**ANNUAL REPORT ON INCLUSION & EQUITY SURVEY TEMPLATE**

This survey is designed to gather information about activities, courses, and/or programs you’ve directed, initiated, or planned over the past academic year (2020-21) that contribute to the college’s efforts to foster a diverse, inclusive environment. Although these contributions are just one measure of our commitment to embracing difference, and to living according to our values, this work cannot be done alone. It is only if we work together as a community that we can get advance this work and draw closer to becoming a place that is open and welcoming to all.

There are five areas for you to consider: Professional Development, Communication, External Community, Recruiting, Retention and Support, and Curriculum and Teaching.

A template is provided in this document to gather your information before final submission in Qualtrics.

**Professional Development**

“Training” is essential for faculty and staff, but the use of this narrow term suggests that diversity issues are easily understood, and easily solved. We recognize that these issues are large, and trans-generational, so that to change an institution, and to help change society, we must continually challenge ourselves to learn more, to see from other perspectives, and to engage in meaningful and at times uncomfortable conversations with one another. By normalizing this learning experience—this conversation—we hope to lower the barriers to achievement of our broader diversity goals. This professional development will affect our ability to interact with students, but also help us structure similar development opportunities for students, such as for residence life staff, campus tour guides, and student leaders generally.

**Communication**

We must regularly document and communicate our goals and our accomplishments relating to creating an inclusive, diverse campus. It is too easy to focus on inevitable shortcomings and believe that “nothing ever changes.” Therefore, it is critical that we remind ourselves of our forward progress, update our goals, and tell our story to ourselves on a regular basis. Equally important, we must tell that story to the outside world so that we are seen by prospective community members and peers in higher education as a model of an inclusive campus.

**External Community**

As an institution located in the town of Collegeville, we are part of a neighborhood and are thus members of the larger community. While we offer programs and activities that draw members of the community to campus, we recognize our own need to go beyond the campus to take advantage of the different services provided by the businesses and organizations in the area. In short, we are mutually dependent on each other, which suggests that actions taken on the campus will likely impact those beyond our campus and vice versa. Thus the work of creating a more inclusive environment should, where appropriate, involve elements that extend beyond the borders of our campus.

**Recruiting, Retention, and Support (Students, or Faculty/ Staff)**

None of these goals is possible without a diverse group on campus to begin with. It is essential that we work to recruit a wide range of students, faculty, and staff. This recruiting is made easier and more meaningful when we recognize that a diverse community on campus allows us to better prepare our students for a diverse world after Ursinus. In other words, recruiting a diverse campus is not an “add-on” that competes with selecting “the best individual,” but we cannot have “the best campus” unless we recruit a diverse range of community members. Diversity itself is an asset to be recruited. Although we must be attentive to expanding the diversity of voices and representation on our campus, we must be equally attentive to retention efforts. If we are committed to creating a welcoming environment for all, then we must provide the necessary support, resources, and services to meet the needs of all constituents, particularly those who often feel marginalized and disaffected.

**Curriculum and Teaching**

Inclusive practices in the classroom are critical to student success as it requires attention to what we teach (curriculum) and how we teach (pedagogy). In addition to developing courses that include diverse voices and perspectives, we must also develop assessment tools that enable students to demonstrate learning in a variety of ways. Incorporating diverse content, policies, teaching strategies, and assessment instruments in the curriculum gives us better opportunities to meet students where they are as learners and thinkers.

**Please use the template below to gather your thoughts before submitting the survey in Qualtrics. To report on multiple events, copy and paste this entire template on additional pages as needed.**

**1. Your name**

**2. Department, office, or group you represent**

**3. Please select all categories to which your activity or program relates. These five areas relate to the Strategic Plan on Inclusion. If you’d like to see all eight dimensions of the plan, please** [**click here.**](https://www.ursinus.edu/about/inclusion-at-ursinus/strategic-plan-for-inclusion/)

Professional Development

Communication

External Community

Recruiting, Retention, and Support (Students, or Faculty/ Staff)

Curriculum and Teaching

**4. Title of your activity, course, and/or program you directed, initiated, or planned.**

**5. The department(s), Institute(s), or group(s) that sponsored or hosted the event, as appropriate.**

**6. Please select the option that best reflects the frequency of your program or event.**

One-time event/program

Series of events/programs (within just one academic year)

Series of events/programs (conducted annually)

Change in policy or practice

Capital investment (i.e. addition free speech wall)

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7. When did this program or event first occur (month and year)?**

**8. Please briefly describe your activity/course/program.**

**9. Lastly, please briefly reflect on your event/program. What went well or didn’t go well? Was there adequate support? What suggestions do you have for next time, or other departments trying similar programs?**

**After collecting your information, please submit (copy and paste from this template) into Qualtrics using this link: https://ursinus.co1.qualtrics.com/jfe/form/SV\_5nmt2WhAmBe6lJY**