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## CHART #1

### *MONITORING PROGRESS TOWARD PARITY*

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The purpose of Chart #1 is to monitor progress toward **PARITY**. This is done by comparing the **POTENTIAL AUDIENCE** for a specific educational initiative with the **ACTUAL PARTICIPATION** in that program. Progress is assessed by comparing results over a number of years. The chart should be completed annually.

Each faculty or academic staff member should complete Chart #1 for each of his/her major program initiatives. It is likely that an individual will do two to four versions of Chart #1.

- **PARITY** is defined as the point at which participation by underrepresented minorities or women/men reflects their proportionate representation in the population of potential recipients.
- There are basic steps one should take in defining and reaching **POTENTIAL AUDIENCE** and demonstrating the (all) reasonable efforts that are made to reach minority people who are part of the potential audience:
  1. Use program planning input to determine a county concern your programming could address.
  2. Develop your program and define the goals of your program.
  3. Define the potential audience for your program. Who might be interested in and benefit from your program?
  4. Learn about the demographics of the potential audience. Who and where are the racial/ethnic minorities within the potential audience. Also consider other diversity of the potential audience (gender, income, lifestyle, etc.)
  5. Consider the methods that would best reach the potential audience and which methods would best reach the minority populations within your potential audience.
  6. Target your outreach efforts. For civil rights compliance purposes, the racial/ethnic populations should be targeted and special outreach methods used.
  7. Document your special outreach efforts with notations about special visits and mailings, copies of special publications, etc. Estimate the actual participants using self reported data or your own judgement. Complete Chart #1.