TECAID Toolkit: 
Leading Engineering 
Department Change in 
Diversity, Equity, and Inclusion

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This toolkit provides a high level overview of the TECAID Model, as well as a worksheet for prioritizing actions in your specific context. The TECAID Model is explained in detail in a 32-page document, with 40 additional pages of valuable resources, that can be found on the TECAID Website.
Key Action: Identify DEI Concerns & Vision

- Identify Reasons for Engaging
- Identify the Facts of the Situation
- Identify *Thoughts* about the Situation
- Identify *Feelings* about the Situation
- Clarify the Problem
- Consider the Local Context
- Consider the National Context
- Create Your Vision
- Explore and Identify Available Resources

Identify DEI Concerns & Vision: Explore Causes and Resources
Key Action: Build a DEI Change Team

Build a DEI Change Team: Invite Members and Cultivate Capacity to Work Together

- Build the Team
- Create a Learning Community
- Learn to Manage Difficult Conversations
- Develop Team Building Skills
- Learn Robust Facilitation Practices
- Hone Leadership Skills with Team, Allies, Others
- Learn to Engage Positively with Conflict
- Practice Skills for Working with Others
- Establish Task-Related Responsibilities and Expectations
- Find Allies and Build Community
Key Action: Learn About DEI-Focused Organizational Change

Learn about DEI-Focused Department Culture Change: Build Awareness, Knowledge, and Experience

- Develop/Expand Your DEI-Related Knowledge
  - Diversity
  - Equity & Equality
  - Inclusion
  - Social Identify
  - Stereotype Threat
  - Bias: Conscious and Unconscious
  - Micro-aggressions Micro-inequities
  - Engage in DEI Self-Reflection
  - Build Courage and Willingness to Risk
  - Pursue Personal Leadership Development
  - Deepen Your Understanding of Your Institution and Local Context
  - Change Strategies
  - Change Tactics
  - Special Considerations for Change in an Academic Setting

Learn about Making Department Culture Change

- Develop Personal and Contextual Awareness
  - Learn about Diversity, Equity, & Inclusion (DEI)

- Build Skill and Knowledge in Working with Change Processes
  - Develop/Practice Skills Related to Working with Others
Key Action: Plan & Implement DEI Change

Plan & Implement DEI Change: Assess and Refine as Needed

- Assess/Re-Assess the Problem in Context
  - Assess Resources and Barriers
  - Analyze the Problem in Light of New Learning
  - Revise Your Understanding/Definition of the Problem
  - Identify/Clarify Team Members’ Roles and Responsibilities
  - Evaluate Resources and Determine How They will be Used

- Create/Refine DEI Change Plan
  - Plan for Evaluation
  - Solicit Expert Help as Needed
  - Seek New Knowledge and Develop New Skills as Needed

- Implement the DEI Change Plan
  - Strategically Evaluate the Results of Any Actions Taken
  - Strategize Ways to Sustain Efforts and Impact Over Time
  - Use Evaluation Data to Adjust Plans and Actions

- Assess the impact: Adjust and Recalibrate
  - Re-evaluate/Refine your DEI Change Goals

- Communicate the Results of Your Work
  - Share Your Results
  - Celebrate & Recognize Work Completed!
## APPLYING THE TECAID MODEL IN YOUR CONTEXT

**OVERARCHING GOAL:** Diverse, Equitable, & Inclusive Department Culture

**Groundwork for Diversity, Equity, & Inclusion (DEI) Department Culture-Chemistry**

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<th>Actions</th>
<th>Where do I/we start?</th>
<th>Possible Allies</th>
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<td><em>For each arena, identify 3 steps you can take in your context to lay the groundwork for making change.</em></td>
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<td>Secure Department Leadership Support</td>
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<td>Engage Expert Assistance</td>
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<td>Cultivate &amp; Sustain a Growth Mindset</td>
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<td>Use Conflict Constructively</td>
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<td><strong>Identify DEI Concerns &amp; Vision: Explore Causes and Resources (p. 2)</strong></td>
<td>For each key action, identify 3 steps you can take in your context to set change in motion.</td>
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<td><strong>Plan &amp; Implement DEI Change: Assess and Refine as Needed (p. 5)</strong></td>
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