

COLLEGE OF MEDICINE

EQUITY, DIVERSITY AND INCLUSION COMMITTEE

TERMS OF REFERENCE

July 2024

Purpose

The University of Saskatchewan's College of Medicine supports learners in urban, rural, and remote communities on Treaties 2, 4, 5, 6, 7, 8 and 10 and the homeland of the Métis Nation. The College of Medicine is committed to contributing to right relations through education that addresses the legacy and ongoing impacts of colonialism. This is accomplished through the promotion of reconciliation and by responding to the Truth and Reconciliation Commission's Calls to Action (2015). The College of Medicine is responsible for the coordination of action of across units to ensure that our organization is in compliance with various EDI standards, including but not limited to: CACMS Accreditation Standards on EDI, the University of Saskatchewan's Equity, Diversity, and Inclusion Policy, College of Medicine Strategic Plan, and is accountable to other subscribed commitments such as the Scarborough Charter, Saskatchewan Human Rights Legislation, etc.

The College of Medicine Equity Diversity and Inclusion (EDI) Committee is a group of interested College of Medicine members – faculty, staff, and learners – representing diverse backgrounds and experiences, willing to work together in supporting efforts to advance equity, diversity, and inclusion.

Data from the Diversity and Inclusion Working Group (DIWG) 2018/19 annual report and the CoM EDI Survey (2021) indicates there is more work to be done in uncovering where barriers to EDI lie, determining goals, and implementing actions to successfully address these. Quantitative and qualitative data sources (e.g. surveys, reports, frameworks, etc.) will be used by this committee to inform the development and implementation of strategies regarding human rights and discrimination.

This committee is responsible for advising the Vice-Dean Indigenous Health of the College of Medicine on EDI-related elements as they relate to the college's Strategic Plan, EDI Framework for Action, and University of Saskatchewan EDI Policy.

As a part of its advisory role to the Dean, the committee will:

- Be familiar with the USASK EDI Policy, College of Medicine Strategic Plan, and College of Medicine EDI Strategy.
- Inform the DSA in the development and monitoring of an EDI strategy
- Identify gaps, suggest initiatives, and encourage and champion the achievement of EDI goals in the college
- Increase awareness of EDI objectives, from the college wide EDI strategy, among faculty, staff, and students
- Review college-level EDI metrics annually, from the EDI strategy, and identify areas of concern and recommend actions

- Host targeted discussions and educational programming on EDI issues that affect the college
- Act as a liaison between other groups working in similar areas in the college and on campus to ensure collaboration and alignment (not duplication) of strategies
- Submit an annual progress report to the Dean

The CoM's EDI committee is composed of volunteers, thus its members are expected to act in an advisory capacity, informing the actions and initiatives pertinent to EDI. The leadership of the CoM is responsible for ensuring that EDI is prioritized, adequately resourced, and successfully implemented.

The Division of Social Accountability (DSA) will lead the development and monitoring of an EDI strategy and departmental EDI work.

Items that are not within the committee's scope:

- External advocacy on EDI issues as a representative of the college, though individual members are free to participate in advocacy independently as they see fit.
- Operational activities, although some members will have operational activities related to EDI goals

Composition

The Committee strives to achieve diverse membership on its committees and will consider this in appointment/invitation of committee members. Considerations will include representation from diverse demographic groups, range of students by year and type of learner, range of faculty by type of academic appointment, geographic location (rural/remote representation), as well as diverse representation of gender and sexual diversity, BIPOC (Black, Indigenous, and People of Color), and other equity seeking groups.

It is expected that the size, composition, and membership of this group will fluctuate as workloads allow. Annually, membership will be reviewed and opened up to interested parties.

Chair: One faculty member (appointed by the Vice-Dean Indigenous Health).

Membership is open to those interested but will include:

- Faculty members (up to X representatives)
- Staff members (up to X representatives)
- Learner members (up to X representatives, including undergraduate, graduate, and resident learners)
- Representation from other groups with EDI-related goals in the college (i.e., Indigenous Health Committee or Division of Indigenous Health, Division of Social Accountability, departmental EDI groups)

An administrator within the OVDIH office will provide meeting logistics and support. This person will be responsible for assisting the chairs with agenda setting, scheduling meetings, circulating meeting materials, minute taking, and maintaining committee records. Any action plans or related

documents, including meeting minutes, will be uploaded to a SharePoint website for all members of the College of Medicine to access.

Accountability

Committee Accountabilities

- Act in an advisory role to the Vice-Dean Indigenous Health, College of Medicine
- Provide an annual written report to the Vice-Dean Indigenous Health and the college community on EDI progress in the college.
- Senior administrator reports to the Vice-Dean Indigenous Health quarterly, or more frequently (as needed)

Member Accountabilities

- Adhere to USASK Equity, Diversity, and Inclusion policy (2020)
- Uphold the college's principles and values
- Acknowledge the differences of privilege and power between members and be self-aware of one's participation to ensure that all members participate equally.
- Contribute to a collaborative and informed dialogue that focuses on solutions.
- Recognize and value the contributions and perspectives of all members as they advance our EDI goals.
- Stay open to learning from diverse groups represented in the committee.
- Avoid taking discussions about systemic barriers and oppression as personal and develop awareness of the difference between comfort and safety.
- Be informed about the barriers and concerns that affect diverse groups in our college.
- Complete pre-work (if required) and come prepared to contribute to the discussion
- The committee functions in a consultative capacity and aims to be consensus-driven – this does not imply unanimous or majority agreement
- Summary minutes will be taken and shared with committee members for review

Commitment

- The Committee will meet at least four times per year.
- Additional meetings may be called by the chairs on their initiative, or at the request of any X members of the Committee.
- Annually, conduct an evaluation of the Committee, review its Terms of Reference and determine necessary revisions or recommendations.

Process

- Meetings will be scheduled by the chairs and support person
- Members can submit agenda items and related documentation to the Chairperson and support person no later than X days before the scheduled meeting

Terms of Reference originally approved, 2022