Finding a Starting Place Part II
Summarizing Your Findings on Equity Work Initiated by the Department

Instructions: After you have brainstormed and gathered information using the questions in the Gathering Information on Equity Work Already Begun, you will want to summarize this information for the Final Report and as a tool to help you consider next steps and goals. If you are the solo faculty member in your department, this will likely be a consolidation of your own answers to the questions. If you are a member of a larger department, you will need to combine the information you have gathered in a way that makes sense to you. The following guide will help you do this. You are encouraged to input this information directly into the Final Report.

Step 1: Decide how you will summarize the information for the reader.
There are a number of ways you could break down the information. However you choose, you will want to be specific and detailed so that you are able to use that information later on when developing future goals for the department. You would not need to mention who specifically has done a professional development training or a syllabus redesign, but it would be useful to know whenever possible how many faculty members have participated in various activities, what specific activities or types of activities faculty have attended, which courses have been worked on, what readings have been done, etc.

One way to do this might be to write a short paragraph for each of the main categories in which you describe with sufficient detail what work has been done. This could be especially useful for smaller departments.

You might choose to create a list of all activities and events faculty have participated in for each question. This could be useful for smaller departments.

If your department is larger, you may choose to categorize the different activities and record numbers for now many people have participated in various activities. For example:
--Attended LSC hosted CRP trainings: 4
--Completed system CRP course: 1
--Attended discipline-specific equity training: 3

Step 2: Analyze the Information.
Once you have decided how you will break down the information for a reader, you'll want to review your information and look for patterns. Are there areas where a lot of work has been started? Are there areas where you see opportunities for growth? Take some notes to yourself based on patterns you see.

Step 3: Disseminate the Information.
Finally, you will want to bring the information together as you decided in Step 1 in a way that can be presented in the Final Report. The following categories are listed exactly as they will be in the Final Report, so you should be able to copy/paste your entries here directly into the Report.

Prior to beginning the program:

What, if any, professional development and trainings have department members completed? What, if any, outside reading and/or research have department members completed?

How has student feedback been gathered and used by department members?

What, if any, course or materials redesign work have department members begun? What, if any, work has been done to combat racism within relevant standardized testing?

What, if any, work has been done by department members to affirm student identities and/or help make students of color feel like they belong?

Have department members completed any other discipline specific equity work that can be noted here?

Based on this initial review and your current understanding of equity work within education, what opportunities do you see for your department?