



*LIGO Laboratory / LIGO Scientific Collaboration*

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**LIGO Laboratory Diversity Accomplishments and Goals**

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This is an internal working note  
of the LIGO Laboratory.

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## 1 Introduction

Section 2 lists accomplished actions toward broadening participation in LIGO, diversifying the applicant pool for LIGO recruiting and improving retention of under-represented minorities and women. Section 3 lists current goals to be accomplished in future.

## 2 Accomplished actions

A subsection is devoted to each year, starting with 2007.

### 2.1 Accomplished in 2007

- Lab Diversity Officer appointed, Sep 2007
- Diversity Committee first meeting, Dec 2007

### 2.2 Accomplished in 2008

- Began work with HR on strategic posting of LIGO job opportunities to sites likely to be read by minority applicants, Jan 2008
- LIGO exhibits for first time at 2008 Joint Annual meeting of National Society of Black Physicists (NSBP) and National Society of Hispanic Physicists (NSHP), Feb 2008
- LIGO Lab Management Workshop session on management's role in promoting diversity and possible targets of opportunity, June 2008
- LIGO Lab begins annual tracking of minority status of LIGO-Caltech SURF/REU Program applicant pool, Jul 2008
- LIGO exhibits for first time at Society of American Chicano and Native American Scientists (SACNAS), Oct 2008
- LIGO becomes an official sponsor of Third Annual IUPAP International Conference on Women and sends Prof. Nergis Mavalvala (LIGO-MIT and member of LIGO Academic Advisory Committee) as part of US delegation, Oct 2008

### 2.3 Accomplished in 2009

- LIGO Diversity Plan drafted and reviewed by NSF, Nov 2008 LIGO Scientific Collaboration working group on Education and Public Outreach co-exhibits with LIGO Lab at 2009 Joint Annual meeting of NSBP/NSHP, Feb 2009
- LIGO Executive Director and Lab Diversity Officer meet with Caltech Ass't VP for Student Affairs and Director of Office for Minority Student Education to coordinate diversity programs, Mar 2009
- LIGO formally integrates Outreach and Diversity accomplishments into Employee Performance Reviews, June 2009
- LIGO exhibits for first time at American Indian Science and Engineering Society, Oct 2009
- LIGO begins annual tracking of diversity of Lab community, Nov 2009

- LIGO conducts first LIGO Lab Climate and Diversity survey, Dec 2009

## **2.4 Accomplished in 2010**

- LIGO begins planning joint Caltech-HR representation and coordination with Caltech academic representation at next SACNAS and other job fairs, Jan 2010
- LIGO staffing committee adopts new strategies for improving recruitment with diversity in mind, Nov 2010:
  - Each hiring manager is requested to have at least one staff member involved in at least one recruiting activity (LIGO exhibit or seminar) either at a college or university that has a large population of individuals under-represented in their field or at a meeting specifically designed to serve groups under-represented in their field.
  - Hiring managers are requested, if possible, to bring at least one qualified candidate from an under-represented group forward for “short-list” consideration in any job search they are conducting.
  - The staffing committee will reserve time for discussion of implementing these actions at each meeting.
- LIGO rolls out capability for annual collection of Lab and LSC institution demographics, Nov 2010

## **3 Goals**

- Begin process of modifying Lab policies and procedures in reaction to Lab environment survey results; schedule discussions within diversity committee meeting and executive committee
- Launch “Rolodex Project” to derive contact database for diversity-related networking
- Host “diversity breakfast” at Arcadia LVC meeting
- Align REU applicant and award demographics with LSC demographics categories to enable more consistent tracking data.
- Share LIGO Lab Diversity Plan with LSC-EPO and work with them and LSC spokesperson on a diversity plan for LSC.