

JCC DEI Action Plan (2023/2024)

Abbreviations

JCC = Jockey Club College of Veterinary Medicine and Life Sciences

CityU = City University of Hong Kong

DEI = Diversity, Equity and Inclusion

BMS = Dept of Biomedical Sciences

NS = Dept of Neuroscience

PH = Dept of Infectious Diseases and Public Health

VCS = Dept of Veterinary Clinical Sciences

BVM = Bachelor of Veterinary Medicine

CAHW = Centre for Animal Health and Welfare

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 added as a standing agenda item for all BVM, BMS, NS, PH, 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 new JCC DEI Committee was created in November 2023, taking over from the previous JCC BVM Sub-Committee. The DEI Committee composition will include at least 8 members from diverse communities, representative of JCC, with an equivalent or nearly equivalent number of male and female members. The Committee's role is to provide guidance and direction for JCC 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 (e.g. BVM, other undergraduates, and Masters) recruitment committees, and encourage similar DEI training for all other staff.	Key committee staff [e.g. staff and student 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 across JCC seminars.	Actively promote awareness of the need for Diversity among our guests who are invited to give seminars.
1.5 Ensure gender balance in JCC 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 Monitor undergraduate student recruitment with a view to optimising DEI for JCC undergraduate admissions.	Undergraduate student admission teams to review procedures so that they are in line with DEI commitments.
1.7 Monitor postgraduate (MSc, PhD) student recruitment with a view to optimising DEI for JCC postgraduate admissions.	Postgraduate student admission teams to review procedures so that they are in line with DEI commitments.
1.8 Lobby the University Senate, President and Provost's office to establish a university-level Diversity, Equity and Inclusion Committee.	DEI Chair to discuss with senate and/or senate welfare committee in order to propose formation of such a committee, after a period of lobbying senior administration.
1.9 Review and revise the JCC 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 JCC 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 JCC staff and students.	JCC DEI Terms of Reference, JCC DEI Committee Minutes, and Action Plan are openly available on the JCC DEI website, https://www.cityu.edu.hk/jcc/about-us/diversity-equity-and-inclusion JCC DEI awareness included in student induction for all JCC Year 1 students.
2.2 Create JCC DEI website and update on a regular basis.	JCC 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). JCC DEI website has the following main sections: DEI (main page), DEI News, CityU DEI Training/Support, DEI Events, DEI Resources.

2.3 Provide DEI updates that are actively delivered to staff and students via email using the Dean's Newsletter.	JCC Staff and student DEI updates are provided via the Dean's Newsletter, which is released every two weeks. All staff and especially those on the DEI Committee are encouraged to make suggestions on DEI updates via the Chair.
2.4 Increase celebration of success in JCC.	JCC 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 JCC staff and students. Encourage staff to attend at least one DEI training event annually as part of Continuous Professional Development (CPD). Encourage greater awareness of DEI issues among students.	Increased uptake of JCC DEI staff training (CityU, and external such as AAVMC) as part of CPD. DEI awareness is integrated as part of JCC student orientation and JCC meetings. DEI awareness promoted to the student-led BVM Veterinary Medicine Society (VMS).
3.2 Promote disability awareness and provision for JCC staff and students.	Create a disability-specific DEI team from the JCC DEI 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 with additional space provided in 2023.
3.4 Investigate the possibility of an Equal Pay Audit by CityU HR and discuss the implications of findings if it is carried out.	Discuss with CityU HR about the possibility of carrying out an equal pay audit for JCC staff.
3.5 Provide mechanisms for any individual to report concerns about DEI.	JCC 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

	<p>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. confidential feedback: vmfeedback@cityu.edu.hk. Emails sent to JCC Director of Veterinary Affairs and BVM Programme Leader. Additional confidential feedback email addresses to be provided by other JCC departments (BMS, NS).</p> <p>Confidential staff survey to be repeated in 2024.</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.	Raise awareness of core meeting hours (9 am to 5 pm) among JCC staff and students. Staff and other meetings to be held within core meeting hours as much as possible.
3.7 JCC to host at least one DEI seminar or training session per semester (two per year). If necessary, one of these can be paid via an Honorarium.	Aim to have one DEI seminar or training session per semester.
3.8. Promote the communication and internal collaborations among JCC colleagues to foster engagement and belongingness.	Establish improved and more structured mentoring between senior and more junior JCC staff, and promote knowledge sharing between different research groups via relevant committees.
3.9. Conduct exit interviews in order to assess why staff leave JCC.	Exit interviews to be conducted and anonymised so that reasons for leaving can be reviewed.
3.10 Raise awareness and understanding of major cultural and religious events during the year.	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 DEI Committee members, or any other staff.