

**CITY UNIVERSITY OF HONG KONG**  
**JOCKEY CLUB COLLEGE OF VETERINARY MEDICINE AND LIFE SCIENCES**  
**BVM**  
**DIVERSITY, EQUITY AND INCLUSION SUB-COMMITTEE**

**3rd Meeting - Minutes (2022-23)**

Date: 12 April 2023

Time: 1pm – 2 pm

Venue: Room G02, G/F, Block 2, To Yuen Building & via Zoom  
<https://cityu.zoom.us/j/92200920432> (ID 922 0092 0432)

Present

<b>Chair:</b>	Dr. Alan McELLIGOTT	Associate Professor (PH)
<b>Members:</b>	Prof. Vanessa BARRS	Acting Dean and BOCHK Professor of Veterinary Medicine (JCC)
	Dr. Pawel BECZKOWSKI	Assistant Dean and Director of Veterinary Affairs (JCC)
	Dr. Kwan Ting, CHOW	Assistant Professor (BMS)
	Dr. Cherry LEE	Scientific Officer (JCC)
	Prof. Olivier SPARAGANO	Acting Head and Professor (PH)
	Ms. Devika SURESH	BVM student
<b>Apologies:</b>	Dr. Wenlong CAI	Assistant Professor (PH)
	Mr. Khizar HAYAT	Early Career Researcher Representative
	Mr. Darrian LEUNG	BVM student
	Dr. Rebecca PARKES	Assistant Professor (VCS)

Item #		Assigned to
<b>Welcome New Sub-Committee Member</b>		
M1	<ol style="list-style-type: none"> <li>1. The Chair welcomed and invited Dr. CHOW to give a self-introduction.</li> <li>2. Dr. CHOW gave a short self-introduction to all Sub-Committee members.</li> </ol>	
<b>Review Agreed Action from the Meeting 2 Minutes</b>		
M2	<ol style="list-style-type: none"> <li>1. The Sub-Committee reviewed the agreed actions from the meeting 2 minutes.</li> <li>2. The Sub-Committee discussed and agreed that line managers should remind all the staff to put their “out of office” details in email signatures and encourage them to have the flexibility to not reply to emails during their annual leave.</li> </ol>	
<b>Report from Early Career Researcher Rep</b>		
M3	<ol style="list-style-type: none"> <li>1. Topic moved to the next JCC BVM DEI meeting.</li> </ol>	
<b>Report from BVM Student Reps</b>		
M4	<ol style="list-style-type: none"> <li>1. Ms. SURESH reported that local students get more scholarship opportunities than international students.</li> <li>2. Prof. BARRS explained to Ms. SURESH that JCC does not control conditions of scholarships, but that there are multiple different scholarship offerings and the BVM programme office provides support for students seeking information about scholarship opportunities.</li> <li>3. Prof. BECZKOWSKI explained that scholarship information is available on the intranet <a href="https://www.cityu.edu.hk/admissions/scholarship">https://www.cityu.edu.hk/admissions/scholarship</a> .</li> <li>4. After the formal meeting ended, Ms. SURESH asked if the DEI training workshop by Mr. Richard Shah could be repeated in the coming academic year for all BVM cohorts. This can be discussed at the next JCC BVM DEI meeting.</li> </ol>	
<b>Update on DEI Training for Recruitment Staff</b>		

