

Office of Equity, Diversity, & Inclusion
Equity, Diversity, and Inclusion Action Plan (EDIAP)
Updated: September 2017

Overview

This plan is intended to provide a roadmap to create a diverse, inclusive, and excellent learning, living, and working environments for all students, faculty, staff, participants, community members, and others who partner with the University of Wisconsin Colleges (UWC) and University of Wisconsin-Extension (UWEX). This mission is accomplished through collaboration, leadership, and seeding of new initiatives, consultative advice, and the coordination of institutional initiatives.

A function of The Office of Equity, Diversity, and Inclusion (OEDI) is to make progress toward the University of Wisconsin System's [strategic diversity interests](#), including: 1) Enhancing campus and organizational climates for inclusion 2) Recruiting and retaining a more diverse faculty and staff; 3) Preparing all our students, staff, and faculty to thrive personally and professionally in a world that is diverse, global, and interconnected. These strategic goals are imperative for our continued success and for laying the groundwork for the UW Colleges and UW-Extension of the future.

The Office of Equity, Diversity, and Inclusion and this plan seek to follow the [six guiding principles of Inclusive Excellence](#), which provide a fundamental framework for equity, diversity, and inclusion plan and work. These include:

1. Core to mission: Diversity is central to institutional life, not the periphery, such that it becomes a key organizing principle around which other institutional decisions are made.
2. Widespread engagement: To truly fulfill our educational mission as UW Colleges/UW-Extension, a more comprehensive, widespread level of engagement, shared responsibility, and accountability at all levels and ranks should be engendered, where everyone has a place at the table. In short, everyone has a role to play.
3. Close attention to students: UW Colleges/UW-Extension needs to cultivate close attentiveness to the student experience itself, including the impact of social identities on students' learning experiences. In short, different students require different forms of support.
4. Joint pursuit of diversity and excellence: Since the goals of excellence and diversity are interconnected and interdependent, excellence must be measured by equity, inclusion and superior performance.
5. Implementation matters as much as strategy: Success is measured by changes made toward our goals of equity and inclusion, not by the quality or time spent setting goals and planning.
6. Dual Focus: Diversity efforts require dual focus, concentrating on both increasing compositional diversity and creating a culture in which individuals from all backgrounds can thrive.

Owners and Stakeholders

Our senior leadership defines the culture of our organization through their leadership, their actions, behaviors, and values. Senior leadership is accountable for reaching our diversity goals.

- OEDI is responsible for creating the Equity, Diversity, and Inclusion Action Plan (EDIAP), and for managing the plan with the input of leadership and employees. Many of the goals that support this plan require the support of the OEDI and Office of Human Resources (OHR) staff and the Assistant Vice Chancellor for Human Resources and OEDI Executive Director will be key people to provide leadership and guidance on the plan.
- The Chancellor of UW Colleges and UW-Extension and cabinet are responsible for approving the plan, ensuring that the goals and objectives of the plan are communicated, acted on, and evaluated. If our goals are not accomplished, leadership will be charged with determining what can be done to become effective in the future. Each leadership team member will be evaluated on their performance in diversity and inclusion in their annual performance evaluation through the addition of a specific question asking about success with diversity initiatives.
- UWC Campuses and UWEX Divisional Deans and Directors are responsible for supporting and encouraging diversity and inclusion. Each Dean/Director is responsible for establishing a minimum of at least one diversity-related goal each year. Notably, this group's buy-in, adoption of needed mindsets, behaviors and support for the effort is critical.
- Hiring managers are responsible for ensuring that every recruitment pool is sufficiently diverse as determined in consultation with OHR.
- Employees are responsible for supporting and encouraging diversity through their interactions with co-workers, students, participants, community members, and others outside the organization, staying educated on workplace expectations, and getting involved wherever possible in workplace diversity efforts.

Long Term Objectives

- Make UW Colleges and UW-Extension's commitment to diversity and inclusion visible on a daily basis to our employees, visitors, students, the community, the public, our members, and listeners and viewers.
- Increase the diversity of our workforce through employment actions, as measured against the available pools of female, persons of color, veterans, and disabled candidates reported in UWC and UWEX's Affirmative Action Plans.
- Create and maintain a supportive and inclusive environment that is welcoming for all individuals.
- Grow and develop our diverse talent into positions of greater responsibility, including key leadership positions.
- Collect and organize data to effectively assess our progress and make changes as needed to enhance diversity and inclusion.

