

Diversity, Equity & Inclusion (DEI) Monitoring Tool

Context

Why this monitoring tool?

	Rational aim (product)	Experiential aim (feeling)
Facilitator(s)	<ul style="list-style-type: none"> • Set at least one intention to improve the likelihood and quality of participation. • Record initial observations of participants and their perceived social identities. • Monitor the manner and frequency of participation among various marginalized groups. • Identify participation successes and opportunities for improvement. • Inform future design and implementation. 	<ul style="list-style-type: none"> • Raise facilitator consciousness about the effects of power and privilege on participation.
Participants	Fully engage with the content.	<ul style="list-style-type: none"> • Deepen participant trust of: <ul style="list-style-type: none"> ○ The facilitator(s). ○ Fellow participants.

Definitions of key terminology

Words can significantly impact our interaction with others – and the most generally accepted words and their definitions are constantly evolving. Regardless of our motive and intentions, the words we choose may harm or enhance dialogue. Consistently using inclusive language increases the likelihood that participants feel safe, which can lead to richer participation and engagement. While no resource is perfect or absolute, this guide on [The Language of Identity](#) is a good place to start in furthering your exposure to and understanding of key terms related to diversity, equity and inclusion.

BEFORE the session

What's one thing I've already experienced today?	What am I feeling right now?
What impact could this have on today's session?	
What's one intention I have to improve the likelihood and quality of participation in today's session?	

	Scan for the following perceived social identities and record your observations below:
Race	
Gender <i>(e.g., men/women, cisgender/transgender)</i>	
Physical ability <i>(e.g., mobility, hearing, sight)</i>	
Age/Experience <i>(e.g., young/elder adults, junior/mid-career/senior)</i>	
Other: <i>Choose and record a social identity you want to monitor.</i>	

Note: This monitoring tool, created by Krista Rowe and Aaron Wolowiec, is in draft form. Facilitators are encouraged to utilize this tool as a work in progress and to offer feedback for further refinement.

DURING the session

Who was called upon to answer a facilitator question?	Frequency of participation:	Manner/quality of participation:
• <i>People of color</i>		
• <i>Women</i>		
• <i>Transgender</i>		
• <i>People with a disability</i>		
• <i>Young adults/junior career</i>		
• <i>Other:</i>		
Who contributed to the session unprompted by the facilitator?	Frequency of participation:	Manner/quality of participation:
• <i>People of color</i>		
• <i>Women</i>		
• <i>Transgender</i>		
• <i>People with a disability</i>		
• <i>Young adults/junior career</i>		
• <i>Other:</i>		
Who took on a leadership role (e.g., group report, volunteer)?	Frequency of participation:	Manner/quality of participation:
• <i>People of color</i>		
• <i>Women</i>		
• <i>Transgender</i>		
• <i>People with a disability</i>		
• <i>Young adults/junior career</i>		
• <i>Other:</i>		

AFTER the session

What is one thing related to DEI I was mindful of as I was facilitating today? <i>[See: BEFORE the session]</i>
What is one thing I observed today (in the room/in the evaluations) related to DEI?
What is one gift/success related to DEI I experienced during today's session?
What is one challenge/opportunity related to DEI I experienced during today's session?
What were the effects of power and privilege on participation today?
What did I do today to create a more safe and trustworthy environment?
What is one thing related to DEI I intend to do differently the next time I facilitate?

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