



## Roles of Colleagues in Civil Rights Compliance

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### Role of County Colleagues:

- On an ongoing basis, make all reasonable effort to reach underrepresented audiences and document your work.
- Keep program civil rights files up to date (including current demographics, action plans, data charts, personal notations about all reasonable effort, relevant press releases, flyers, brochures, mailing lists with demographics, letters to partners, copies of communications about nondiscrimination policies, etc.) Use the Documentation Checklist from the civil rights website to make certain your files are complete.
- Collect self-reported data from program participants.
- Annually complete Chart #1 and #2 for each major program and Charts #3, #3A, #4 when applicable.
- Share client contact information with office colleagues.
- Develop new partnerships that will provide program input and help to reach underrepresented audiences.
- Develop action plans for moving toward parity in actual participants for programs. Update action plans annually.
- Discuss outreach activities with colleagues in office meetings.
- Consider progress toward parity and discuss with colleagues. Be prepared to talk about progress with civil rights reviewers in county reviews.
- One month before review, fill out the Program Area Assessment Questionnaire online. Reviewers will read the questionnaires online before the county review.
- Work with office colleagues to prepare opening presentation for the site review. This presentation should include demographics about your county, an overview of county issues, an overview of your programming and an introduction to the all-reasonable effort you make to reach underrepresented audiences and the action plan for your programs.
- Consider what you will discuss with reviewers during your program meeting.
- Consider which members of the office support staff should participate in the review.

### Role of County Department Head:

- The department head is responsible for initiating regular discussions with county staff regarding civil rights activities, collecting and analyzing demographic data, record keeping, office procedures and files.
- The department head is responsible for encouraging the county office staff to work together to expand outreach to clientele from minority groups. The sharing of contacts, community resources and programming opportunities is essential for county civil rights compliance and continuous movement toward parity.

- Coordinate the development of a county team civil rights action plan. Facilitate discussion of the plan at office team meetings. Update the plan annually.
- Facilitate the discussion of progress toward parity for county programs.
- Provide leadership for the development of county office procedures for maintaining civil rights files and documentation (lists and databases).
- Provide leadership for orienting and training county office support staff relative to Extension civil rights responsibilities.
- Communicate with district director and review team leader about the details of the county site review and make logistical arrangements in the county.
- Facilitate planning with county staff as they prepare for site review.
- Move communications about civil rights compliance on to other staff in the county when appropriate.
- Serve as host to the review team on the day of the review.
- Be certain that review team leaves with paragraph describing county demographics and charts from all program areas.

## **Roles of Review Team Members:**

### ***All Reviewers***

- Participate in a general review team orientation audioconference.
- Participate in district review team teleconference organized by the district director for the district that you will be reviewing.
- Background Study and Working Papers
  1. Study materials on the Cooperative Extension Civil Rights Education and Compliance website.
  2. Print your own working papers for the review from the website section titled Materials for County Reviewers. You will need “Civil Rights Review General Comments” (one for each county), “Civil Rights Review Program Area Comments” (one for each county) and the Compliance Documentation Checklists for the specific programs you will be reviewing.
  3. Study the charts and Assessment Questionnaires for the program area that you will review, for each county that you will review. Print copies and take them to the reviews.

### ***Report Writer (This person will be selected by the review team members. The selection process will be facilitated by the district director during the pre-review teleconference)***

- Take notes during the debriefing session. A laptop computer is recommended.
- Request a list of all colleagues participating in the review and enter names into the report.
- Request the disk with demographic information for use in the report.
- Ask someone from the office staff to make one copy of the review checklists that reviewers filled out during the review of files. Leave a copy of the checklists with the department head for the county review files.
- Finalize a written report within one month of the county review. Send first draft to the review team for edits. Within one month of the review, send the final report with a cover letter (see website for cover letter to: <http://www1.uwex.edu/ces/admin/crights/Letter.pdf> ) the county department head (for distribution to all staff):
  1. the review team
  2. the state program leaders and assistant program leaders
  3. JoAnn Hinz in the Dean's Office

- Send the review file—one copy of each Assessment Questionnaire, all charts, reviewer notes, reviewer checklists, final report and cover letter—to JoAnn Hinz in the Dean's Office.

### ***County-Based Review Team member***

- Participate as a team member drawing on your own programming expertise and knowledge of the review process from your experience.
- Be available to communicate with county staff in advance of and after reviews to answer questions about civil rights compliance activities.
- Be available as a resource to colleagues after serving as a review team member.
- Be prepared to write reports of review team recommendations if asked by the team.

### **Role of District Directors:**

- District directors will provide a managerial role.
- Annually seek volunteers from reviewed counties to be on review teams for partner district in the following year.
- Schedule county reviews and communicate the schedule to the Assistant to the Dean and later to your review team.
- Schedule annual teleconference with staff from the counties being reviewed to answer questions about county site visits. Facilitate the meeting and discuss compliance activities, various parts of a review and required documentation.
- Communicate with department heads about logistics for the reviews.

1. Send advance letter outlining review agenda and needs -

<http://www1.uwex.edu/ces/admin/crights/Singleco.pdf>

<http://www1.uwex.edu/ces/admin/crights/Multico.pdf>

2. hotel

3. lunch

4. room set-up, etc.

- At the review—make introductions, keep the review moving efficiently, chair the meeting of the review team as it organizes information for the verbal report.
- Initiate discussions with county-based staff regarding civil rights activities and progress toward parity during county visits.
- Participate in district reviews as a member of the review team.
- Make civil rights compliance an agenda item for district meetings. Showcase best practices.
- Discuss plans for civil rights compliance during performance evaluations.
- Remind counties to make civil rights compliance part of office marketing plans.

### **Role of State Program Leaders/Program Area Representatives on Review Team:**

- Program leaders will provide conceptual leadership for Cooperative Extension civil rights compliance in the area of educational programs. They will incorporate civil rights compliance activities into the program planning and development process and communicate to new colleagues as well as other faculty and staff.
- Communicate with individual county faculty and staff to help them understand their responsibilities in civil rights compliance.

- Participate in county reviews as a member of the review team or designate a liaison to represent the program area.
- Provide leadership to operationalize a civil rights review process for nonintegrated, statewide campus units.

### **Role of Civil Rights Advisors and Assistant to the Dean/Director:**

- Civil rights advisors and the Assistant to the Dean/Director will serve as a resource to the program area teams and district directors as they carry the civil rights review process forward.
- Develop training and review materials, support the process of scheduling annual reviews, maintain the civil rights website with updated information.
- Meet with program area teams and district directors to make decisions about the review process and integration of compliance into the work of Cooperative Extension.

### **Expenses for County Reviews:**

- Administrators pay for expenses with their office budgets.
- County-based review team members turn in Travel Expense Reports to Office of the Dean and Director.
- Lunch during review—reviewer expenses, see above; county staff paid through regular county process—this might mean that individuals will pay for their own lunch. Lunch is not required and not a formal part of the review. However, reviewers would like to have lunch with at least some of the staff.