Upload a completed inclusive excellence plan at any time
	Continue to implement initiatives and assess outcomes

How to access the Buckeye Portal

Each college/unit should identify a staff or faculty member responsible for inclusive excellence planning and activities, events, and programs. Some units also designate an employee dedicated to entering the activities, events, and programs for their unit into the portal. These persons need to email BPIE@osu.edu to request access to the tool.

We recommend that colleges and units identify a Chief Diversity Officer or Diversity Advocate tasked with diversity, equity, and inclusion responsibilities, including the Buckeye Portal. Depending on the size and scope of this position, they may in turn create a Diversity Council or advisory group within

their unit to help with planning, coordination, and assessment, and they may also appoint additional support for data entry.

What to Submit

There are two main types of information entered into the portal:

1. Your unit's Plan for Inclusive Excellence (formerly known as the Diversity Action Plan).
2. Any activities, programs, and/or events that are hosted through your department/unit and are in alignment with the inclusive excellence goals for staff, students, faculty, and post-doctoral researchers.
    - **Activity:** small sessions that can provide attendees an opportunity to learn and grow, semi-structured (Example: including but not limited to conversations, discussions, group meetings, etc.)
    - **Event:** a structured occasion that allows attendees to express concerns, gain new resources, and learn new techniques (Example: including but not limited to roundtable discussions, conferences, speaker, workshops etc.)
    - **Program:** an academic and social support system that is offered to staff, students, faculty, or post-docs (Example: including but not limited to mentor programs, summer programs, leadership programs, etc.)

The Office of Diversity and Inclusion has developed goals for staff, students, faculty, and post-doctoral researchers. These goals are to help guide the activities, events, and programs developed by your unit. You will be prompted to select one or more of these goals for each entry.

How to Submit

By submitting a plan or new entry, other users of the website will be able to read the description of the entry and learn more about the purpose, goals, and evaluation process. The following Navigation Tools will allow you to share and search the Buckeye Portal:

Plans for Inclusive Excellence:

1. To enter information regarding your unit's Plan for Inclusive Excellence (formerly known as the Diversity Action Plan).
    - Click "Plans for Inclusive Excellence" in the main toolbar
    - Click "Create Plan for Inclusive Excellence"
    - Select your college/support unit and the fiscal year
    - Attach a file of your current Plan
    - Select all goals that apply for each section

Activities, Events, and Programs:

- To enter a new, or edit a previously submitted unit activity, event, or program
    - Click "Activities, Events, and Programs" in the main toolbar
    - Click "Create Activity, Event, or Program"
    - Select your college/support unit and enter the title of the entry.
    - Select the fiscal year and provide a brief description of your entry. Please include a description for every entry so others can easily identify the purpose of the activity, event, or program.
    - Complete the "Components of Program" and the "Investment", "In-Kind Contributions", "Personnel Who Contributed to The Program", "Sponsorship/Collaboration" sections as necessary.

- Select all that apply for the “Targeted Population”, “Event Details”, “Program History”, and “Assessment and Evaluation” sections.
- Enter any other additional information, for example enter the link or flyer for the program. Your entries should be as detailed as possible.
- “Save” your information. Do not “Submit”. Your entry will be reviewed and if complete, will be submitted by the Office of Diversity and Inclusion’s Director of Strategic Diversity Planning, Training, & Assessment.

What else can I do with the Buckeye Portal?

The Buckeye Portal for Inclusive Excellence is a resource for the planning and action process. You can search for examples of Plans for Inclusive Excellence and query activities, events, and programs to get ideas and find collaborators. Additionally, we have diversity and inclusion education, recruitment, and campus resources.

Query Activities, Events, and Programs:

- To discover promising practices, trainings, and potential campus collaborators.
  - Click “Activities, Events, and Programs” in the main toolbar
  - Click “Query Activity, Event, or Program”
  - You can search for relevant activities, events, and programs by filtering:
    - Component Type
    - Primary Audience
    - Eligibility Criteria

Query Plans for Inclusive Excellence:

- To search for information regarding your unit’s Plan for Inclusive Excellence or review the plans of other units for examples and potential collaborations.

- Click “Plans for Inclusive Excellence” in the main toolbar
- Click “Query Plan for Inclusive Excellence”
- You can search for relevant Plans by filtering:
    - Title/Goal
    - Plan Type

Resources

By participating in the portal, you enable Ohio State to demonstrate its active commitment to diversity and inclusion. Inclusive excellence takes all of us, and the portal creates a comprehensive inventory of our investments and opportunities for sharing and collaboration across this university.

Below are links to diversity related campus resources that can be utilized to host or create activities, events, or programs or to seek support and consultation.

Ohio State Diversity Resources

Diversity Education Resources

Faculty Recruitment Resources

LGBTQ+ Resources

Contact information

The Office of Diversity Inclusion is available for consultancy throughout the year and provides resources to assist with planning and assessment. Please contact BPIE@osu.edu or Dr. Sara M. Childers, Director of Strategic Diversity Planning, Training, and Assessment at childers.23@osu.edu or 614-247-1624.

Appendix A: What is Inclusive Excellence Planning

Ohio State's 2020 Vision recognizes diversity and inclusion as "core principles in everything we do" and "essential components of our excellence." Colleges, departments, and units align with the Ohio State Strategic Plan by integrating diversity and inclusion into their core missions through inclusive excellence planning.

