

Recommendations from D&I: AID Evaluation Report

FIE Strategic Action Plan

Report Recommendations	Actions	Action by	Target date	Notes
Implement a broad communication strategy of diversity and inclusion efforts				
	FIE's values to be highlighted in all aspects of FIE marketing and public information	Director of External Comms	Strategy decided by Jan 2016	<p>FIE's values have been more consciously highlighted on our social media accounts, newsletters, signage, and other print materials since Fall 2015.</p> <ul style="list-style-type: none"> - Our Values section of front page of website - D&I Team and Student Resources highlighted on Our Values section of website - Scholarship information updated on website - Values highlighted in Newsletters (Fall 2015 – Sustainability) - Safe Space stickers in production for FH and residence halls - Meat Free recipe cards for all kitchens in student residences
Website	<p>-revamp overall website for usability</p> <p>-divide resources into target audiences</p> <p>-list D&I team by 'specialist' area</p>	<p>Director of External Comms</p> <p>TLDO/Director of External Comms</p> <p>CAO/Director of External Comms</p>	<p>Spring 2015 – done</p> <p>Dec 2015 - done</p> <p>Dec 2015</p>	

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	-highlight scholarship information	VP Operations/Scholarship Working Group	Dec 2015	Working group report issued Jan 2015; The Student Scholarship Governance Group (SSGG) will be formed and constituted of the SVPO (Chair), the Dublin Director or Associate Director and three London scholarship mentors
Newsletters	-take opportunity in each newsletter to highlight diversity in some way	Director of External Comms	Fall 2015 newsletter	
Sign Posting	-use social media channels more effectively to promote targeted events in London, including using TV screens in FH -raise student awareness of Imperial clubs and societies -create "Safe Space" signage for use in the residences for RLS supporting FIE's statements of D & I, to be created in conjunction with FIE's branding and colours -calendar of events for interested students of diversity events in London/Dublin	TLDO/Student Life Coordinator/Ex Comms Coordinator Student Life Coordinator Residence Life Coordinator/Director of External Comms Administration and Accessibility Manager	Dec 2015 Dec 2015 Dec 2015 - done Dec 2015	- Tweets/FB posts on Meat Free Monday, SSO, events around diversity and inclusivity
Print Material	- improving brochures and materials to encourage the perception of FIE being synonymous w D&I	Director of External Comms	From 2016, include in print materials campaign	- D&I to be included from planning starting Feb 2016 for Fall 2016 student and partner facing materials

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				<ul style="list-style-type: none"> - New scholarship marketing piece to be developed for fairs - Values will be a large part of partner facing booklet to highlight working with FIE - More mention of student involvement in our values for student materials
Focus groups	<p>-focus groups to be established; 3 meetings per year</p> <p>-add questions for data collection to MSA, e.g. first-gen</p>	<p>SVP Operations/CAO/Programmes Coordinator</p> <p>CAO/Director of Admin and Academic Services</p>	<p>Summer 2016</p> <p>Spring 2016</p>	<p>Havina working on focus group strategy options for roll out summer 2016</p> <p>Ike to follow up with ZS on how to extract</p>
Collaboration				
New partnerships	– work with Diversity Abroad on hosting joint sessions and campus visits. Offering info sessions to prospective FIE students	Institutional Relations Manager	From fall 2015	Because of Anna's resignation, this was unable to happen/in July 2016 we will become a Global Partner, cobranded scholarships,
Existing partnerships	– meetings with diversity offices in partner institutions; changes to scholarship process in place prior to this would be beneficial	Institutional Relations Director	From fall 2015 - ongoing	Ike, Clare visits and JP, Jane to UW Madison LGBT and multicultural centres

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	-meet with SCU about starting scholarship application process earlier	Institutional Relations Manager		
Professional Development and Staffing				
Faculty engagement	- value areas addressed in each course directly on the syllabus -consider rotating value theme for the semesterly lecture	TLDO Academic Team	Fall 2015 - done Fall 2015 -	Not at this time. Reinforce values via syllabi instead. New DoA to be tasked 2016
Widen candidate hiring pool	-research good practice and potential strategies for reaching diverse applicants and employees, getting them in the door for interviews, encouraging and developing when hired	HR Officer/VP Operations	Fall 2015 research Spring 2016 implementation	
Staff training	-training to be arranged for at least once a year; combination of professional outside training and in-house - in-house D &I workshop for the Res Life team but all staff invited -Tea and Conversations for the entire team in 2016	Res Life Coordinator and Manager Res Life Coordinator and Manager	Ongoing/ faculty and staff training to be in the form of webinar to which FIE will purchase access. Spring 2016. Fall 2015?	

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	<p>-online Diversity Abroad module made open to all as well as student pre-departure; webinar/Pre-departure login video sent to D & I committee as a training; online learning module;</p> <p>- template for D & I training from Forum to be shared</p> <p>-new employee induction to include introduction to values</p>	<p>TLDO/CAO</p> <p>TLDO</p> <p>HR officer</p>	<p>To go on 2016 Tea calendar once announced Fall 2015</p> <p>Fall 2015</p> <p>From next new hire</p>	
Recruitment and Outreach				
	<p>-admissions committee to discuss GPA requirements as barrier; reach out to Drexel for their views and AAB</p>	<p>CAO/Admissions committee</p>	<p>Fall 2015 – ongoing</p>	<p>Drexel is in agreement that this is not a problem. AAB discussion took place. When it comes to FIE admissions, independent students are not really the issue. Hence, the objective is to encourage our partners/let them know our attitude toward access.</p>
Scholarships	<p>-scholarship working group to be established to investigate how best to signpost scholarships, take down barriers and make them accessible for students who would not otherwise study abroad; re-evaluate project work and sharing thereof</p>	<p>VP Operations/Scholarship Working Group</p>	<p>Fall 2011/ Final report due Jan 2016</p>	

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Student advising				
Scaffolded advising strategies	- designating a specific FIE D&I adviser/diversity coordinator to reach out to the students and send out relevant materials	CAO	Fall 2015	
In-country				
	- resource representation at Welcome Reception at orientations	Academic Director	Spring 2016	FIGS as of Fall 2015
Diversity incidents	-add diversity incident process to incident procedures; check that complaint process is appropriately geared; connect reporting to other incident reports	VP Operations/Resident Life Manager	Fall 2015	
Re-entry				
Surveys – ask questions about incidents	-add feedback questions on incidents	Administrative Assistant/VP Operations	Fall 2015?	Awaiting feedback from Havina
Focus groups	-as above under 'focus groups'			

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