

Cooperative Extension Civil Rights Plan of Work Action Plan for 2004-05

ACTION STEP	TIMELINE	PROCESS	ACCOUNTABILITY MEASURES	LEADERSHIP	XXX	XXX
Extension Program Compliance						
1.) Develop and implement an affirmative civil rights Plan of Work focusing on outreach to minority groups and community needs and interests. The plan should be developed to meet nondiscriminatory legal standards in program delivery.						
This is the CE Civil Rights Plan of Work. Each section of the Plan of Work will have numbered recommendations with action steps under them. The Plan of Work will be updated annually based on progress toward that year's recommendations. .	Next written reports in 12/04	Faculty/staff/administrators named in the Plan of Work Action Plan will provide written reports annually. New recommendations for action plans will be submitted annually.	Annually, an internal review committee will comment on the reports and the suggestions for new activities. The committee will share ideas for improvements.	Assistant to the Dean and Director		
2.) Develop and implement procedures for maintenance and use of mailing lists. Ensure all program mailing lists reflect all eligible clientele, including racial/ethnic minority group members.						
Detailed instructions for maintenance of mailing lists will be developed.	Implemented by 3/1/04.	Instructions will be posted on the civil rights web site. Instructions will be used in colleague orientation. District	Internal county civil rights reviews will determine if instructions and orientation process are sufficient.	Assistant to the Dean and Director		

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		meeting should be considered as a setting for training.				
3.) Implement a 4-H Extension and Review Committee to strengthen the involvement of all eligible minorities in 4-H programs and activities.						
The 4-H Youth Development program area will develop an action plan for the implementation of Expansion and Review Committees in all counties.	Plan by 3/1/04 Implementation by 12/31/04.	Process to be determined by program area	All counties will have functioning Expansion and Review Committees by 3/1/05. 4-Youth Development liaisons will report progress to Program Leader. County civil rights reviews will monitor.	State 4-H Youth Development Program Leader		
4.) Develop plans to publicize and encourage/facilitate increased attendance of minority youth in 4-H camps.						
The 4-H Youth Development program area will develop an action plan for increasing attendance of minority youth in camps. Guidelines will be developed for publicizing and	Plan by 3/1/04 Implementation begins immediately.	Process to be determined by program area	All county 4-H programs will begin implementing guidelines for publicizing and encouraging attendance of minority youth at 4-H camp by 3/1/04. Program area liaisons	State 4-H Youth Development Program Leader		

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encouraging increased attendance of minority youth at camp			will report to Program Leader. County civil rights reviews will monitor.			
<p>5.) There is a need to strengthen compliance with Title IX, Nondiscrimination on the Basis of Sex, to ensure male participation in the HCE program. There are no racial/ethnic minorities in HCE Clubs. Ensure "all reasonable efforts" are documented in each program area, as appropriate, to enhance awareness and participation by all eligible clientele.</p>						
Family Living Programs will continue to advise WAHCE on efforts to ensure opportunities for male and ethnic minority participation in HEC	Plan completed and communicated by 3/1/04. Implementation in all counties with HCE activities by 3/1/05.	Process to be determined by Family Living program area	All county agents who serve as advisors to HCE will report through ongoing county civil rights reviews.	State Family Living specialist who advises HCE functions.		
<p>6.) Develop and implement plans, procedures, and outreach recruitment to increase the enrollment of minority youth in 4-H clubs.</p>						
An Action Plan will be developed to increase the recruitment and enrollment of minority	Plan complete and communicated by 3/1/04. Implemented in all	Process to be determined by 4-H Youth Development program area	All 4-H Youth Development agents will implement the Action Plan. Program	State 4-H Youth development Program Leader		

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youth in 4-H.	counties by 3/1/05.		area liaisons will report to 4-H Youth Development Program Leader. County civil rights reviews will monitor. Overall, enrollment of minority youth in 4-H will increase annually.			
7.) Develop and implement procedures to ensure increased levels of overall participation in 4-H camps and related activities with emphasis on all racial/ethnic minorities as appropriate.						
4-H Youth Development program will develop an Action Plan to ensure increased levels of participation in 4-H campus and related activities by minority youth.	Plan complete and communicated by 3/1/04. Implementation in all counties by 3/1/05.	Process to be determined by 4-H Youth Development program area.	All 4-H Youth Development agents will implement the Action Plan in their counties. Program area liaisons will report to 4-H Youth Development Program Leader. County civil rights reviews will monitor. Overall, participation of minority youth in 4-H camps and related activities will increase annually.	State 4-H Youth Development Program Leader		
Boards and Committees						