Short Term Objectives

<u>Development and Communication of Plan</u>	<u>Owner</u>	<u>Contributors</u>	<u>Date</u>	<u>Notes/Measurements</u>
<ul style="list-style-type: none"> Update and revise EDIAP with input from results of Diversity and Inclusion Climate Survey responses by employees and feedback from leadership. 	Asst VC of HR, Director, OEDI	Chancellor, Cabinet	Sept. 2017	
<ul style="list-style-type: none"> Distribute Plan to all staff via OEDI newsletter and email. 	Director, OEDI	Diversity Specialist	Nov. 2017	

<u>Goal: Build Core Competencies for inclusivity and diversity amongst faculty and staff.</u>	<u>Owner</u>	<u>Contributors</u>	<u>Date</u>	<u>Notes/Measurements</u>
1. Compile and communicate results of the diversity and inclusion survey.	Director, OEDI	OEDI Staff	Nov. 2017	
2. Collaborate with UW Colleges leadership to develop educational materials in the Center for Excellence in Teaching and Learning for faculty and staff. <ul style="list-style-type: none"> Explore accessibility options for Extension. Communicate resource to all faculty and staff. Discuss ways to further faculty engagement on diversity and inclusion topics ongoing. Consider methods of assessment. 	OEDI Diversity Specialist and Diversity Programming Specialist	OEDI Director, AVC Foy, Gender Equity Coordinator, Center for Excellence in Teaching and Learning	TBD	
3. Multicultural Awareness Program <ul style="list-style-type: none"> Continue coordinating MAP sessions. 	Diversity Programming Specialist	OEDI Staff	2018	

<ul style="list-style-type: none"> • Ensure training and development opportunities are understood and communicated throughout UWCX. • Continue providing professional development opportunities for facilitators. 				
<p>4. Develop and implement cultural competency training (Our Dialogues). Solidify content and delivery methods.</p> <ul style="list-style-type: none"> • Recruit participants for pilot session 	Diversity Specialist and Diversity Programming Specialist	OEDI & Organizational Development	2018	Pilot in January 2018.
<p>5. Continue building on existing resource content within our website and SharePoint.</p>	Diversity Specialist and Diversity Programming Specialist	OEDI Director, EEO Specialist	Ongoing	
<p>6. Develop a training for faculty and IAS on inclusive classrooms techniques.</p>	OEDI Staff		Spring, 2018	Collaboration with the Center for Excellence in Teaching and Learning

<u>Goal: Highlight diverse programming we do; find ways to seek out more speakers on topics around equity, diversity and inclusion.</u>	<u>Owner</u>	<u>Contributors</u>	<u>Date</u>	<u>Notes/Measurements</u>
<p>9. Explore options for diversity and inclusion discussion and to raise awareness including lunch and learns, reading groups, and online training courses.</p>	Diversity Specialist and Diversity Programming Specialist	OEDI Director, EEO Specialist, Content Experts, Organizational Development	Ongoing	
<p>10. Continue communication around diversity specific awards and how to apply.</p>	EEO Specialist	OEDI Director	Ongoing	Content on website and SharePoint.

				Additional announcements through our newsletter.
11. Continue newsletter and communicate directly with employees on a regular basis (Our Voices)	Diversity Specialist	OEDI Director, Diversity Programming Specialist, EEO Specialist	Ongoing	
12. Develop and implement a Diversity Certificate that employees can earn (Our Perspectives)	Diversity Specialist and Diversity Programming Specialist	OEDI Director, EEO Specialist	Spring, 2018	

<u>Goal: Search and Screen Committee/Recruitment Engagement</u>	<u>Owner</u>	<u>Contributors</u>	<u>Date</u>	<u>Notes/Measurements</u>
13. Continue AA plan creation annually, work with HR to ensure accurate and consistent data points. Distribute and communicate AA plan 'goals' and expectations for recruitment in positions that are underutilized. Refine adverse impact analysis for hires, promotions, and terminations.	EEO Specialist	OEDI Director, HR	Ongoing	UWCX Data / Reports complete by end of Feb 2018. Communications about updated data and use during upcoming year's recruitments in May 2018.
14. Continue EEO orientations for search and screen committee.	EEO Specialist, HR	OEDI Director, HR	Ongoing	Quarterly check-ins w/ HR on process. Annual Reminder in newsletter for all employees RE: AA Plan and Recruitment Resources
15. OEDI implement webinar for regional trainings for appointment committees and other employees who may serve on search and screen committees. Promote video and create additional training resources for search and screen committee	EEO Specialist, HR	OEDI Director, HR	Winter, 2018	

