

IAFP DEI Council – How Do I Become a Council Member

Organized by: Diversity, Equity and Inclusion Council

Moderator: Yvonne Masters, John B. Sanfilippo & Son, Inc.

Sponsored by the



Please consider making a contribution

This webinar is being recorded and will be available to IAFP members within one week.

Webinar Housekeeping

- It is important to note that all opinions and statements are those of the individual making the presentation and not necessarily the opinion or view of IAFP.
- All attendees are muted. Questions should be submitted to the presenters during the presentation via the Questions section at the right of the screen. Questions will be answered at the end of the presentations.
- This webinar is being recorded and will be available for access by IAFP members at www.foodprotection.org within one week.

Today's Presenters



Angela Shaw

Associate Professor and Food Safety Extension Specialist, Iowa State University

Dr. Angela Shaw is an Associate Professor and Food Safety Extension Specialist at Iowa State University in the Department of Food Science and Human Nutrition. As a trained microbiologist and food scientist, her research focuses on developing intervention strategies to control and prevent foodborne pathogens from entering the food supply. Within her extension role at Iowa State University, she helps food companies navigate food safety regulations and provides food safety education workshops and courses. She is the Chair of the IAFP Diversity, Equity and Inclusion Council.



Armitra Jackson-Davis

Associate Professor, Alabama A&M University

Dr. Armitra Jackson-Davis is an Associate Professor at Alabama A&M University where she teaches, mentors students and conducts research in the area of food microbiology/food safety. She serves on the JFP Management Committee, JFP Editorial Board and has presented at IAFP meetings both domestically and internationally. She currently serves as the Vice Chair of the IAFP Diversity, Equity and Inclusion Council. Armitra Jackson-Davis holds a BS degree from the University of Arkansas-Pine Bluff and a MS and PhD from Iowa State University.

Today's Presenters



Kourtney Daniels
Cargill Meat Solutions

Kourtney Daniels is currently a Food Safety Professional for Cargill Protein. In this capacity, she serves as the HACCP Coordinator for their Timberville, VA plant. Prior to this role, Kourtney began her professional career as a FSQR Associate with Cargill's Albert Lea, MN facility. She credits her love for food safety to the time spent as an undergraduate research assistant at Tennessee State University. Her participation with IAFP began during her time as a graduate student at Texas A&M University, where she obtained her Master's in Food Science and Technology.



Yvonne Masters
Director of Food Safety and Quality Policy, John B. Sanfilippo & Son, Inc.
Moderator

