

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

6th Meeting - Minutes

Date: 20 December 2023 (Tuesday)
Time: 3 p.m. – 4 p.m.
Venue: Room 1B-503, 5/F, Block 1, To Yuen Building & via Zoom
<https://cityu.zoom.us/j/97586246389> (ID: 975 8624 6389)

Present

Chair and Members

Professor Alan McELLIGOTT (Chair)
Professor Pawel BECZKOWSKI
Professor CAI Wenlong
Professor CHOW Kwan Ting
Professor Priscilla GERBER
Professor Eloi GUARNIERI
Mr. Khizar HAYAT (Early Career Researcher Representative)
Ms. Devika SURESH, BVM student representative (JCC)

Secretary:

Mr. Gary LEE
Supervisory Executive Officer (JCC)

Apologies:

Professor Vanessa BARRS
Dr. Cherry LEE
Mr. Richard SHAN

Item #		Assigned to
Apologies		
M1	<ol style="list-style-type: none"> 1. The Chair welcomed all Members to the 6th Meeting of DEI Sub-Committee. 2. Three members including Dean BARRS, Dr. LEE and Mr. SHAN were unable to join the Sub-Committee meeting. 3. The Chair, on behalf of Sub-Committee, expressed appreciation to Mr. HAYAT for all his super engaged, dedicated contribution and enthusiasm supporting the Sub-Committee and promoting DEI amongst the PhDs and other ECRs. 	
Review Agreed Action from the last Meeting Minutes		
M2	<ol style="list-style-type: none"> 1. The Subcommittee reviewed the agreed actions from the minutes of the 6th meeting. 2. Followed with the last meeting, training could be mandatory to students. 3. To provide more training, DEI has training coming up in March 2024 about cultural sensitivity. 4. For a recent field trip, giving a set of instructions asking students to self-identify from the not English speakers, high speed power-point presentation and the whole English translation were not properly set up. Also, the senior staff at the fieldtrip site (HK fruit and veg market) chose not to speak English to the students even though they could. There should be some clearer guidelines about how that should be done more discreetly and provision of English translation on field trips. And, In future, Scientific Officer and Clinical Educator could introduce themselves as the regular Vets to the students. 	
DEI Committee Change, including new Terms of Reference		
M3	<ol style="list-style-type: none"> 1. The new terms of reference was shared to all Committee Members. 	
Review of 2022/2023 Action Plan		
M4	<ol style="list-style-type: none"> 1. The 2022/2023 action plan had mostly been implemented and circulated. 2. Training for both semesters was all about raising awareness. 	

	3. The review would go online and be open to everybody.	
Review and Approval of 2023/2024 Action Plan		
M5	<ol style="list-style-type: none"> 1. The membership would be expanding to include the BMS and NS faculty representatives. 2. To optimizing DEI, both undergraduate and postgraduate student recruitment need to be monitored. 	
DEI and JCC Seminars		
M6	<ol style="list-style-type: none"> 1. JCC would host at least one DEI seminar or training session per semester per year if necessary. 2. Data (gender ratio) was found that only PH and VCS were quite balanced (50/50). 	
DEI Training Update		
M7	<ol style="list-style-type: none"> 1. It was reported that Mr. SHAH ran unconscious bias training at the first three weeks of the semester while it was overall low turnout for showing up 67 students that was still a great start. Mr. SHAH and Prof LOUBIERE to provide the cultural competency training for the next semester. 2. On 8 February 2024 (Thursday), DEI seminar would be conducted by Professor Jayne HOPE, the Roslin Institute – Athena Swan Gold. 3. On 7 March 2024 (Thursday), DEI training would be conducted by Equal Opportunities Commission. 4. Training scopes would propose to include minorities, ally ship and culture workplace. 	
Report from Early Career Researcher Rep		
M8	<ol style="list-style-type: none"> 1. Mr. HAYAT indicated that DEI seminar for ECR on 6 December 2023 was very low (8 attendees, and no BMS or NS). 2. Mr. HAYAT proposed Miss George HODGSON, PhD candidate of PH to be the new ECR Rep. 3. DEI had spoken to the two postgraduate representatives: one of them was from PH and on is the postgraduate committee for the entire JCC about better doing their postgraduate. 	

Report from BVM Student Reps		
M9	<ol style="list-style-type: none"> Ms. SURESH would propose one year 1 student to be the DEI rep. As Ms. SURESH reported a complaint from the students about EMS grouping, Professor BECZKOWSKI would suggest to put in place more formal guidelines that will adhere in order to ensure international mix of students on the EMS. 	
Tenure and DEI		
M10	<ol style="list-style-type: none"> As expressed by Professor CHOW, there were no any guidelines that came up. It was expected that HRO should provide clear guidelines and protocols on how to work in future. 	
Disability & DEI Update		
M11	<ol style="list-style-type: none"> Professor CAI shared a case about one Postdoc having the anxiety with high pressure. Using/accessing counselling from the Student Development Office/Career Centre, University General Practitioner (GP) for medical treatment and insurance were discussed. 	
Faculty-student Communications		
M12	<ol style="list-style-type: none"> Topic moved to the next JCC BVM DEI meeting. 	
Guidance on Religious Clothing and Beliefs (RCVS)		
M13	<ol style="list-style-type: none"> Professor BECZKOWSKI confirmed that JCC would use the document as a guideline and JCC had the guidelines to put them on the staff and student internet to promote its content amongst staff and student body. 	
Any other business		
M14	<ol style="list-style-type: none"> There was no any other business. 	
M15	<ol style="list-style-type: none"> The meeting was finished around 4 p.m. 	
Date and Time of Next Meeting		

M13	<ol style="list-style-type: none">1. Date of the next meeting will be announced in due course.2. The next JCC BVM DEI 7th meeting (hybrid meeting) will be held on 25 March 2024.	
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