



BROWN

Office of Institutional
Equity and Diversity

Tips for Maintaining Equity and Inclusion when Teaching Remotely

The Office of Institutional Equity and Diversity is committed to maintaining an inclusive environment for the entire Brown community during this difficult time. As the University transitions to virtual learning, faculty are encouraged to keep equity and inclusion as a critical component of their online classrooms and advising responsibilities. Below is a list of ways you can ensure that your course(s) and interactions with students uphold our community values centered around diversity, equity, and inclusion.

- Be mindful of the ways in which a crisis can impact communities, and how students from different identity groups (race, ethnicity, age, religious affiliation, gender, sexual orientation) may have varying responses to a situation based off of their lived experiences.
- Be cognizant that in moments of global crisis there may be increased tension and heated discussions. If these instances lead to a [bias incident](#) occurring, you can [report incidents of bias](#) to the Office of Institutional Equity and Diversity for resources and support information.
- Use factual information to guide discussion of COVID-19 in class. Students may have misconceptions about COVID-19 or about communities that are impacted. Never use the term “Chinese Virus”. Refer to the virus as either “COVID-19” or “coronavirus” in both oral and written communications. Discourage any use derogatory terms that target certain communities – particularly those of Asian descent in this instance.
- Manage your settings for Zoom class discussions to avoid unwanted disruptions. There are [reports](#) from across the country of professors experiencing individuals who are not associated with their class or their institution joining their meetings and sharing inappropriate (racist, misogynistic, and pornographic) content. To avoid this disruption in your class meetings, review the [Tips for a Secure Zoom Meeting](#) provided by CIS where you can also find information on signing up for a one on one zoom session.
- Ensure that your course materials are accessible for all students. Captions are available if a Zoom session is recorded and viewed later. Verbally describe all charts and diagrams on slides for those who may have difficulty reading from a computer screen, or are otherwise unable to view slides.
- Check in regularly with students. Students may find themselves in need of varying supports in order to be successful in your course. For the remainder of the semester, do check-ins with students to get a sense of how they are adjusting to these changes.

References and Resources:

1. [Remote Teaching Considerations](#), Brown University
2. [Maintaining Equity and Inclusion in Virtual Learning Environments](#), San Diego State University
3. [Inclusion, Equity, and Access While Teaching Remotely](#), Rice University
4. [Recommendations for Faculty to Prevent Disruptions in Online Classrooms](#), Pennsylvania State University