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1.) Develop and implement procedures to increase the number of minority group members and White males on Extension boards and committees.						
The issue of gender balance on committees and groups that provide input to Extension programming will be addressed in civil rights reviews. This issue will be addressed in civil rights compliance orientation. Improved gender balance will be stressed in the Program Planning process in 2003.	Communication of this issue will begin in 2003 county reviews and will continue on an ongoing basis. Messages will be integrated into 2003 Program Planning materials.	This Action Plan will be sent to all civil rights review teams. This particular point will be highlighted.	Better gender balance on committees and groups providing input to Extension programs and efforts as well as committee membership will be documented and audited during internal county civil rights reviews.	Assistant to the Dean and Director		
2.) Develop and implement policies and procedures which assure that membership of boards and committees reflect the interracial composition of the residents of the geographic areas being served.						
The issue of racial parity on committees that provide input to Extension programming will be addressed in civil rights reviews and in civil rights	Communication of this issue will begin in 2003 county reviews and will continue on an ongoing basis. Messages will be integrated into 2003 Program Planning	This Plan of Work will be sent to all civil rights review teams. This particular point will be highlighted.	Better racial balance on groups and committees providing input to Extension programs and efforts as well as committee membership will be documented and	Assistant to the Dean and Director		

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compliance orientation. Improved gender balance will be stressed in the Program Planning process in 2003.	materials.		audited during internal county civil rights reviews.			
Civil Rights Training						
1.) Develop and implement a training program on civil rights issues for Extension employees. Training should be designed to develop staff awareness, sensitivity, and objectivity in order to contribute to UWEX's overall equal opportunity program.						
Training will be developed and carried out in three possible venues: New Colleague Orientation, program area orientation, district meetings and web based modules.	Implementation by 12/04	Assistant to the Dean and Director will provide leadership for a curriculum design committee to carry out this action step	A county-based team of colleagues will evaluate the training and recommend improvements. County civil rights compliance activities will increase and become more effective.	Assistant to the Dean and Director.		

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Complaints of Discrimination						
1.) Develop issue specific procedures on how to handle program complaints.						
Procedures exist in UWEX Equal Opportunity policies. They will be developed into an accessible guide for CE staff. They will be posted on the civil rights web site and will be incorporated into training and the county civil rights reviews.	Procedures will be posted on the web site by 1/04.	Procedures will be written by Assistant to the Dean and Director and the UWEX Director of Equal Opportunity and Diversity Programs	Civil rights reviews will determine that county-based faculty, academic staff and support staff understand and use procedures.	Assistant to the Dean and Director		
Data Collection						
1.) All County staffs should have a clear understanding of what “parity” in program delivery means. Practical training tools may be utilized to enhance awareness.						
Tools are being developed to help county-based staff understand parity and utilize that knowledge	Implemented by 1/04	Annual civil rights reporting through the civil rights web site will continue. In addition, Program	In civil rights reviews, county-based staff will demonstrate improved documentation and increased results in	Assistant to the Dean and Director and Program Leaders.		

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in their civil rights outreach efforts.		leaders and assistants are developing examples and guidelines for determining potential audience and movement toward parity. These tools will be posted on the civil rights web site and will be incorporated into civil rights training at the divisional level and at the program area level. Included with this training will be guidance on use of new demographic categories on civil rights charts.	reaching underrepresented audiences.			
2.) Implement procedures that will ensure that all Extension agents are collecting and reporting data on minority participation in all county Extension programs. The data should be utilized to measure delivery of program benefits including parity of participation of clientele groups. Where delivery of programs includes clusters of counties, it is important to ensure a clear collection of data by respective counties, and its results are noted.						
Guidelines will be developed for data collection.	Guidelines completed and communicated by 1/04 and implemented in counties by 3/04.	A committee of program area representatives will develop guidelines.	Documentation in civil rights reviews will demonstrate compliance.	Assistant to the Dean and Director with Program Leaders		