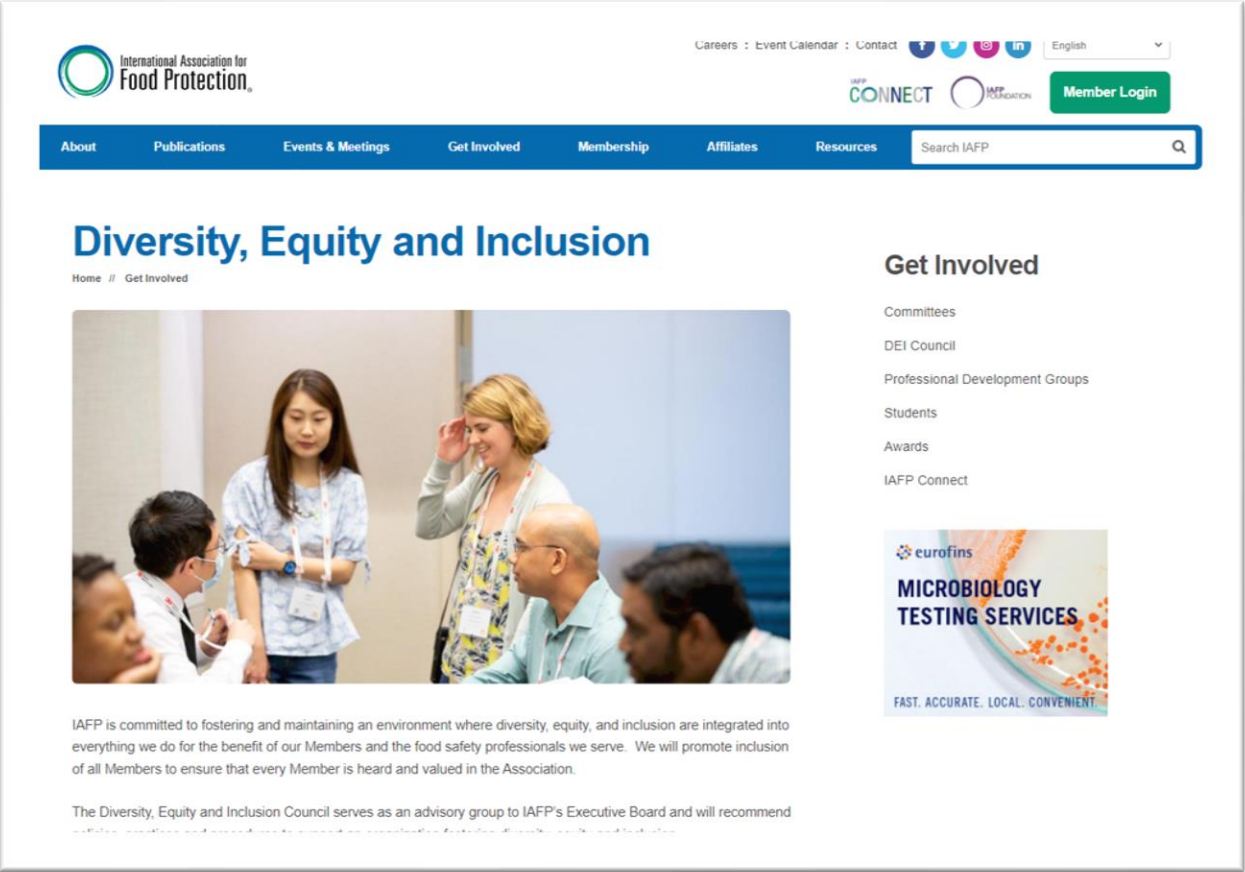
Dr. Yvonne Masters is the Director of Food Safety and Quality Policy at John B. Sanfilippo & Son, Inc. (JBSS) where she leads Food Safety, Quality Policy, and Food Defense strategic initiatives. She serves at the Lead for the company's Asian American Pacific Islander (AAPI) Employee Resource Group (ERG), member of the Women @ JBSS Steering Team, and member of the JBSS DEI Advisory Council. She is also the Secretary of the IAFP DEI Council. She holds a Ph.D. from Cornell University, M.S. and B.S. from the University of Illinois at Urbana, Champaign.

Agenda

- Background Information on the IAFP DEI Council
- Goals & Accomplishments
- DEI Council Subgroups
- DEI Council Member Selection Process

DEI Council Website

<https://www.foodprotection.org/get-involved/dei-council/>



The screenshot shows the IAFP website's DEI Council page. At the top, there is a navigation bar with links for 'About', 'Publications', 'Events & Meetings', 'Get Involved', 'Membership', 'Affiliates', and 'Resources'. A search bar is located on the right side of the navigation bar. Below the navigation bar, the main heading is 'Diversity, Equity and Inclusion'. To the right of the heading is a 'Get Involved' section with a list of links: 'Committees', 'DEI Council', 'Professional Development Groups', 'Students', 'Awards', and 'IAFP Connect'. Below the heading is a large image of a diverse group of people in a meeting. Below the image is a paragraph of text stating: 'IAFP is committed to fostering and maintaining an environment where diversity, equity, and inclusion are integrated into everything we do for the benefit of our Members and the food safety professionals we serve. We will promote inclusion of all Members to ensure that every Member is heard and valued in the Association.' Below this paragraph is another paragraph: 'The Diversity, Equity and Inclusion Council serves as an advisory group to IAFP's Executive Board and will recommend...'. On the right side of the page, there is a promotional banner for 'eurofins MICROBIOLOGY TESTING SERVICES' with the tagline 'FAST. ACCURATE. LOCAL. CONVENIENT.'

