



Form 1: Presentation Checklist

Name: _____

Date: _____

Department: _____

COCC Contact Information: _____

Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (*not* the instructions) to the Academic Affairs chair by his or her specified deadline. **Please note:** If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as **N/A**. Use as many pages as necessary.

PROPOSAL OVERVIEW

TYPE OF AGENDA ITEM

- Information Item (requires approval of AA Chair)
- Action Item
 - Information and committee feedback
 - Procedure—revision (Attach current procedure with proposed changes illustrated with track changes)
 - Procedure—new
 - Identify suggested location in *GPM*: _____
- Policy—revision (Attach current policy with proposed changes illustrated with track changes)
- Policy—new
 - Identify suggested location in *GPM*: _____
- New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)
- Other: _____

BUDGET

INSTRUCTIONAL REQUIREMENTS

OPERATIONAL NEEDS, CURRENT AND FUTURE

STUDENT IMPACT

ANTICIPATED IMPLEMENTATION TIMELINE

COCC Diversity Plan Goals, Learning Outcomes, Strategies, and Measurement Tools

Central Oregon Community College (COCC) believes that creating a respectful and inclusive multicultural environment requires the thoughtful and intentional efforts of everyone at the College, including all COCC employees and students. The Diversity Committee, along with the Office of Diversity and Inclusion (ODI), serve as important resources to assist with implementing this plan and addressing concerns or questions that arise. As the College strives to foster a safe, inclusive, and just community, everyone will benefit. Therefore, the administration, department chairs and directors, committee and organizational leaders, and student leaders have special responsibility for ensuring that respect for diversity is embedded and practiced in the core activities of their units. As such, the following serves as the COCC Diversity, Equity and Inclusion plan.

Diversity Committee Mission: The College’s Diversity Committee provides leadership for the College to create a welcoming and respectful climate for diverse cultures, backgrounds, and ideas in order to nurture a vibrant, inclusive, and engaged learning community.

Goal #1 College Mission and Goals			
Goal:	Outcomes:	Strategies:	Measurement Tools:
Diversity, equity and inclusion (DEI) is embedded in COCC department missions and goals.	<ul style="list-style-type: none"> • COCC Department mission statements will reflect respect for differences. • Mission statements will be easily accessible and visible for students, staff, and community members. 	<ul style="list-style-type: none"> • Meet with College departments to discuss and share ideas. • Use the Principles of Community to dialogue with departments about DEI goals. • Work with departments to upload mission statements on webpages if applicable. Review mission statements for any updated language or changes. 	<ul style="list-style-type: none"> • Assess mission statements annually for presence of DEI in their goals. • Where possible, departments include their mission statement on the department webpage.

Goal #2 Access and Representation			
Goal:	Outcomes:	Strategies:	Measurement Tools:
<p>The College will develop practices to increase and better align employee demographics with that of the students and communities it serves.</p>	<ul style="list-style-type: none"> • DEI will be embedded in the framework of COCC's employee and student recruitment, retention, and engagement efforts. • Every hiring committee will have a minimum of one person who has participated in Cultural Respectful Hiring Practices (CRHP) workshop. 	<ul style="list-style-type: none"> • Work with Human Resources (HR) to ensure that all job descriptions include equity statement(s) in the knowledge, skills, and abilities section of job descriptions. • Work with HR to identify best practices in recruiting individuals from underrepresented populations. • Offer quarterly CRHP workshops for COCC employees. • Develop a bank of interview questions that help assess all candidates' skills in supporting COCC's Principles of Community. • Work with COCC faculty and staff from across the College to identify and implement recruitment and retention programs aimed at increasing student success rates for underrepresented students. 	<ul style="list-style-type: none"> • Student admissions and retention statistics. • Employee hiring statistics. • COCC district statistics. • Number of employees that have completed CRHP workshop.

Goal #3 College Climate			
Goal:	Outcomes:	Strategies:	Measurement Tools:
<p>Ensure that COCC maintains a respectful and inclusive College climate.</p>	<ul style="list-style-type: none"> • Students and employees will feel respected, safe, and welcome at the College. • Underrepresented students and employees will see themselves reflected in curriculum and College activities. • Working with the Director of Student Life and the Title IX Coordinator, acts of disrespect and/or discrimination will be responded to in an appropriate and timely manner. 	<ul style="list-style-type: none"> • Embed the Principles of Community as part of the new employee onboarding process. • Coordinate intentional discussions regarding the Principles of Community through various forums annually. • Ensure that College events and programs reflect various cultures, histories, perspectives, and other differences (including, but not limited to, ethnicity, religion, sexual orientation, disabilities, and class.) • Work with Human Resources, Marketing and Public Relations, and other departments to increase availability of bilingual services and information across the College. • Communicate with leadership to ensure that College art and architecture reflects cultural diversity. 	<ul style="list-style-type: none"> • Every three years, assess results from the Staff College Climate or Great Colleges to Work For assessment. • Every three years, assess the results from the Student College Climate Survey. • Every Summer/Fall, assess the results from the Graduate Survey.

Goal #4 Education and Training			
Goal:	Outcomes:	Strategies:	Measurement Tools:
<p>Support, create, and/or lead educational opportunities for students and employees that help foster a welcoming community for all.</p>	<ul style="list-style-type: none"> • Students will have access to tools to help them respectfully interact with a diverse community. • COCC employees will demonstrate cultural awareness in their student interactions and in the workplace. 	<ul style="list-style-type: none"> • Provide DEI workshops for students and COCC employees. • Assist faculty in creating inclusive curriculum. • Provide educational materials accessible through the ODI website. • Participate in student and employee orientation programs to bring awareness of the College's commitment to the Principles of Community. 	<ul style="list-style-type: none"> • Solicit quantitative and qualitative surveys and reporting that provide information on courses that include DEI as part of course outcomes. • Number of training workshops offered for COCC employees and students. • Each term, complete and review the survey of diversity-related courses and workshop training evaluations. • Assess workshop/training enrollment demographics to determine attendance.

Goal #5 Evaluation and Recognition			
Goal:	Outcomes:	Strategies:	Measurement Tools:
Incorporate DEI into College recognitions, student and employee awards, and performance evaluations.	<ul style="list-style-type: none"> • Students and COCC employees will feel recognized for their contributions to the College Diversity Plan and the Principles of Community. • COCC employees will feel encouraged and supported to participate in DEI training opportunities (i.e., professional development funds, workload adjustments to accommodate training). 	<ul style="list-style-type: none"> • Work with Human Resources to add criteria on all performance appraisals and promotions process materials that addresses respect for diversity, cultural responsiveness, and multicultural education. • Work with supervisors to accommodate and support employees' requests to attend diversity-related training and/or College programs. • Recognize participation through the Diversity Education Award and the Diversity Achievement Award programs. 	<ul style="list-style-type: none"> • Student College Climate Survey. • Performance criteria addressing respect for diversity, cultural responsiveness, and multicultural education activities exists on performance appraisals and promotions process materials. • Employee participation in the Diversity Education Award • Participation records. • Training evaluations.