

County Civil Rights Days Visiting Teams Checklist

___ Review civil rights concepts, principles and activities by reading the materials on the Civil Rights webpage. See the Cooperative Extension civil rights website:
<http://www.uwex.edu/ces/admin/crights/>

___ At the website, you also will find a checklist for visiting teams and a format for the report you will prepare for county Civil Rights Days.

___ Participate with district director in teleconference to plan details.

___ Make hotel reservations and other travel plans. Bring a laptop computer. Travel Expense Report forms can be send to the Office of the Dean and Director, 432 N. Lake St., Madison, WI 53706.

___ Read charts, Program Area Self-Assessment form and Department Head Self-Assessment form on line at <https://www.uwex.edu/ces/apps/civilrightsreview/admin/>

The responses to the questions in Chart #1 are important and should give you ideas about what to ask about or comment on at the Civil Rights Day.

Read charts in the civil rights database on-line the week before the visit. You should expect to see charts for the current year. In some cases, if the Civil Rights Day is at the end of the calendar year, you might find charts (complete or partial) for current programs. Also, check to see if charts have been filed annually since the last review. Encourage county colleagues to file charts annually.

___ Read the report of the last county review written by the review team.

___ At the Civil Rights Day:

- Ask for a list of names and titles of county colleagues participating in the review. This list needs to be typed into the final report.
- Ask for a paper-copy set of all civil rights charts.
- Ask for a paper-copy set of all self-assessment forms (for Program Areas and for the Department Head, or designee).

___ Meet together as a team for up to one hour after lunch in the county office to discuss observations and recommendations and to gather notes for the written report.

___ One person from the team should volunteer to write the report, using the report format on the civil rights website. One person should not be expected to write more than one report. Those not responsible for writing a final report should provide hand written or electronic input by using the report format on the website. The final report should include comments about the county civil rights action plan, which is sent to the District Director no more than 3 weeks after the Civil Rights Day.

As you engage in discussion with county colleagues and then as you prepare the report, use the guiding questions as a framework.

___ The district director will receive the county action plan no more than three weeks after the visit. She/he will send it on to the visiting team. The team should discuss the action plan via e-mail. Comments about the action plan should be added to the team report.

— The team's report should be sent to the county department head with the request that that individual forward it to all staff in the county office. It should be cc'd to others on the visiting team and JoAnn Hinz. JoAnn will send it to program directors and assistant program directors and file it in the county civil rights file in the Dean's Office along with the bulleted items below.

— The team member who writes the report also should be sure that the following items are sent to the Dean's Office:

- The report
- Set of charts
- Set of self-assessment forms
- Action plan. This will be sent to the District Director by the county team. The District Director should keep a copy in the district files and send it on to the visiting team for comment in the report and to the Dean's Office.