The initiatives outlined below are proposed to meet the following goals:

1. Improving the climate of inclusion in the Behavioral Neuroscience Department (BEHN), the Behavioral and Systems Neuroscience (BSN) graduate program, and at OHSU more broadly.
2. Strengthening the relationships among faculty, graduate students, postdoctoral fellows, and staff in BEHN and BSN.
3. Improving transparency and accountability with respect to both trainee and mentor evaluations.
4. Building partnerships with community-based organizations that support underrepresented minority (URM) groups in science at the local and national levels.
5. Increasing recruitment and strengthening retention of URM trainees, staff and faculty.

INITIATIVE 1: Establish and maintain a Diversity Committee

A. Membership
   - This committee will always strive to contain diverse representation (e.g., position, ethnicity, gender) of graduate students, postdoctoral fellows and faculty members and thus be able to collectively troubleshoot and generate actionable solutions for individuals and work toward systemic change in BEHN and BSN.
   - Allowing individuals at all career stages a seat at the table will foster a department and graduate program environment of inclusion.

B. Charge
   - To assist the BEHN chair and administrator with department-led and/or SoM-led diversity initiatives and SoM-required Diversity Action Plan Assessment.
   - This independent committee will interact with other departmental committees and aspects of departmental and graduate program function to ensure that BEHN and BSN are inclusive environments.
   - To organize events centered around continued DEI (diversity, equity & inclusion) training for faculty, staff, and trainees.
   - Develop a webpage that highlights DEI training and Diversity Committee activities.
   - Expected to report at monthly faculty meetings on progress in diversity/anti-racism efforts.
   - Provide a safe space for individuals to bring non-reportable issues. This committee will serve as a forum where individuals of all career stages can anonymously voice concerns with all or part of the committee.
   - The committee follows OHSU’s Code of Conduct, and the faculty members are obliged to report any suspicions or claims of racial discrimination, harassment, abuse, and/or retaliation to AAEO. The committee will advise the individual if the individual is unsure whether the suspicions or claims need to be reported and offer necessary support. The individuals’ confidentiality will be our highest priority to protect against retaliation.
   - The committee will keep track of concerns that are brought to them, so that the climate of inclusion in the department and graduate program can be improved in the future.
   - Build a stronger more-inclusive departmental community: Departmental lunches, happy hours, and similar activities will be incorporated throughout the year with the sole purpose of fostering interactions between trainees, staff, and faculty in a relaxed social setting.

C. Transparency and accountability
   - Notes from every Diversity Committee meeting of non-confidential items will be made available to each member of BEHN and BSN to ensure our actions are transparent.
   - We encourage other committees to include trainee membership and to document and share non-confidential meeting notes in a timely manner to facilitate and increase transparency and accountability at a departmental and graduate program level.
   - An exit survey will be offered to any individual leaving BEHN or BSN. Mentors of trainees who leave also will be surveyed. These surveys will be different from the exit interviews that are conducted by HR.
• These data will be critical in identifying areas in which the department excels and falls short to ensure that trainees have a safe space. These data will be archived, and non-confidential data will be made available in the annual diversity report.

D. Terms for Diversity Committee members:

• Two year terms – but initial group of committee members will have staggered terms (with half serving one year) to allow for exchange of information as new committee members come on board.
• New members will be decided upon following: a request for nominations (self or otherwise), vote from the appropriate body, and announcement of the new member.

INITIATIVE 2: Establish an anti-racism/anti-discrimination curriculum

A. Curriculum embedded in coursework and retreat

• An anti-racism/anti-discrimination curriculum will be developed. In addition to the course on “Promoting anti-racism in higher education,” there will be periodic sessions on topics such as microaggressions, unconscious bias training, active bystander training, and two-way mentoring. Some of the topics will be available through CDI (Center for Diversity and Inclusion).
• Work with other departments or schools/affiliated units to bring in seminar speakers with anti-racism expertise.
• Adhere to the Ground Rules for Respectful Communication in order to facilitate the necessary safe spaces needed to broach difficult topics that may be emotionally charged in the presence of polarized perspectives.
• Feedback on curriculum will be collected to assess efficacy and discussed in annual reports.

B. Promote mentorship and anti-racism trainings, discussions, town halls, seminars, etc.

• Highlight information on Diversity Committee webpage; take advantage of existing mentoring courses (e.g., SoM Mentorship Academy based on CIMER training) and anti-racism training.
• Faculty involvement with outreach, anti-racism/DEI, and mentorship training will become an explicit section on faculty evaluations with the understanding that this information is critical for improving upon departmental retention of URM trainees and faculty, as well as the overall departmental climate.
• Faculty involvement in anti-racism trainings and DEI professional development activities will be included on the Diversity Committee webpage.

C. Graduate Program Admissions and Retention

• The diversity committee will work closely with the admissions committee to increase recruitment of diverse students; recommend that members of admissions committee undergo unconscious bias training prior to the review of applications.
• The diversity committee will assemble and analyze admission data, which will be included in the diversity report. Exit surveys will be conducted upon request of all individuals at their time of exit from the program. Data from these surveys, together with admission data, will be assembled and analyzed. These data are necessary to understand and improve upon departmental retention of URM trainees and faculty, and overall department climate.
• Identify the URM s that left the program without completing milestones, contact them, and send them the exit survey questions. Strategically focus on addressing the issues that cause people to leave. Send exit survey questions to non-URM graduates and post-docs that have left in the past 2 years, and compare the responses to the URM responses.
• These data will be archived, and non-confidential data will be made available in the annual diversity report.

D. Build Community Partnerships
• Encourage faculty, staff, students, and fellows to work together and form partnerships with other organizations like AVDS.
• Through these relationships, the department will better highlight ongoing seminars and opportunities to acquire anti-racism, anti-discrimination training.

INITIATIVE 3: Create a safe space for all trainees and staff, and increase recruitment/retention of URM trainees, staff, and faculty

A. Include the Ground Rules for Respectful Communication in course syllabi to emphasize that all individuals are to be treated with respect.

B. Offer Diversity Committee-sponsored conversations (virtually or in person) on topics, with the understanding that conversations occur in a safe space.

C. Work with the Graduate Program Director to provide all trainees with mentoring and support, not necessarily related to the training program, from an additional faculty member and/or post-doctoral fellow. This individual will not serve on the trainee’s evaluation committee to ensure unbiased support.

D. Continue URM representation in Departmental-invited seminars and ensure opportunities for trainees to meet with speakers; interact with BEHN seminar committee and obtain suggestions on potential speakers.

E. Request SoM support for efforts to target graduate student recruitment of URMs by providing training opportunities through summer internships and the OHSU Neuroscience Post-baccalaureate Initiative and by increasing presence at URM conferences such as ABRCMS (Annual Biomedical Research Conference for Minority Students), SACNAS (Society for Advancement of Chicanos/Hispanics & Native Americans in Science), and AISES (American Indian Science and Engineering Society). In order to really promote recruitment efforts, especially since there are no undergraduates at OHSU, building partnerships with community-based organizations that support URM groups in science at the local and national levels is key.

F. Circulate information in the Monday memo and on the Diversity Committee website to announce DEI and other funding opportunities for trainees and faculty, to highlight opportunities and accomplishments, and to provide information on Employee Resource Groups (through CDI) that foster employee growth and development while meeting needs of a diverse workforce.

G. Encourage continued BEHN involvement in the OFDIR (OHSU Fellowship for Diversity in Research) program to recruit and to assist with career development and retention of talented URM post-doctoral fellows and their transition to faculty positions.

H. Promote mentorship training through SoM Mentorship Academy and assignment of a faculty mentor to junior faculty.