Questrom DEI Committee

Teaming Subcommittee

Final Report AY 21-22

May 2022

**Subcommittee members:**

Jennifer Mandolese (Chair, MO)

Sandra Deacon (MO)

Hutch Hutchinson (MO)

Dionne Lomax (MPPL)

Amit Bhatia (UG Student)

Jean-Claude Joseph, Jr. (Staff)

**Report outline:**

1. Committee Goals
2. Resource Planning
3. Committee Recommendations
4. Appendices

# Committee Goals

1. To create Questrom-wide community standards for inclusive teaming.
2. Provide Faculty Education to implement DEI practices in the classroom, focusing on teams.
3. Provide more resources for addressing issues related to inclusion on teams.
4. Create toolkits for both faculty and students to create more self-sufficiency in Questrom for incorporating DEI practices into teamwork.

# Resource Planning

We have identified the following needs for future implementation of Questrom Inclusive Teaming Practices.

1. Create a clearly articulated statement/explanation of teaming as a set of practices that Questrom students and faculty internalize and enact (from day 1)

* Should become a way of thinking that students (and faculty) apply to classes where the concepts are not explicitly taught

1. Inclusive Teaming Faculty Training (Teaming Blitz): Retreat/multi-session training for “best practices” in inclusive teaming PLUS introducing resources created to align curriculum around teaming (undergrad & grad)

* Need funding
* Thurman Center partnership
* CTL partnership

1. Teaming Support Staff Training programs (foundation and advanced): create a program to hire and train student leaders to support teaming and foster inclusivity in Questrom teams

* Grad students (LOT concentrators, MBA, PhD, MDiv, cross-campus) - provides opportunity for practicing mediation, conflict resolution
  + Serve grad programs, undergrad
* Undergrad TAs?
* Funding needed

# Committee Next Steps

This committee aims to create two sets of resources for faculty and students to align practices around the goal of achieving more inclusive teams at Questrom.

Faculty Toolkit:

* Syllabus statement (see appendix below) approved by the PDC
* Process templates for teams/faculty to follow for common team discussions/issues
* Slides to be used in classes for teaming best practices (inclusion, etc.)
* Central resource document for TLA
  + Recap of new changes (fall 2023)
  + i.e How it affects grading
  + Guidelines for good feedback (students)
  + How faculty use feedback/guidelines for grading

Student Toolkit:

* Create a template for Team Contract & Project Plan for students to fill out
  + Reduce cheating/referencing other work
  + Focuses students on components rather than format
  + Seeing contracts as a task means students miss the point--need to see it as a process instead
  + Change Interactions to Inclusive Interactions in GRPI (Goals, Roles, Processes, Interactions → Inclusive Interactions)
* Create meeting agendas for team discussion about Team Contract & Project Plan
  + Format for workshopping a contract
  + How to have conversation regarding inclusiveness on teams
* Central resource document for TLA (provides transparency to students)
  + Recap of new changes (fall 2023)
  + I.e How it affects grading
  + Guidelines for good feedback (students)
  + How faculty use feedback

# Appendices

We have created the following Syllabus Statement for review by the PDC to be included in all syllabi for classes that use teams.

**Syllabus Statement for Inclusive Teaming**

Inclusivity is essential to high-performance teams, and teams are essential to Questrom. In fact, we believe that collaboration is our competitive advantage, because solving complex problems and achieving meaningful results require leveraging diverse perspectives, skills, and abilities. All Questrom team members should be honestly engaged and responsible for high performance, while practicing inclusive behaviors:

* **Give everyone a voice and opportunity to contribute**
  + Provide opportunities for individuals to share in various ways
  + Allow equal access to team documents and resources
  + Create a culture of psychological safety that empowers members to contribute
* **Practice empathy for teammates**
  + Get to know teammates on an individual level
  + Acknowledge and accommodate religious, cultural, and personal identities
  + Ask questions before you make assumptions
* **Create accountability for inclusive behaviors**
  + Recognize the role your own bias plays in your actions
  + Expect team behaviors to align with the Academic Conduct Code
  + Speak up when you witness unacceptable behaviors
  + Use Questrom resources if you are not sure how to proceed