**Organizing Your Data Video Script**

Hello. This video will help you understand how to transfer the data you will receive from DEI into your Diversity, Equity and Inclusion (DEI) Strategic Planning Guide.

Remember, make sure that you do NOT ask employees or students identity-related questions since it may bring about concerns of privacy and confidentiality.

Also, as noted in our previous video, you are not required to collect your unit’s data on your own. The Division of Diversity, Equity and Inclusion (DEI) will collect the data from Institutional Research (IR) and provide it to you. As soon as it is made available to us, we will forward the data to the unit leads. Please complete the “Submit Your Unit Information” link found on the DEI Strategic Plan website to indicate your unit lead’s information.

Once you receive your data, review to make sure that it corresponds to what is required to complete the charts in Part 6 of the DEI Strategic Planning Guide. Simply copy the data you receive into the charts of the guide.

In addition, you will need to review your climate study data. This will be both quantitative and qualitative data. You will receive your quantitative data from DEI at the beginning of the Fall semester and your full report, which will include qualitative data, by January 2022.

Also, please note DEI will not initially provide information for the student worker charts since you may already know this information. However, if you are completing the student worker chart and need assistance, please send the names of your student worker/s and their banner ID/s to Gina Campana, who will attain the information for you.

Once you receive your data, you may notice discrepancies (the data is inaccurate or has not been updated). In efforts to correct the data, please do not attempt to update any of the charts on your own and again, make sure that you do NOT ask your employees or students identity-related questions directly since it may infringe on their rights and bring about concerns of privacy and confidentiality. Instead, reach out to DEI. Please be specific as to what the discrepancies are when contacting DEI. DEI will then work with IR to confirm the data.

Once your charts are complete, please review, note and correct any disparities. For example, compare faculty to student populations and note anything that is disproportionate. Another and more specific example would be if there are 90% males in an area compared to 10% females. This is obviously disproportionate. Note any disparities you find and indicate how your unit will address them.

Thank you for watching this video and feel free to reach out to Dr. N. J. Akbar at nakbar@kent.edu or Gina Campana at gcampana@kent.edu in DEI for assistance.