### Participation and Reporting

- Attended SA Consultation Session
- Submitted a Progress Report

This unit will report on their progress to the community on March 16, 2021.

### Systemic Analysis Steps Utilized

<table>
<thead>
<tr>
<th>Process</th>
<th>Issues</th>
<th>Action Steps</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Process</strong></td>
<td>IRDS is a small office of 8 staff. Given our size, we've opted to have the entire staff participate in our systemic analysis, rather than a subgroup. This will help to ensure that everyone's voice is heard. We started the process by reviewing all 8 steps identified by OIA and discussing how each item relates to our work. We then determined that an appropriate first step for our office will be to develop a mission statement and a set of values that can incorporate our commitment to equity. No such statement currently exists, so we see this work as foundational and a requirement for us to be able to proceed to assessing the other steps. We are currently reviewing other mission statements from other offices and each staff member is tasked with identifying the core of &quot;what we do&quot; for use in collaborative discussion.</td>
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<tr>
<td><strong>Issues Identified</strong></td>
<td>We have no office mission or stated values. These are very much needed as the foundation by which we do our work.</td>
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<tr>
<td><strong>Action Steps</strong></td>
<td>We will collaboratively develop a mission and value statement</td>
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<tr>
<td><strong>Outcomes</strong></td>
<td>We will have a mission and value statement that will be posted on our website and will serve as the bedrock for future planning.</td>
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</tbody>
</table>

### Systemic Analysis Steps: Quick Reference

1. Listen to your team and constituents
2. Review infrastructure and policy
3. Review scope and content of programs
4. Evaluate structural diversity (data)
5. Analyze strategic partnerships
6. Evaluate vision/mission statement
7. Identify training needs
8. Accountability and Assessment

### D.E.I. Committee

- Christine Chavez: Senior Director of Institutional Research & Decision Support
- Sarah Yoshikawa, Ph.D.: Associate Director of Institutional Research
- Yuting Lin: Institutional Research Associate
- Amber Sánchez, Ph.D.: Institutional Research Associate
- Nadya Balabanova: Associate Director of Business Intelligence
- Michelle Castellanos, Ph.D.: Associate Director of Survey Research
- Alan Nong: Survey Research Associate

### Next Steps

In progress