

JCC BVM DEI Action Plan (2022/2023) - Final

Abbreviations

JCC = Jockey Club College of Veterinary Medicine and Life Sciences

BVM = Bachelor of Veterinary Medicine

DEI = Diversity, Equity and Inclusion

PH = Dept of Infectious Diseases and Public Health

VCS = Dept of Veterinary Clinical Sciences

CAHW = Centre for Animal Health and Welfare

CityU = City University of Hong Kong

1. Embedding a Culture of Diversity, Equity and Inclusion	
Action	Outcome
1.1 Ensure Diversity, Equity and Inclusion (DEI) underpins all decision making for the BVM Programme.	DEI has been added as a standing agenda item for all BVM, PH and VCS meetings. All committees have been encouraged to consider whether or not there is an impact on DEI for agenda items.
1.2 Appropriate department resources (e.g. staff time and funding) are allocated to support DEI activities. Also, see 3.7 below.	A BVM DEI Sub-committee was created in August 2022 and met for the first time in October 2022. There are currently 10 members. The sub-committee's role is to provide guidance and direction for the BVM on all matters related to DEI.

1.3 Require DEI training (e.g. unconscious bias) for key staff especially those involved in staffing and student (BVM and Masters) recruitment committees, and encourage similar DEI training for all other staff.	Key committee staff [e.g. staffing and student (BVM and Masters) recruitment] to carry out unconscious bias training within one year, and encourage all other staff to undergo similar training. Free training is available online and provided by the American Association of Veterinary Medical College (AAVMC).
1.4 Ensure gender and ethnicity balance in our seminar series (VCS, PH, CAHW).	Actively promote awareness of the need for Diversity among our guests who are invited to give seminars. For example, academic year 2022-2023, JCC Semester A. Seminars = 19, with 10 women and 9 men.
1.5 Ensure gender balance in BVM committees.	Review committee membership and implement changes in line with DEI commitments. This should consider gender balance within departments so as not to overload female colleagues where they are under-represented at a department level.
1.6 Lobby the University Senate, President and Provost's office to establish a University Level Diversity, Equity and Inclusion Committee.	DEI Chair to present a paper at senate to propose formation of such a committee, after a period of lobbying senior administration.
1.7 Review and revise the BVM DEI action plan at the end of each year.	Collect evidence for each Action that can be reviewed at the end of each year. Identify gaps in BVM DEI that can be implemented in future.
2. Commitment to Meeting Requirements of Diversity, Equity and Inclusion	
Action	Outcome
2.1 Increase awareness of DEI for all BVM staff and students.	BVM DEI Terms of Reference, BVM DEI sub-committee Minutes, and Action Plan are openly available on the JCC BVM DEI website, https://www.cityu.edu.hk/jcc/about-us/diversity-equity-and-inclusion BVM DEI awareness included in student induction for BVM Year 1 students.
2.2 Create JCC BVM DEI website and update on a regular basis.	BVM DEI website updated weekly and provides information on a range of activities, including sharing of good practice (DEI at JCC and CityU, DEI in Hong Kong, DEI in Veterinary Sciences, DEI more generally). BVM DEI website has the following main sections: Terms of Reference, Meeting Minutes, Further Information, Events and News.

2.3 Provide DEI updates that are actively delivered to staff and students via email using the Dean's Newsletter.	BVM Staff and student DEI updates are provided via the Dean's Newsletter, which is released every two weeks. BVM DEI Chair to provide the information and a select few links for the Newsletter. All staff and especially those on the BVM DEI sub-committee are encouraged to make suggestions on DEI updates via the Chair.
2.4 Increase celebration of success in JCC, BVM.	BVM Staff and student successes will be announced and celebrated during the year. Contributions to the Dean's Newsletter to be provided to highlight staff successes in Teaching, Research and Service.
3. Promoting a Culture of student and staff Diversity, Equity and Inclusion	
Action	Outcome
3.1 Implement regular DEI training and activities for BVM staff and students. Encourage staff to attend at least one DEI training event annually as part of CPD. Encourage greater awareness of DEI issues among students.	Increased uptake of BVM DEI staff training (CityU, and external such as AAVMC) as part of Continuous Professional Development. DEI awareness is integrated as part of student orientation and BVM meetings. DEI awareness is promoted to the student-led Veterinary Medicine Society (VMS).
3.2 Promote disability awareness and provision for BVM staff and students.	Create a disability-specific BVM DEI team from the BVM DEI Sub-committee, in order to increase awareness of disabilities and the help available, for staff and students. CityU Student Development Services including Special Educational Needs (SEN) to be consulted for further advice. The team should explore how to assist with admissions and other disability-specific matters for staff and students.
3.3 Provide suitable space to enable returning mothers to express milk.	Review the breastfeeding room facilities on campus and monitor the booking situation. In addition, to the room in LAU, two new breastfeeding rooms in the LI building are in operation from October 2022. Request for a room near/ at TYB was proposed to the 'Welfare Committee for Non-Academic Staff' for discussion. The university responded that two more rooms are planned in YEUNG in 2023.

<p>3.4 Investigate the possibility of an Equal Pay Audit by CityU HR and discuss the implications of findings if it is carried out.</p>	<p>Discuss with CityU HR about the possibility of carrying out an equal pay audit for JCC, BVM staff.</p>
<p>3.5 Provide mechanisms for any individual to report concerns about DEI.</p>	<p>JCC BVM DEI website is being used to highlight one mechanism regarding DEI concerns. Text taken from website: "If any of our staff or students have concerns or questions related to DEI matters, please feel free to contact the Chair, or other members of the committee. Any correspondence that we receive will be treated as strictly confidential."</p> <p>New confidential email for students to provide anonymous feedback. BVM confidential feedback: vmfeedback@cityu.edu.hk. Emails sent to JCC Director of Veterinary Affairs and BVM Programme Leader.</p> <p>New anonymous staff survey to be launched in 2023.</p>
<p>3.6 Encourage all meetings and seminars to be held within core meeting hours (9am to 5 pm). Give at least one to two weeks' notice for events or meetings that cannot be held within core meeting hours.</p>	<p>Raise awareness of core meeting hours (9 am to 5 pm) among BVM staff and students. Staff and other meetings to be held within core meeting hours as much as possible.</p>
<p>3.7 JCC BVM to host at least one paid (Honorarium) guest DEI seminar per year.</p>	<p>One guest JCC BVM DEI seminar to be held each year. For example, Sep 14th, 2022, seminar by Dr Christine Thurania-McKeever (Vice-Principal, Royal Veterinary College, University of London).</p>
<p>3.8. Promote the communication and internal collaborations among JCC BVM colleagues to foster engagement and belongingness.</p>	<p>Establish improved and more structured mentoring between senior and more junior JCC BVM staff, and promote knowledge sharing between different research groups via relevant committees.</p>
<p>3.9. Conduct exit interviews in order to assess why staff leave JCC, BVM.</p>	<p>Exit interviews to be conducted and anonymised so that reasons for leaving can be reviewed.</p>
<p>3.10 Raise awareness and understanding of major cultural and religious events during the year.</p>	<p>Short articles written for the Dean's Newsletter, to briefly explain the origins, what various events mean for staff, and how they might affect ways of working (e.g. Lunar New Year, Ramadan, Easter). Articles can be written by inviting JCC BVM DEI sub-committee members, or any other staff.</p>