Mission and Vision

- **Vision:** The International Association for Food Protection (IAFP) will promote inclusion of all members to ensure that every member is heard and valued in the association and that we achieve racial equity while embracing any and all dimensions of diversity within IAFP.
- **Mission:** Advise and lead IAFP in implementing and promoting equitable practices while fostering a culture of inclusivity for all members.

Current IAFP DEI Council

- Angela Shaw: Iowa State University
- Armitra Jackson-Davis: Alabama A&M University
- Yvonne Masters: John B. Sanfilippo & Son, Inc.
- Gary Acuff: Acuff Consulting LLC
- Almaris Alonso-Claudio: U.S. Food and Drug Administration
- Michael Bazaco: U.S. Food and Drug Administration
- Shannon Coleman: Iowa State University
- Kourtney Daniels: Cargill Protein
- Francisco Garces Vega: Food Safety Consultant
- Erin Headley: Schreiber Foods, Inc.
- Andrea Isbell: BioMerieux
- Charles Muyanja: Makerere University

Current IAFP DEI Council, continue

- Adeniyi Odugbemi: Archer Daniels Midland Co (ADM)
- James Rogers: Consumer Reports
- Pratik Banerjee: University of Illinois at Urbana-Champaign
- Alejandro Castillo: Texas A&M University
- Benjamin Chapman: North Carolina State University
- Alexandria Lau: Food Safety Consultant
- Ana Romero: Clemson University
- Lester Schonberger: Virginia Tech University
- Manan Sharma: USDA/ARS Environmental Microbial and Food Safety Laboratory
- Patai Thitaram: University of Georgia

Purpose

1. Serve as a Diversity, Equity and Inclusion (DE&I) advisory group to IAFP's Executive Board, hereinafter referred to as "Board."
2. Review and recommend policies, practices, and procedures that support and/or advance an organizational culture that promotes and fosters diversity, equity and inclusion.
3. Advocate for the professional development of underrepresented groups within IAFP. This includes addressing any barriers preventing underrepresented groups from participating in related activities.
4. Address cultural barriers impacting members from all parts of the world.
5. Serve as a repository for DE&I information, awareness and educational efforts.
6. Implement DE&I goals and objectives that achieve the above.

Council Members Responsibilities

- Engage the Board and staff in the development and implementation of effective DE&I goals, practices, and programs.
- Attend Council meetings to discuss, design and implement DE&I initiatives.
- Serve as a conduit for IAFP members to share feedback and redress concerns and inequities in partnership with the Board and staff.
- Commit 10-15 hours per quarter to DE&I programming, duties and activities.
- Actively contribute to an annual report to the Board and membership about the Council's goals and accomplishments.



HISTORY

Task Force Council Goals

1. Interview and/or survey the membership to collect and analyze membership data.
2. Design a diversity, equity and inclusion strategy for IAFP.
3. Evaluate the current IAFP management and structure to determine where opportunities for increased inclusion and equity can be applied.
4. Advise the Board on how to include specific criteria in, and/or propose different mechanisms for, committee assignments and current IAFP programs.
5. Design the Council's election and succession planning processes and other Council practices and procedures.



1st Year Goals

First Year Council Goals: Established 3 Subgroups

1. Determine who is the membership of IAFP.
 2. Evaluate the current IAFP management and structure to determine where opportunities for increased inclusion and equity can be applied.
 3. Design the Council's election and succession planning processes and other Council practices and procedures.
- How to gather input from memberships?

