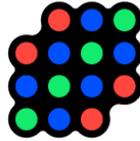


CIRTN-R2FIC EDI COMMITTEE MEETINGS

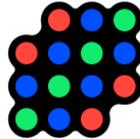
- **Date:** Thursday, November 18th, 2021
- **Time:** 9 AM PT | 10 AM MT | 11 AM CT | 12 PM ET
- **Location:** [Zoom virtual meeting](#)
- **Attendees:** Liz Rideout, Gareth Lim, Tamadher Alghamdi, Taylor Morriseau, and Tina Dafoe
- **Chaired by:** Liz Rideout
- **Minutes recorded by:** Tina Dafoe
- **Next meeting:** December 16th, 2021
- [Link to Google Doc agenda](#)

Meeting Minutes

- Membership updates:
 - Tina is pregnant and due in early April. She will be on maternity leave starting in April 2022 and will return around October 2023.
 - Tamadher has moved to Saudi Arabia to be with family and the December 2021 EDI Committee meeting will be her last.
 - The committee was encouraged to think of suitable candidates to fill these upcoming vacancies.
- The committee agreed that the participant responses from Liz and Gareth's EDI panel discussion should be made available online.
 - ★ **Action item:** Tina to post Gareth's slides from the panel discussion with the participant responses on the EDI webpage, as well as alongside the recorded session on the Journal Club page.
- Changes to network procedures regarding visual and hearing impairments were then discussed. Liz shared links regarding improving website readability for those with visual impairments.



- ★ Action item: Tina to send these recommendations to David (CIRTN-R2FIC website developer) to see if he can implement some of these changes.
- Tina found some recommendations to improve legibility for network presentations. The committee agreed that these should be collated and sent to all future Seminar Series and Journal Club presenters.
 - ★ Action item: Tina to compile these recommendations into a document and share it every time she books a Seminar Series speaker. She will also share it with the Journal Club volunteers so all future presenters receive these guidelines ahead of their presentation.
- Taylor found instructions for enabling live transcription of Zoom meetings to aid those with hearing impairments.
 - ★ Action item: Tina to trial this using the network Zoom account and report back next meeting.
- The self-identification survey was discussed and a response rate of 37% was calculated. The committee agreed to do one more strong push for participation before closing the survey.
 - ★ Action item: Tina to send out separate emails to PIs and trainees asking for participation by Tuesday, November 30th. The first email will go out on Friday, November 19th and the last-call email will go out on Monday, November 29th.
- The committee agreed to focus on the long-form EDI survey next meeting, with the aim of disseminating it in early 2022. After that, the focus will shift to creating a list of recommendations for best practices in network activities (e.g. hiring, giving out awards, event planning, etc.). Once the long-form EDI survey has been distributed, the committee will turn its attention to creating these lists.
 - ★ Action item: Liz to share four sets of best practice recommendations from her department as a jumping-off point.



- Based off a question from Erin Mulvihill regarding the CIRTN-R2FIC course, the committee discussed best practices in citations. Liz iterated the importance of fairly and equitably citing all relevant sources and listed pushing back on reference limits and publishing open-access (where there are no reference limits) as examples of ways to do this. The committee agreed that this would be a good item to include in the aforementioned future list of best practice recommendations.