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<p>3.) When parity has not been reached, contributing factors should be identified, and corrective actions should be implemented, documented, and included on POWs as well as Civil Rights Charts being utilized by UWEX.</p>						
<p>Some accountability actions have been taken since the 9/02 federal review and are being implemented in 2003 reviews. New practices will involve more detailed directions relative to identifying contributing factors when movement toward parity is not evident.</p>	<p>Accountability procedures will be posted on the web site by 1/04</p>	<p>Assistant to the Dean and Director will work with District Directors and Program Leaders to draft new procedures</p>	<p>To be developed by the work group.</p>	<p>Assistant to the Dean and Director</p>		
<p>Public Notification</p>						
<p>1.) Develop and implement a public notification plan for utilization within each county location.</p>						
<p>Cooperative Extension Civil Rights Education and Compliance practices and</p>	<p>Documentation posted on the web site by 1/04</p>	<p>Assistant to the Dean and Director will put procedures into a Public Notification Policy and</p>	<p>Policy will be used as a guide for civil rights county reviews</p>	<p>Assistant to the Dean and Director</p>		

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<p>procedures include directions for public notification. Civil rights county reviews audit these practices and recommendations about public notification appear in all reports from review teams. The policies, procedures and practices relative to public notification will be collected in a single document and posted on the civil rights web site</p>		<p>post on civil rights web site.</p>				
<p>2.) Determine any and all contributing factors that will show the outreach (all reasonable efforts) being conducted to all potential audiences in all program areas; i.e., advisory committees, mailing lists, direct contact with minority community members and minority community institutions, and parity.</p>						
<p>Train county colleagues in analyzing the relationships between their outreach activities</p>	<p>Training ready by 3/1/04</p>	<p>A team of county and campus based colleagues and administrators with a</p>	<p>County based colleagues will demonstrate with documentation in files</p>	<p>Assistant to the Dean and Director and Program</p>		

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and movement toward parity. These concepts will be an important part of civil rights orientation and training		curriculum development specialist will develop the training. Components of the training will be delivered at New Colleague Orientation, in program area orientation, at district meetings and via web based modules.	and in county civil rights reviews how they have analyzed the contributing factors that show the relationship between outreach and movement toward parity.	Leaders.		
Statement of Assurances						
1.) Develop and implement policy and procedures to assist staff in determining discriminatory practices of organizations, agencies, Extension clubs, and groups before officially accepting and/or participating in educational activities or events with these organizations.						
Improve CE policies and procedures relative to communicating about UWEX nondiscrimination policies with partnering organizations. Communications about nondiscrimination should be made before partnerships are formed and finalized and CE must receive assurance	Policies updated and communicated by 1/1/04 and implemented by 3/1/04	Policy will be written and included in civil rights training.	Documentation of compliance will be placed in civil rights files and audited in civil rights county reviews	Assistant to the Dean and Director		

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from the external organizations that they do not discriminate.						
Compliance Reviews						
1.) Develop and implement follow-up and follow-through procedures upon completion of an internal onsite civil rights compliance review.						
Follow-up and follow-through procedures exist in a variety of formats and have been communicated sporadically. They will be collected in a single policy document and will be incorporated into civil rights training for all colleagues, including training for review teams.	Implemented by 3/1/04 with the beginning of the next civil rights review year.	Assistant to the Dean and Director will prepare document with current procedures and updates. Document will be posted on the web site and incorporated into training.	Movement toward parity with Cooperative Extension programs. Better documentation of more effective outreach efforts. Civil Rights files will demonstrate accountability.	Assistant to the Dean and Director, Program Leaders, District Directors, Department Heads		
2.) As many of the 72 counties still to be reviewed, a comprehensive listing of findings and recommendations currently being						

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<p>identified in the review process could aid those countries still to be visited. These onsite products could assist countries to prepare and correct, as appropriate, areas being cited.</p>						
<p>A team will analyze civil rights review reports and Dean's Office files to determine where more efforts are necessary and where progress is being made. The findings will be communicated to colleagues statewide.</p>	<p>Completed by 12/31/04</p>	<p>Associate Dean will name a team that will analyze factors based on civil rights compliance guidelines and procedures. District directors and program area leadership will be represented.</p>	<p>Team will communicate recommendations for improvement.</p>	<p>Associate Dean with assistance from an evaluation specialist and the Assistant to the Dean and Director.</p>		
<p>Access to Facilities by Persons with Disabilities</p>						
<p>No Recommendations</p>						