M5	<ol style="list-style-type: none"> <li>1. The Chair reported that he will contact Dr. Ming regarding the Master program recruitment staff having some unconscious bias training in the next six months. Two staff are involved in MSc recruitment.</li> <li>2. The Sub-Committee discussed the possibility that all staff involved with staff and student recruitment should get unconscious bias training or some form of DEI training by the end of 2023.</li> </ol> <p><u>ACTION:</u></p> <ol style="list-style-type: none"> <li>1. Prof. BARRS will support Department Heads to encourage all BVM staff involved in staff and student recruitment (admissions) to attend unconscious bias training.</li> </ol>	<p>Dr. Alan McELLIGOTT</p> <p>Dr. Alan McELLIGOTT to remind staff at next PH staff meeting.</p> <p>Prof. Vanessa BARRS</p>
<b>Seminar Speakers – Gender and Ethnicity Balance in Sem B 22/23 Seminar</b>		
M6	<ol style="list-style-type: none"> <li>1. The Chair reported that the gender balance for JCC guest seminar speakers in semester B was 5 men and 6 women.</li> <li>2. The Sub-Committee discussed and agreed that the ethnicity of speakers will be recorded from 23/24. This will be on a voluntary basis for guests, and only for JCC BVM DEI records.</li> <li>3. The Chair reported that he invited Prof. Lisa Greenhill from The American Association of Veterinary Medical Colleges (AAVMC) to provide a DEI seminar for the next semester A (23/24). The date is to be confirmed. <a href="https://www.linkedin.com/in/lisa-greenhill-6717783/">https://www.linkedin.com/in/lisa-greenhill-6717783/</a></li> <li>4. The Chair discussed with the Sub-Committee to invite another senior UK academic to provide a DEI seminar for the next semester B (23/24).</li> </ol>	
<b>The Asian Association of Vet Schools (AAVS)</b>		
M7	<ol style="list-style-type: none"> <li>1. The Chair reported that he attended a DEI meeting of the Asian Association of Vet Schools (AAVS) on 28 March 2023.</li> <li>2. The Chair reported that the AAVS is planning an afternoon online seminar for the second half of this year. The Chair will circulate this information once AAVS confirms the date and time.</li> </ol>	
<b>Monitoring JCC BVM DEI Action Plan Progress</b>		
M8	<ol style="list-style-type: none"> <li>1. The Chair reviewed JCC BVM DEI Action Plan item 1.6 (Lobby the University Senate, President, and Provost’s office to establish a University Level Diversity, Equity, and Inclusion Committee) and mentioned he will discuss it at a later stage with Prof. BARRS and Prof. SPARAGANO.</li> </ol>	

	<p>2. The Chair reported that the Dean’s Newsletter is only delivered to JCC staff, but not all BVM students (Action Plan item 2.3). He requested that the Dean’s Newsletter be sent to all postdocs, Ph.D. students, Masters students, and BVM undergraduates. Prof BARRS stated that this had been previously agreed.</p> <p>3. The Chair indicated to the Sub-Committee that he will monitor the JCC BVM DEI Action Plan progress over the following months.</p> <p><u>ACTION:</u></p> <p>1. Follow up with Danny Wong about delivering the Dean’s Newsletter to all JCC staffs and all postdocs, PhDs, Masters, and undergraduate students.</p>	<p>Dr. Alan McELLIGOTT</p>
<p><b>Nursing Mother Space</b></p>		
<p>M9</p>	<p>1. Dr. LEE reported that regarding the Staff Welfare Committee meeting in early February, two more new breastfeeding rooms in AC1 are expected to be available in early 2023. However, the exact date is unknown at this stage.</p> <p>2. Dr. LEE reported that there is a total of three breastfeeding rooms that can be booked in AC3 and AC2 currently. A breastfeeding room is located in AC3, and two breastfeeding rooms are in AC2. In addition, another two rooms are planned in Jockey Club Tower.</p> <p>3. Dr. LEE is monitoring the usage of the current three breastfeeding rooms. She reported that although one of the rooms is almost fully reserved, the other two breastfeeding rooms should be available for nursing mothers’ needs.</p> <p><u>ACTION:</u></p> <p>1. Follow up on the accurate available date and the location of two new breastfeeding rooms in AC1.</p>	<p>Dr. Cherry LEE</p>
<p><b>Update on Ablution Space</b></p>		
<p>M10</p>	<p>1. Topic moved to the next JCC BVM DEI meeting.</p>	
<p><b>Disability-Specific BVM DEI Team</b></p>		

