CSE Diversity, Equity, and Inclusion Committee (DEIC)

Scope and Mission
Approved: September 14, 2021

CSE Mission

To serve editorial professionals in the sciences by creating a supportive network for career development, providing educational opportunities, and developing resources for identifying and implementing high-quality editorial practices.

Committee Rationale

CSE is a founding member of The Coalition for Diversity and Inclusion in Scholarly Communications (C4DISC), which seeks to discuss and address issues of diversity, equity, and inclusion (DEI) within the industry. In 2019, the CSE Board of Directors also ratified a code of conduct affirming the organization's commitment to equal opportunities and treatment for all regardless of race, ethnicity, gender, sexual orientation, gender identity and expression, disability, religion, age, appearance, or political affiliation, as well as its commitment to maintaining an environment free of harassment, discrimination, and hostility. In 2020, during nationwide protests against systemic racism, the Board agreed upon the need for further action. On June 8, the CSE Board of Directors approved the formation of the Diversity, Equity, and Inclusion (DEI) Task Force. The purpose of the DEI Task Force was to identify and collect information in three key areas: (1) programs offered to current CSE members to increase their knowledge about DEI initiatives within the profession; (2) knowledge gaps among current CSE members regarding DEI initiatives that pertain to either their individual positions or to best practices in editing and publication management; and (3) ways to engage and support new members who have not traditionally seen science editing, scientific publishing, STEM publishing, and/or membership in CSE as inclusive. This work identified important findings used to establish the CSE Diversity, Equity, and Inclusion Committee (DEIC).

Committee Purpose

The purpose of DEIC is to support CSE in establishing an organizational infrastructure, culture, and capacity among its leadership, members, and the profession at large to deliver programmatic activities and training to integrate DEI best practices in:

- science editing
- publication management
- scholarly publishing and communication
- member recruitment, participation, and engagement

Actions and Special Obligations (Charges)

DEIC will focus its work in the following key areas:

Environmental scan

There has been considerable movement in DEI areas in scholarly publication within the past year. It will be important to conduct an internal and external environmental scan to gain a comprehensive understanding of the evolution of this movement, early findings, current best practices, and areas requiring additional work. In conducting this environmental scan, CSE will use its findings to inform the development of a strategic plan to advance organization-wide internal- and external-facing DEI best practices. The environmental scan will consist of three areas of focus:

Demographic data: Determine rationale for improving inclusion within CSE among individuals who have not sought membership in CSE in the past. Determine the criteria for reviewing available data and/or collecting demographic data to assess progress with increasing membership and participation among individuals who have not sought membership in CSE. In conjunction with this analysis, determine the extent to which diverse members are actively engaged on committees that operationalize the work of CSE. This will involve working closely with the CSE committees to identify strategies toward these goals and identify ways to track and report on progress.

CSE focus groups/roundtables: CSE facilitated a roundtable discussion to gather insight on how attendees could apply the use of DEI information provided at the annual meeting in their own organizations. This resulted in rich discussions and a deeper understanding of what DEI means to journals, organizations, and institutions. It also highlighted challenges, experiences, and strategies on diversifying applicant pools in science editing, questions regarding race/ethnicity editing, and related issues. CSE should continue to conduct these types of qualitative active listening opportunities. Qualitative feedback from these efforts can be used to identify topics and content for future conference sessions, online training opportunities, and guidance documents.

Member survey: In addition to facilitating more active listening sessions, DEIC will develop a survey to collect information from its members on how their respective organizations are implementing DEI best practices. This information can also be used to identify examples of DEI best practices, serve as a baseline on the adoption and implementation of best practices among CSE members and their respective organizations, and monitor whether CSE DEI capacity-building efforts help to increase uptake of DEI best practices in the field.

Strategic planning

DEIC will establish a 2-year strategic plan to guide the committee's overall effort, identifying clear, reasonable, measurable, and timely goals, objectives, activities, and metrics (outcomes). An overview of the strategic plan can be shared on CSE's website and at its annual meeting, and the plan will be integrated into CSE's larger strategic plan. Establishing a strategic plan will help CSE monitor and track its progress to improve its own operations, improve DEI capacity building among its members, and establish itself as a leader in the scholarly publishing field.

Guidance document and resources documentation
Initiating and remaining committed to advancing the tenets of DEI will require ongoing and intentional action from organizations and journals. CSE can play a role in helping organizations better understand measurable outcomes from active DEI engagement. The DEIC will oversee the establishment of a specific set of guidelines that can be used by organizations to advance their work in areas related specifically to diversity, equity, and inclusion. These guidelines will include, among other things, the review of all position statements submitted to the [DEI Resources Repository](#) to develop a checklist that will assist organizations in generating new position statements or revising existing ones.

Training and continuing education
DEIC-SPC will help CSE identify future programs, webinars, podcasts, educational materials, and learning sessions to increase DEI capacity among its leadership, members, and the field at large.

DEIC interaction with other CSE committees: DEIC, with the assistance of CSE's Board of Directors, will establish a formal procedure for interacting with other committees. For example, a procedure should be established that identifies the points at which DEIC should be involved or consulted during program planning and what information will be required for review to provide appropriate feedback, as well as a process by which other committees may request and solicit advice and feedback from DEIC. One avenue may involve asking the Program Committee to invite an open statement from all authors/presenters about how diversity was considered in preparation for their sessions (the *[Cell Press](#)* [model of DEI disclosure](#)). DEIC would then collaborate with the Program Committee to develop the criteria for the requested information.

Communications: It is important to establish efforts that disseminate information in a timely way on the progress of DEIC and advances in the field, as well as requesting and encouraging feedback, questions, and/or concerns from members. This will involve establishing several key communications pieces, such as a webinar series, a column in *Science Editor*, and other regular methods of communicating with CSE members and the public about DEI efforts and activities. CSE will also identify and showcase "case studies" of organizations that have successfully implemented DEI policies and programs.

Number of Members and Method of Appointment

The DEIC will consist of 2 co-chairs and up to 12 committee members. The committee co-chairs will be appointed by the CSE President and approved by the Board, and committee members will be recruited through a call for volunteers. A board liaison will be assigned to the committee by the CSE President, confirmed by the Board of Directors.

Meetings

Members of the DEIC will meet virtually monthly. It may be necessary to meet more frequently during the first 6 months of initiating the committee, given there are several important start-up planning and engagement tasks to complete.

Amount of Funding

TBD

Nature, Frequency, and Distribution of Reports

The co-chairs will submit a detailed report to the President for review by the Board at the fall and spring CSE board meetings, or as requested, that details DEIC's activities and findings.