Survey Subgroup

- Determine who is the membership of IAFP.
 - Developed and piloted the anonymous survey
 - ~10% response rate to survey
 - Data analysis and publishing in the Food Protection Trends Article to Come
 - Established additional profile fields for continuous membership identification

Evaluations Subgroup

- Evaluate the current IAFP management and structure to determine where opportunities for increased inclusion and equity can be applied.
- Creation of two subgroups:
 - Evaluating policies and procedures for board members
 - Evaluating policies and procedures for PDGs and Awards

Elections/Selections Subgroup

- Design the Council's election and succession planning processes and other Council practices and procedures.
- Subgroup created the selection process for new Council members
- Next steps
 - Subgroup to evaluate election process for Council leadership succession

Feedback Mechanism

- Established a feedback mechanism to the Council
 - In-person session during PDG at Annual Conference
 - Virtual feedback sessions twice a year (once before conference and once mid year)
 - Online form to gather continuous feedback

Year 2 Theme: Inclusive IAFP Initiative

Focus on IAFP Conferences and Meeting

You can help us develop and execute this theme



DEI Council Membership

Council Membership Requirements

- Council comprised of 15-25 active IAFP members
- Two seats will be designated for minority serving institutions
- Two seats will be designated for students (undergraduate/graduate)
- Members are to commit 10-15 hours per quarter to DEI programming, duties, and activities
- Members are expected to serve 2-year term, with no more than 3 consecutive terms

DEI Council Application

- There are up to 8 seats on the council available for 2022-2023
- Applicant scoring will be based on
 - IAFP involvement (20%)
 - DEI involvement (20%)
 - Objective statement on interest in being on the council (60%)
- Application opens **March 23, 2022**
- Submission deadline **May 24, 2022**
- Selected applicants will be notified by **July 1, 2022**

DEI Council Application Form

IAFP Diversity, Equity and Inclusion (DEI) Council Member Application Form

The IAFP Diversity, Equity and Inclusion (DEI) Council serves as an advisory group to IAFP's Executive Board and recommends policies, practices and procedures to support an organization fostering diversity, equity and inclusion.

If you have questions about IAFP DEI Council membership, please contact Angela Shaw (DEI Council President).

[Here is a link to a FAQ.](#)

Please complete no later than **May 24, 2022**

1. **Time Commitment to IAFP DEI Council** - Council requires 10 to 15 hours per quarter and terms 2 years on the Council. After reading through the IAFP DEI Council Charter, are you willing to carry out the duties and responsibilities of an IAFP DEI Council member if selected? This includes regular meeting attendance, active engagement, and contributions to IAFP DEI efforts during your tenure on the Council. (Select one)

[DEI Charter Documents](#)

Yes

No

DEI Council Application Form

2. Employment type (select one)

- Academia (non-student)
- Undergraduate/Graduate Student
- Industry
- Government

3. Have you attended an IAFP Annual Meeting, IAFP Workshop, IAFP International Meeting, and/or an IAFP Affiliate Meeting in the past five years?

- Yes
- No

If yes, describe:
If no, why?

DEI Council Application Form

4. **Objective Statement** - Explain in less than 500 words why you want to be on the IAFP DEI Council? Information can include experience with previous DEI groups, upbringing, adversity, work experience, speaking a different language, and/or living in a different country, etc.

5. **Activities within IAFP** - Briefly list your involvement with IAFP activities in the past five years.

6. **DEI activities** - Briefly list your involvement with DEI activities (e.g., in your organization/company, community, etc.) in the past five years.

DEI Council Application Form

7. Name

8. Organization/Company

9. Email

Done

DEI Council Application FAQ

IAFP Diversity Equity and Inclusion Council Membership Application FAQ

What is the vision, mission, and purpose of the IAFP Diversity Equity and Inclusion (DEI) Council?

Vision: IAFP promotes inclusion of all members to ensure that every member is heard and valued in the Association and that we achieve racial equity while embracing any and all dimensions of diversity within IAFP.

Mission: IAFP DEI Council members advise and lead IAFP in implementing and promoting equitable practices while fostering a culture of inclusivity for all members.