M11	<ol style="list-style-type: none"> <li>1. Prof. SPARAGANO reported that Dr. CAI will assist the Disability-Specific Team, and the Student Development Service (SDS) team would provide advisers who handle issues relating to Special Educational Needs (SEN) students.</li> <li>2. Prof. SPARAGANO reported that he would like more volunteers from the JCC BVM DEI Sub-Committee to join the Disability-Specific BVM DEI Team. He requested approval to contact and invite the BVM SEN students to join the Disability-Specific BVM DEI Team as a Sub-Committee.</li> <li>3. The Sub-Committee approved the request by Prof. SPARAGANO to contact and invite the BVM SEN students to join the Disability-Specific BVM DEI Team.</li> <li>4. Dr. BECZKOWSKI suggested that the Disability-Specific BVM DEI Team can refer to the guidance provided by the Royal College of Veterinary Surgeons (RCVS) and refer to the UK Higher Education Occupational Physicians/Practitioners (HEOPS) for medical fitness standards.</li> <li>5. Prof. SPARAGANO reported that on the JCC Strategic Planning Day, the college asked that course leaders should be aware of the SEN students in the classes. SDS has provided a report on support mechanisms (like extended examination time or special room arrangement) for SEN students. However, the report lacks guidelines or advice on Faculty teaching methods and how Faculty can best meet different SEN students' needs or special considerations, and he needs some advice.</li> <li>6. Dr. BECZKOWSKI shared the Expert Educators Seminar Series (EESS), which is helpful for Faculty to establish an inclusive learning environment, especially for understanding SEN student needs and conditions. The Sub-Committee agreed to share these related seminars or events with all Faculty involved in teaching duty and release them on the JCC BVM DEI website <a href="https://www.cityu.edu.hk/jcc/about-us/diversity-equity-and-inclusion">https://www.cityu.edu.hk/jcc/about-us/diversity-equity-and-inclusion</a></li> </ol>	
<b>CityU Professional and Personal Development</b>		
M12	<ol style="list-style-type: none"> <li>1. Prof. SPARAGANO reported that the professional and personal staff development provided by the Human Resources Office (HRO) is operating well, but most of the events or training are being conducted in Cantonese, e.g., the nursing mothers' workshop.</li> <li>2. Prof. SPARAGANO reported that HRO decided to recruit English-speaking trainers (there are six English-speakers out of twelve). However, he expects that all English-speaking staff should have equal opportunities for professional and personal development since the official teaching language of the university is English.</li> </ol>	

	<p>3. The Sub-Committee discussed the possibility of providing a wish list to HRO to conduct more professional and personal staff development events in English.</p> <p>4. The Sub-Committee discussed the possibility of cooperating with HRO to organize unconscious bias training and would like to discuss with HRO about conducting it in a more reasonable time zone that could allow more staff members or students to have the training (Note: the previous unconscious bias training was usually conducted during USA working hours, by AAVMC, <a href="https://www.aavmc.org/">https://www.aavmc.org/</a>).</p> <p>5. Prof. BARRS suggested that we consult with the American Association of Veterinary Medical Colleges (AAVMC) to provide further unconscious bias training sessions to JCC.</p> <p><u>ACTION:</u></p> <p>1. Discuss with AAVMC and AAVS about organizing unconscious bias training.</p> <p>2. Discuss and cooperate with AAVMC and the principal of BVM recruitment team group training to source a possible time slot to organize unconscious bias training.</p>	Dr. Alan McELLIGOTT
<b>JCC BVM DEI Website</b>		
M13	<p>1. The Chair asked for all Sub-Committee members to share information related to the DEI, and he will get it added to the JCC BVM DEI website.</p> <p>2. The Sub-Committee discussed potential future short article topics related to major cultural and religious events during the year—for example, Diwali and Songkran. In June, we will post an article on the JCC BVM DEI website for PRIDE month.</p>	
<b>Any other business</b>		
M14	<p>1. Prof. SPARAGANO asked if an annual DEI event related to multi-nationality or ethnic events to celebrate different cultures (for instance, sharing different foods and dresses) could be held by JCC BVM DEI Sub-Committee. This can be discussed at the next JCC BVM DEI meeting.</p>	
M15	<p>1. The meeting was finished about 1:45 pm.</p>	
<b>Date and Time of Next Meeting</b>		

M16	1. The Sub-Committee agreed that the next meeting would be held the week after the RCVS accreditation.	The next JCC BVM DEI meeting (hybrid meeting) will be held on June 20, 2023 (Tue) from 1 pm to 2 pm.
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