

Civil Rights Days Visiting Teams Orientation

Preparing for an Effective Day
of Sharing and Learning

Review the principles and activities of Civil Rights Outreach

- Coop. Ext. Civil Rights website
- <http://www.uwex.edu/ces/admin/crights/>
- New Colleague Orientation
- Preparing for a County Civil Rights Day
- County Guidelines
- Action Plans: Guidelines for...

Team materials on the website

- Visiting Team Checklist
- Visiting Team Report Form
- Visiting Team Access to Database with Charts and Forms

Logistics

- District director will schedule a teleconference for the team to discuss: county office staffing, agendas and schedules, hotel accommodations, team meeting/dinner/breakfast, program assignments, report writing assignments,
- Agendas should arrive a week before the visits

Read county charts and forms in database

- Go to:
<https://www.uwex.edu/ces/apps/civilrightsreview/admin/>
- Read and/or print charts and form/s for the program area you were assigned
- Narrative is important to your understanding of the outreach for the program area
- Special emphasis on charts for previous calendar year, and this calendar year if you are visiting in the fall or winter

Read county charts and forms in database

- Check to see if program area charts have been submitted annually
- Self-assessment forms required only for the year of the civil rights day
- Be ready to comment and ask questions

Report of the last civil rights day

- District director can send the last report to the visiting team
- Read report before the team meets
- Be prepared to comment on progress toward recommendations or ask questions if county colleagues do not refer to the last report

Working as a team

- Try to meet together the night before the first visit or early the morning of the first visit
- Share insights from the last county report and the charts
- Discuss how you want to take (hand written, computer) and share notes (on paper, e-mail, flash drive)
- At least one person should have a laptop, probably the person who will compile the report
- Discuss the team report format in advance so you can be considering how to structure it during the morning and be ready to discuss after lunch.

Contributing to a successful day

- County colleagues should facilitate the day, visiting team should help guide discussions
- Commend appropriate and successful all reasonable efforts
- Make helpful suggestions based on your experience and knowledge
- Help focus the discussion on outreach activities if topics turn to program content
- Ask about progress on recommendations from the last Civil Rights Day

Contributing to a successful day

- Ask bulleted questions from the County Guidelines document if colleagues are not talking about responses to those questions
- Commend and encourage cross program outreach efforts and county team outreach planning and action
- Model use of civil rights terminology
- Remind colleagues to file charts annually
- Remind colleagues to put documentation in files

Contributing to a successful day

- Use time wisely after lunch—prepare for the full group session that will follow. Prepare to share observations and recommendations. If possible, use the questions from the County Guidelines to structure your feedback.
- County colleagues should facilitate the full group session at the end of the day,
- Full group session should include insights for action plan from county colleagues and observations and recommendations from the visiting team

Materials needed for central files

- District director should be sure the team leaves with these materials:
 - Electronic list of names and titles of those who participated in the day (for entering into the report by report writer)
 - Paper copies of all charts
 - Paper copies of all assessment forms (program areas and department head)
 - These paper copies should be sent to Jennifer Lord in the Office of the Dean and Director immediately after the day

Report Timeline

- Start collecting (electronically) observations and recommendations when you meet after lunch. You will need to share these when the county colleagues meet with you at the end of the day
- Your team cannot complete its report until the action plan is sent by the county to the district director (no more than 3 weeks after the day). Jennifer Lord, Dean's Office will send reminders.

Report Timeline

- The report writer should compile notes before the action plan is received.
- When action plan is received, share comments via e-mail and enter them into the report.
- Report and action plan should be completed approximately one month after the Civil Rights Day. Send to 1) county department head and 2) Jennifer Lord, jennifer.lord@ces.uwex.edu