The purpose of the IAFP DEI Council is to:

1. Serve as a Diversity, Equity, and Inclusion advisory group to IAFP's Executive Board, hereinafter referred to as "Board."
2. Review and recommend policies, practices, and procedures that support and/or advance an organizational culture that promotes and fosters diversity, equity, and inclusion.
3. Advocate for the professional development of underrepresented groups within IAFP. This includes addressing any barriers preventing underrepresented groups from participating in related activities.
4. Address cultural barriers impacting members from all parts of the world.
5. Serve as a repository for DEI information, awareness, and educational efforts.
6. Implement DEI goals and objectives that achieve the above.

DEI Council Application FAQ (cont'd)

What are the Council Members Responsibilities?

1. Engage the Board and staff in the development and implementation of effective DE&I goals, practices, and programs.
2. Attend Council meetings to discuss, design and implement DEI initiatives.
3. Serve as a conduit for IAFP members to share feedback and redress concerns and inequities in partnership with the Board and staff.
4. **Commit 10-15 hours per quarter** to DEI programming, duties, and activities
5. Actively contribute to an annual report to the Board and membership about the Council's goals and accomplishments.

DEI Council Application FAQ (cont'd)

How can I join the IAFP DEI Council? Are there any requirements to be on the DEI Council?

All active IAFP members in good standing can apply to be considered for the Council. Any person serving on the Council must be a regular, retired, student or sustaining member of IAFP and must fill out an electronic completed application to IAFP by the deadline.

The Board selects Council members from the pool of applicants. Council membership will be limited to between 15-25 members.

Two Council seats will be designated to **each** of the following groups:

1. Minority serving institutions (2 seats)
2. Undergraduate/graduate students (2 seats)

DEI Council Application FAQ (cont'd)

How long is the term for a Council member?

1. Council member terms will be two (2) years.
2. Council members can serve up to three (3) consecutive terms.

Please make sure that you can commit the time to participate as a full active member of the IAFFP DEI Council before applying.

DEI Council Application FAQ (cont'd)

How will incoming IAFP DEI Council members be selected?

1. Completed application will be submitted to IAFP and identifying information on applications will be concealed.
2. Applications will be reviewed to make sure applicants are IAFP members in good standing and meet DEI Council eligibility requirements.
3. DEI Council members will first independently and then collaboratively review applications with specific emphasis on personal statements applicants submitted.
4. After the collaborative review of applications, DEI Council leadership will recommend a slate of incoming members to the IAFP Board for their consideration.

DEI Council Application Process

Process for IAFP DEI Council Member Selection from Applicants

- A Selection lead from the Council will be named prior to the application selection process. DEI Council leadership will solicit nominations for Selection lead via email.
- Application forms will be submitted to IAFP through an electronic application.
- Identifying information such as applicant name, organization, contact information (e.g., e-mail) shall be concealed/masked by IAFP staff prior to providing to the IAFP DEI Council. A random number will be put on the application.
- Only IAFP DEI Council members with 1 year left or those who do not plan to put in an application should review the application forms. Volunteers on the Council can participate in the application review process. Note: a subgroup may be formed later with IAFP DEI Council leadership (President, Vice President, Secretary) for review and selection of Council member applicants. The Lead and subgroup members for the selection process **cannot** be applicants.
- The Selection Lead with IAFP Staff (Lisa Hovey) will set a time to meet with volunteer Council members for the selection process. This subgroup will meet to go over the rubric to ensure that each volunteer Council member ranks each application appropriately.

