

Concrete Actions You Can Take to Improve DEI

In your seminars/research groups/mentoring:

- Explicitly set ground-rules for interaction and have a moderator who will enforce the rules including (more info can be found on the Inclusive seminars document):
 - Do not interrupt. Raise your hand and wait to be called on to speak
 - Explain concepts and acronyms.
 - Be polite and constructive.
 - Avoid inside jokes
- Practice inclusive mentoring as outlined in the inclusive mentoring document. Also, make a written plan to support individual students using the guidelines. Record your actions according to the plan.
- Play the Microaggressions card game (<https://www.csteachingtips.org/cards>) with your research students

In your courses:

- Highlight prominent women, Latinx and Black computer scientists and their work.
- Change your practices in forming teams (also refer to inclusive groups document):
 - Do not allow students to choose their own groups
 - Never have only one member of an underrepresented group on a team
 - Have clear roles for each student. Consider assigning or swapping roles.
 - Explicitly set ground-rules for inclusive interaction
- Play the Teaching Practices card game (<https://www.csteachingtips.org/cards>) with your staff
- Add elements to normalize struggle and invite students to get help:
 - Share stories of when you struggled/didn't feel good enough
 - Tell students regularly that not understanding or struggling to understand is normal and expected
 - Remind students when office hours are, send them personal invitations
- Modify your course to foster collaboration, not competition:
 - Grade on an absolute scale. Do not curve (even up).
 - Encourage pair programming.
 - Facilitate formation of study groups.
- Get to know your students personally
 - Use their names and correct gender pronouns (share yours and ask for theirs)
 - Send congratulatory and encouraging emails to top, middle and weaker performers
 - Meet personally with every student once per quarter
- More can be found at Cynthia Lee's guide on "What can I do today to create a more inclusive community in CS" (available via a quick Google search)

For recruiting/outreach:

- Attend any or all of the following computing conferences focused on diversity:
 - National Center for Women & IT (May)
 - Tapia Celebration of Diversity in Computing (September)
 - Grace Hopper Celebration of Women in Computing (October)
 - oSTEM (November)
- Follow up and encourage students you meet to do more research and apply to grad school.
- Contact potential grad applicants from underrepresented groups in the fall. Encourage them to apply, and then admit them if at all possible, taking advantage of diversity fellowships.