

Unconscious Bias Aid & Awards Selection Committee Training Package

Introduction

Welcome to the Aid & Awards Selections Committee Training on Unconscious Bias, a training resource for folks who are taking part in adjudicating scholarships, bursaries, and awards for Undergraduate and Travel, Accessibility, Travel, Exchange, Graduate in Course, and Graduate student Aid & Awards applicants.

The Unconscious Bias Aid & Awards Selection Committee Training is an action item from McMaster's Senate Policy on Accessibility for Ontarians with Disability Act (AODA) and the Towards Inclusive Excellence EDI Plan, McMaster's equity, diversity, inclusion and accessibility (EDIA) strategy, requiring those who are a part in the Aid & Awards selection committee to undergo training to ensure bias-free adjudication. You have been asked to take this training because you have either:

- A) Not received employment Equity Facilitators Training, Inclusive Excellence People Managers Training or Unconscious Bias Training provided by Human Resources at McMaster, within the last 3 years, or,
- B) Have not received Unconscious Bias training from the Equity and Inclusion Office at McMaster within the last three years

This training is comprised of an approx. 1-hour video and a brief Quiz. The video contains foundational knowledge on EDIA best practices; centering Unconscious Bias and its ability to infiltrate Aid & Awards processes as the primary subject matter. With a focus on understanding how bias impacts our behaviours, decision making and leadership in an adjudication space, it is hoped this training will provide valuable insights into how bias influenced Aid & Awards adjudication processes and provide insights into how you can become more aware of biases in order to develop skills, knowledge and tools to manage them through your role and responsibilities on the Aid & Awards Selection Committee.

This training will include samples of the rubrics, questions, and guidelines that you are required to assess in Award Spring, to ground the conversation in relevant responsibilities that you are asked to engage in. The training also has reflection questions which we will encourage you to pause and think through, hoping that these moments of reflection can assist in knowledge mobilization around how unconscious bias occurs within the Aid & Awards process. At the end of the training there is a brief 5 question quiz that **must** be completed, to have successfully finished this training module.

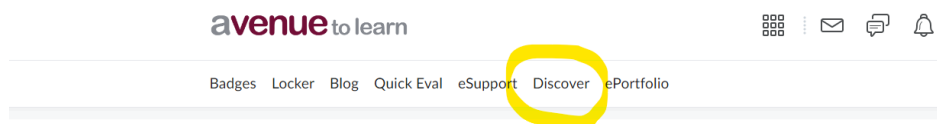
Please see below, specific instructions on how to access and successfully complete the training, depending on if you are an internal or external reviewers to McMaster.

Instructions for Internal Reviewers on how to Access the Training:

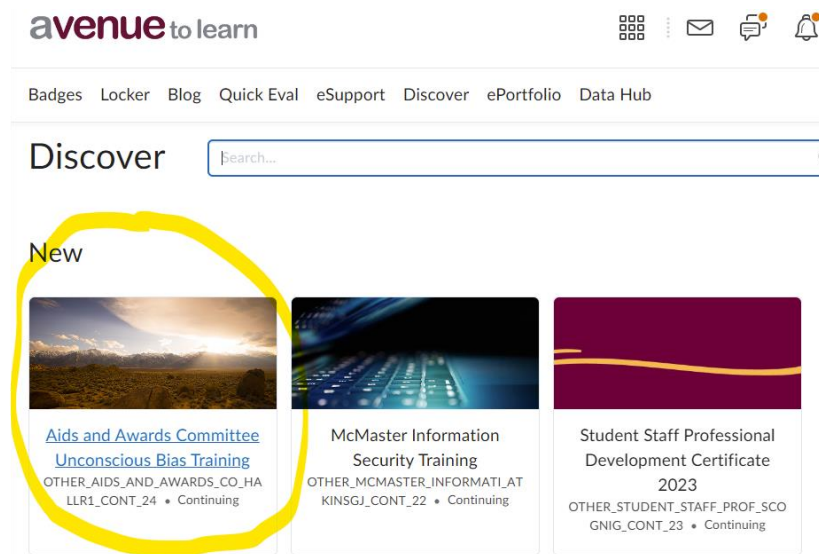
If you are affiliated with McMaster (meaning you are an active staff or faculty member with a working MACID and login), you are asked to go through this training video and quiz on Avenue to Learn. Avenue to learn can be accessed through this hyperlink:

<https://avenue.mcmaster.ca/>

You can log into avenue to learn with your MACID and usual password. Once you log in, at the top of avenue to learn, please click the “Discover” button, as indicated, and circled in yellow, in the image below:



The discover button will take you to a series of course offerings. Please click Aid & Awards Selection Committee Unconscious Bias Training, as indicated in the image, circled in yellow, below:



Once you select this training, please click the blue “enroll” button, as indicated in the image below.



After you click enroll, it will take up to one business day, maximum, for this module to show up on your avenue to learn home page. Once active on your home page, you can click on the module and pace yourself through the content and quiz.

Once you complete the quiz on avenue to learn, we ask that you email your Aid & Awardsofficer/administrator, indicating the course has been completed. We will verify this either through a screenshot you send of quiz completion in your email OR through checking you MACID in the class list on avenue to learn.

Instructions for External Reviewers on How to Access the Training:

If you are an external reviewer OR if avenue to learn is not accessible to you, meaning you are not directly affiliated with McMaster with a MACID, email or log in, you are asked to view the training video on this link: [Unconscious Bias Aid & AwardsTraining.mp4](#)

Following your viewing of the video, it is asked you fill out a form that has the brief quiz embedded, which will be sent to you by your Aid & Awardsofficer/administrator. The filling of this form is what will indicate you successfully viewed and completed the training.

This training was developed and recorded by the Equity and Inclusion office; should there be any questions, after you complete the training, on content or on how to utilize Awards Spring, you are welcome to join the drop in question and answer period (Q&As), outlined further down in the content page on avenue to learn or at the bottom of this document.

Learning Outcomes

1. Describe and recognize unconscious bias and evaluate its impact on decision making and Aid & Awardsadjudication.
2. Identify pathways to bias and develop mitigation strategies to reduce levels of unconscious bias.
3. Engage in reflective thinking and dialogue on the implications of unconscious bias in light of McMasters EDIA strategy/framework and in line with the AODA guidelines.
4. Apply practical knowledge and tools for building diverse and inclusive review practices.

Additional Resources (Optional)

This is a brief list of resources, should you wish to carry the conversation forward, to learn a bit more about unconscious bias. These resources are **NOT** mandatory for you to engage with, but we strongly encourage you to browse.

- **AODA McMaster:** <https://accessibility.mcmaster.ca/legislation/aoda/>
- **McMaster School of Graduate note on unconscious bias in admissions and scholarship adjudication:** <https://gs.mcmaster.ca/current-students/resources/unconscious-bias-in-graduate-admissions-and-scholarship-adjudication/>
- **An Introductory Video Explaining Unconscious Bias:** <https://www.youtube.com/watch?v=dVp9Z5k0dEE&t=18s>
- **Article on Overcoming Bias in Scholarship Distribution:** <https://honorsocietyfoundation.org/unlocking-opportunities-overcoming-bias-in-scholarship-distribution/>
- **Universities Canada Implicit Bias and Selection Best Practices and Facts:** <https://univcan.ca/implicit-bias-and-selection-the-facts-and-best-practices/>
- **McMaster Employment Equity Facilitators Training:** <https://hr.mcmaster.ca/employees/employment-equity/employment-equity-facilitator-program/>
- **McMasters Towards Inclusive Excellence EDIA Action Plan:** <https://equity.mcmaster.ca/strategy/towards-inclusive-excellence/>