DEI Council Application Process (cont'd)

- The Selection Lead with IAFP Staff (Lisa Hovey) will set a time to meet with volunteer Council members to discuss the applicants and rankings. Council members will review the applications ahead of the meeting.
 - Review applications to make sure the applications met the eligibility requirements
 - May need to group applications (e.g. undergraduate/graduate students, employment type, etc.)
 - Prior to meeting, volunteer Council members rank applicants using the Council Member Application Selection Guidance (e.g., numerical score 1 to 5) and submit ranking to designated Selection lead and IAFP staff. Note: Can use Qualtrics survey or Google forms.
During the meeting, review the ranking results. Council members to discuss results, make recommendations, and ensure DEI as part of the selection process.
- Once the Council completes their review of the initial application and agrees they are interested in the applicant(s) (an anonymous person), you can then inform IAFP Staff (Lisa Hovey) of which applicants you wish to see additional information on. IAFP Staff (Lisa Hovey) can then provide the additional optional identity questions to those applicants and provide them back to you anonymously for the Council's final review and selection. After completion of the selection and appointment process, the information collected (answers to Optional Identity Questions) can be deleted.

DEI Council Application Process (cont'd)

Once the final applicants are selected, the names are unmasked. Then, Council members and leadership will make the recommendation for the applicants to the Board for membership.

Note: A grandfather process may be used to allow DEI Council Members that were previously serving on the Council to continue to be on the Council without applying again. With IAFP Board approval, this process can be used for current DEI Council members that had only 1 year on the Council but would like to still be on the Council and if Council members that were supposed to serve a 2-year term cannot serve any longer. This process can help lessen the number of applications for review.

DEI Council Application Rubric

DEI Council Member Applicant Selection Guidance / Rubric

Prior to the DEI Council Selection Process:

1. Determine the number of open Council member positions and consider current makeup (e.g., employment type, gender, LGBTQIA+, race/ethnicity, country, etc.) of the DEI Council to ensure there is appropriate representation on the Council.
 - a. Employment type – Council members should be comprised of:
 - i. 1/3 Academia (non-student) – maximum 7 spots
 - ii. 1/3 Government – maximum 7 spots
 - iii. 1/3 Industry – maximum 7 spots
 - iv. Minority Serving Institution – 2 spots reserved
 - v. Graduate or Undergraduate Student – 2 spots reserved
 - b. Identities - Council members should be comprised of a variety of identities. Consider (in no particular order):
 - i. Age
 - ii. Gender
 - iii. Sexual Orientation
 - iv. Race / Ethnicity / Nationality
 - v. Country (Live in; Origin)
 - vi. Disabilities

DEI Council Application Rubric (cont'd)

Requirements to be a DEI Council Membership:

1. Be an active IAFP member
 - a. IAFP membership is current (e.g., not expired) – IAFP Staff to verify before providing the **concealed** list of applicants for consideration to the Selection Application Review Subgroup.
 - b. Have attended IAFP Annual Meeting(s), IAFP Conference(s), IAFP International Meeting(s) and/or IAFP Affiliate within the past 5 years. IAFP Staff will verify involvement.
2. Be able to commit the amount of time to be an active member of the Council (e.g., 10 to 15 hours per quarter) and be available to serve 2 years on the Council.
3. Have a strong interest in diversity, equity, and inclusion either demonstrated through past DEI activities and/or as stated in the objective statement (why he/she/they want to be on the Council?)

DEI Council Application Rubric (cont'd)

Below is the Rubric that will be used to Select DEI Council Members:

Use the ranking 1 (low) to 5 (high) for each element in the application based on the above guidance. Also, use the scoring criteria below where the score is weighted (e.g., more weight is on Element #3 the Objective Statement). IAFP Staff will calculate the weighted score.

Element	Question on Application Form	Question Description	Weight
1	# 3 and 5	Active IAFP member and IAFP involvement	20%
2	#1 and #6	Time commitment to the DEI Council and past DEI activities	20%
3	# 4	Objective Statement	60%

DEI Council Application Rubric (cont'd)

Examples:

Applicant A

Element	% of score	Score (1-5) for each element	Weighted score for each element (score x % of score)
1	20%	5	$5 \times 0.20 = 1$
2	20%	5	$5 \times 0.20 = 1$
3	60%	5	$5 \times 0.60 = 3$
Total Aggregate Score for an Applicant A			5

