

Come SAIL Away with Us: A Checklist for Supporting Actively Inclusive Leaders and Spaces across Your College Community

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Inclusive Spaces Checklist

Are you hoping to create a more inclusive environment? Keep these points in mind:

Welcoming Others to the Space

- Use correct names and pronouns in introductions and on an ongoing basis.
- Bring your whole self to work (connect with and build understanding of others through sharing experiences).
- Set group expectations to create a safe and brave space.
- Employ group expectations as a guide when a team member loses focus.
- Model respectful and inclusive speech and behavior.

Maintaining Inclusive Spaces

- Demonstrate your attention to and respect for people's diverse styles, needs, and experiences.
- Check in with your employees, coworkers, students, etc. often, and use their feedback to improve or enhance the environment.
- Do not assume that struggling group members will come to you; be approachable, but also be willing to approach them.
- Willingly and enthusiastically apply "Oops! Ouch! Educate" to all of your interactions.
- Keep employee, student, and community resources on hand and share them.
- Attend ally and other equity- and inclusion-focused trainings. Refresh your trainings at least every three to five years.
- When possible, post group expectations and other reflections of your commitment to equity and inclusion in your space (and even on yourself)!

Using Privilege for Good

- Do not shy away from challenging topics; instead, promote visibility. For example, teach or train on writers, educators, ideologies, etc. from people of various identity groups, and create spaces for dialogue among marginalized groups.
- Shut down negative comments or offensive language: period! Speak up for persons who are or may be disadvantaged.
- Have inclusive language on your syllabus or on the documents that represent your offices.
- Vary your activities, assignments, and examples so that they do not solely reflect ideals of a dominant group. For instance, avoid heteronormative language in your discussions, as well as examples that may privilege socioeconomically advantaged groups.
- Do not deny your own privileges; use them to further yourself as a safe space and continue to learn about privilege and power.

Resources

One of the many exciting aspects of equity and inclusion is that there is constantly new information available. It is important to stay up-to-date. Recommended resources include

- Robin Diangelo's *White Fragility: Why It's so Hard for White People to Talk about Racism*
- Allan G. Johnson's *Privilege, Power, and Difference*
- Ijeoma Oluo's *So You Want to Talk about Race*
- Derald Wing Sue's *Microaggressions in Everyday Life: Race, Gender, and Sexual Orientation*
- Derald Wing Sue's *Race Talk and the Conspiracy of Silence: Understanding Difficult Dialogues on Race*
- CCCD's Office of Equity, Inclusion, and Compliance's website
 - From www.cccd.edu, select (1) "Employees," (2) "Equity, Inclusion, and Compliance," (3) "Inclusion Resources."
 - There are many helpful resources under "Inclusion Resources," but if you click the "Faculty Resources" button, you will find two fantastic videos on microaggressions that may also be helpful for use with different constituents (students and faculty versus staff and managers).

Questions?

Please do not hesitate to contact me at smoore@gwc.cccd.edu.