An inclusive excellence plan includes a unit's mission and vision statement along with their goals for furthering inclusive excellence within their unit. The unit identifies goals based on available data, both quantitative and qualitative, that illuminate their needs and challenges. Based on the identified challenges, goals are set, and activities, events, and programs are developed to support the achievement of stated goals. Outcomes are then determined to assess the unit's advancement and growth in that area.

We can think of inclusive excellence planning as part of Ohio State's comprehensive strategic planning effort:

The Office of Diversity and Inclusion has developed inclusive excellence goals that align with our strategic mission to attract, retain, and graduate a diverse staff, faculty, post-doctoral, and student community at The Ohio State University.

Staff

- Implementation of strategies to enhance retention of diverse populations, such as training and development opportunities; coaching, mentoring and leadership development programs; and opportunities for promotion and internal career progression.
- Evaluate policies and practices to alleviate inequities in all terms and conditions of employment, such as compensation, promotion and/or expectations and responsibilities.
- Assess cultural competence proficiencies and provide relevant professional development opportunities for staff.
- Increase demographic diversity in applicant pools and hiring yields

Faculty

- Increase demographic diversity in applicant pools and hiring yields.
- Develop and implement strategies to enhance retention of diverse populations.
- Evaluate policies and practices to alleviate inequities in all terms and conditions of employment, such as compensation, promotion/tenure and/or expectations and responsibilites.
- Assess cultural competence proficiencies and provide relevant professional development opportunities for faculty.

Students

- Increase demographic diversity in applicant pools and yields.
- Evaluate policies and practices to alleviate disparities in academic performance and disciplinary actions.
- Facilitate greater access for underrepresented minority students in your college.
- Develop and implement strategies to enhance retention of diverse populations.

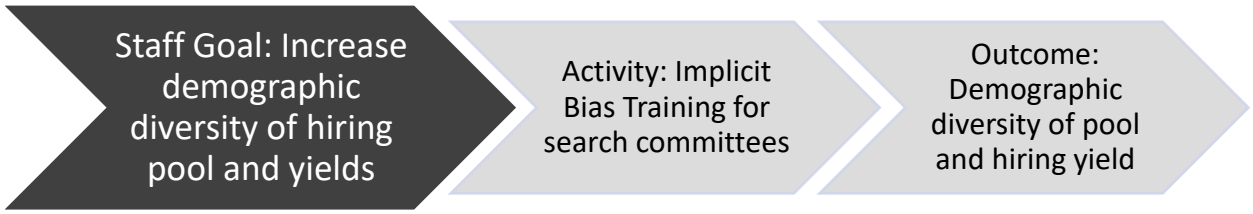
Post-Docs

- Increase demographic diversity in applicant pool and hiring yields.
- Develop and implement strategies to enhance retention of diverse populations, such as training and development opportunities; coaching, mentoring and leadership development programs.
- Evaluate policies and practices to alleviate inequities in all terms and conditions of employment, such as compensation, promotion and/or expectations and responsibilities.

These goals can be used to guide the activities, events, and programs that units develop as part of an inclusive excellence plan to achieve outcomes that further enhance the diversity and inclusion efforts of Ohio State.

For example, a unit might identify the need to increase the demographic diversity in their applicant pools and hiring yields for staff (Staff Goal). To achieve this goal, they decide to require all search

committees to complete implicit bias training (activity). They then measure their success outcomes by looking at the demographic data for their applicant pools and hiring yields after they institute this activity over an identified time period.



In this way, units can build an inclusive excellence plans to address challenges specific to their unit.

The Buckeye Portal for Inclusive Excellence is a resource for the planning process. You can search for examples of Plans for Inclusive Excellence and query activities, events, and programs to get ideas and find collaborators. Additionally, we have diversity and inclusion education, recruitment, and campus resources.

After you create a plan, you can upload it to the portal, and you can inventory your activities, events, and programs. By participating in the portal, you enable Ohio State to demonstrate its active commitment to diversity and inclusion. Inclusive excellence takes all of us, and the portal creates a comprehensive inventory of our investments and opportunities for sharing and collaboration across this university.

For additional information, contact BPIE@osu.edu or Dr. Sara M. Childers, Director of Strategic Diversity Planning, Training, and Assessment at childers.23@osu.edu.

Appendix B: Inclusive Excellence Plan Template

An Inclusive Excellence Plan can include the following:

1. Introduction
    - Statement of the importance of diversity, equity, and inclusion to your college or unit.
    - Overview of your mission and vision for inclusive excellence in your college or unit
2. Conduct a self-assessment of current successes, areas of growth, gaps, and high needs utilizing existing data:
    - Institutional Data and Survey Reports provided by the Office of Institutional Research and Planning
    - Statistics and reports provided by Office of Human Resources
    - Student Data available from the Office of Enrollment Services Analysis and Reporting
    - Reports and data available from the Center for the Study of Student Life
    - Any evaluations, surveys, focus groups, or other assessments conducted by your unit
3. Goals, Activities, outcomes, and metrics – see Appendix C Planning Matrix

Using the self-assessment, create a plan that:

- Identifies your high-need areas and aligns them with the Goals for Inclusive Excellence
- Creates or locates existing activities, events, or programs that will address the goals
- Identifies the expected outcomes you hope to achieve
- Determine how success will be evaluated
- Set a timeline for implementation and evaluation

4. Plan of Action

Include a timeline for implementation and follow-up reporting.

Inclusive Excellence Planning Matrix					
Goal	Activity/Event/Program	Expected Outcome	Metrics	Partners	Timeline