Applicant B

Element	% of score	Score (1-5) for each element	Weighted score for each element (score X % of score)
1	20%	2	$2 \times 0.20 = 0.4$
2	20%	3	$3 \times 0.20 = 0.6$
3	60%	4	$4 \times 0.60 = 2.4$
Total Aggregate Score for an Applicant B			3.4

DEI Council Application Rubric (cont'd)

Examples:

Applicant C

Element	% of score	Score (1-5) for each element	Weighted score for each element (score X % of score)
1	20%	1	$1 \times 0.2 = 0.2$
2	20%	1	$1 \times 0.2 = 0.2$
3	60%	1	$1 \times 0.6 = 0.6$
Total Aggregate Score for an Applicant C			1

Optional Identity Questions

IAFP DEI Optional Identity Questions

Thank you for your application to serve on the IAFP Diversity, Equity and Inclusion Council. The Council is interested in having you serve, but we would like to possibly learn additional identity information from all applicants that will help the Council know that it is serving the needs of IAFP Members from all diverse walks of life. These questions are optional. Please take a few minutes to answer the following identity questions:

1. Are you employed in a minority serving institution (e.g., Historically Black Colleges and Universities [HBCUs], Hispanic-Serving Institutions [HSIs], Tribal Colleges and Universities [TCUs], Asian American and Pacific Islander Serving Institutions [AAPISIs])?

Yes

No

Optional Identity Questions

2. What is your age range? (select one)

- Below 18
- 18 -24
- 25 -34
- 35 - 44
- 45 - 54
- 55 - 65
- Above 65
- Prefer not to say

3. What gender do you identify as? (Select one)

- Male
- Female
- Transgender
- Non-binary
- Prefer not to say
- Prefer to self-describe

4. Do you identify as LGBTQIA+?

- Yes
- No
- Prefer not to say

Optional Identity Questions

5. What is your race/ethnicity/nationality? (Select all that apply)

- White or Caucasian
 - Black or African American
 - African
 - Hispanic or Latino/a/x
 - Asian or Asian American
 - Caribbean or West Indian
 - Canadian
 - Māori
 - Middle Eastern or Arabic
 - Native American or American Indian
 - Native Hawaiian or other Pacific Islander
 - South Asian
 - Unknown or Do not know
 - Prefer not to say
 - Prefer to self-describe
-

Optional Identity Questions

6. In what country do you live?

7. Where is your country of origin?

8. Please identify any disabilities you experience (Select all that apply)

- Visual
- Hearing
- Speech impairment
- Disability affecting mobility
- Cognitive
- Prefer not to say
- None
- Prefer to self-describe

9. Name

Done



Questions

Contact Information

Angela Shaw	DEI Council Chair	angelaml@iastate.edu
Armitra Jackson-Davis	DEI Council Vice Chair	armitra.davis@gmail.com
Kourtney Daniels	DEI Council Selections Subgroup Co-Lead	Kourtney_Daniels@cargills.com
Yvonne Masters	DEI Council Secretary & Selections Subgroup Co-Lead	yvonnechanmasters@gmail.com

Join us for these upcoming webinars:

- | | |
|---------------|---|
| May 17, 2022 | Avoiding Premature Water Activity Testing Results When Meeting Safety Regulations |
| May 26, 2022 | Making Your Environmental Monitoring Plan Smarter |
| June 23, 2022 | 7-Steps of Sanitation (Spanish) |

More information can be found at
<https://www.foodprotection.org/events-meetings/webinars/>

Be sure to follow us on social media



InternationalAssociationforFoodProtection



@IAFPFOOD



international-association-for-food-protection



IAFPFood

This webinar is being recorded and will be available for access by **IAFP members** at www.foodprotection.org within one week.

Not a Member? We encourage you to join today.

For more information go to: www.FoodProtection.org/membership/

All **IAFP webinars** are supported by the IAFP Foundation with no charge to participants.

Please consider making a donation to the [IAFP Foundation](#) so we can continue to provide quality information to food safety professionals.