members to watch on unconscious bias and diversity in recruiting.				
16. Annual review of diverse advertising resources guide for accuracy and to identify any new sources that we can use to reach diverse candidates. Communicate advertising resources broadly to hiring authorities and employees.	EEO Specialist	OEDI Director, HR	Ongoing	
17. Establish goals for hiring authorities to use diverse advertising resources for Underutilized positions.	EEO Specialist	OEDI Director, HR	Ongoing	Quarterly check-ins w/ HR on process.
18. Create additional resources for recruitment and Search & Screen interview process to include diversity qualification requirements. Ensure diversity qualifications are included and given weight appropriately in the recruitment process.	EEO Specialist, HR	OEDI Director, HR	Fall, 2018	Possible options: Diversity statements from applicants when applying for jobs. Including a question in the interview process for knowledge assessment of diversity and inclusion behaviors and understanding of concepts.
19. Continue Summer Affirmative Action Internship Program. Inquire with Human Resources regarding reimbursement process.	EEO Specialist		Winter 2018	

Goal: Focus on Employee Inclusion and Engagement	<u>Owner</u>	<u>Contributors</u>	<u>Date</u>	<u>Notes/Measurements</u>
22. Communicate information and resources for the need of land/territory acknowledgement across the state and accompanying educational resources.	Diversity Specialist	TBD	2018	

Goal: Bring all areas into Full Compliance	Owner	Contributors	Date	Notes/Measurements
23. Work closely with HR to develop stronger processes and communication for disability accommodations related to leave procedures.	OEDI Director	HR	Ongoing	
24. Review of compliance needs for Title IX. Ensure we are achieving primary objectives for compliance as prescribed by the Office of Civil Rights.	OEDI Director	Director of Conduct and Compliance	Ongoing	
25. Providing compliance based training through the software system funded by UW System Administration. Look into options for including training in onboarding processes.	OEDI Director, Diversity Programming Specialist	HR	Ongoing	
26. Continued policy review and update.	OEDI Director, Diversity Specialist	Director of Conduct and Compliance, Diversity Programming Specialist	Ongoing	
27. Maxient software for tracking investigations and accommodations cases within OEDI.	OEDI Director, EEO Specialist, Diversity Specialist	Director of Conduct and Compliance	Winter 2018	
28. Hate and Bias reporting. Provide resources and communicate broadly information and a process. Explore options for UW-Extension.	OEDI, Sr. Student Services Program Mgr., Office of Student Conduct		Ongoing	
29. LGBTQ+ Learning Circle will develop and implement LGBTQ+ educational training and continue to assess needs.	Diversity Specialist and Diversity Programming Specialist	OEDI Director, Learning Circle members (UWCX employees)	Ongoing	Trainings to begin Fall 2017 External communications regarding Learning Circle activities

Goal: Student Engagement	Owner	Contributors	Date	Notes/Measurements
30. Diversity Dialogues: Continue providing events at each UW College campus and developing capacity. Continue to obtain feedback during/after sessions for ongoing goal development around student issues.	Diversity Specialist and Diversity Programming Specialist	OEDI Director, Cabinet, Employees		Events are being scheduling for Fall 2017 and Spring 2018.

Other: Placeholder for programs and activities to pursue in the future	Owner	Contributors	Date	Notes/Measurements
Do we currently already have an introductory program for students of color coming to the Colleges campuses to specifically introduce them to the campus?	OEDI			Reach out to UW-Madison's admissions regarding Student of Color Day.
Housing & Student Life – continuing providing professional development and support for professional staff.	OEDI			
Include opportunities for faculty, staff, and others, to provide resources and information for trainings in areas where they have demonstrated competency and knowledge related to diversity and inclusion. Would like to develop a one-day workshop on inclusive classroom practices and pedagogical resources.	Diversity Specialist and Diversity Programming Specialist	OEDI Director, CETL		
Provide podcasts for UW Colleges faculty on inclusivity, diversity, and culturally relevant classroom teaching principles. Sourcing for podcasts may include: utilizing ones that current exist, creating with speakers within our institution, and/or outside speakers.	Diversity Specialist and Diversity Programming Specialist	OEDI Director, CETL		Providing podcasts that are accessible to the entire institution.
Attend at least one dean/director meeting and present on diversity topics	OEDI Director			
Continue with and broaden the diversity series that is currently being created. Consider tangent uses for the series to increase visibility of OEDI.	Diversity Specialist	OEDI		