

CIVIL RIGHTS PERFORMANCE PLAN

for

**COOPERATIVE EXTENSION, RESEARCH
AND ACADEMIC PROGRAMS**

2004-2008

THE UNIVERSITY OF ARIZONA®



COLLEGE OF AGRICULTURE
AND LIFE SCIENCES

November 2003

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UNIVERSITY OF ARIZONA COOPERATIVE EXTENSION CIVIL RIGHTS PERFORMANCE PLAN

Preface

The University of Arizona, a land-grant university, has total responsibility for the state's Cooperative Extension program which is administered through the College of Agriculture and Life Sciences. Programs are planned and conducted in response to clientele needs and priorities and in accordance with resources and faculty, staff and administrator's competencies.

Arizona Cooperative Extension is dedicated to providing high-quality and effective educational programs that comply with all civil rights, equal employment and affirmative action requirements. Changes are made continually to strengthen programming and to enhance compliance with these requirements.

This plan is designed to assist Arizona Cooperative Extension faculty, staff and administrators in carrying out the responsibilities required for compliance with Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1967, as amended, and the Civil Rights Act of 1991. The major components of this plan will focus on the following four overarching civil rights program goals:

1. Ensure participation of people of under represented groups.
2. Educate and involve faculty, staff and administrators in civil rights program planning.
3. Advise all potential recipients of program availability and Arizona Cooperative Extension's policy of equal access.

Within each of these goals will be found the key components of an Affirmative Action Plan, as requested by Cooperative State Research, Education and Extension Service (CSREES). Those components include action steps related to program planning and reporting, public notification, and civil rights training. Civil rights compliance reviews and internal monitoring are discussed, as well as employment and workforce diversity, which were also addressed in the Arizona Cooperative Extension Response to the April 2002, "Civil Rights Program and Compliance Review," submitted November 2002 to CSREES.

Requirements for each of the goals will be discussed in detail throughout this document. Progress toward achievement of each goal will be documented by all county faculty, staff and administrators in their *Annual Desk Audit* submitted to the Director of Extension by February 1 to coincide with APROL submission. Campus-based faculty will report their accomplishments via their web-based APROL reports to their School Directors/Department Heads who have responsibility for assuring that programs led by faculty support the civil rights programming goals and objectives.

**ASSURANCE OF COMMITMENT BY FACULTY, STAFF AND
ADMINISTRATORS WITH EXTENSION
APPOINTMENTS/ASSIGNMENTS TO COMPLY WITH
NONDISCRIMINATION REGULATIONS**

Arizona Cooperative Extension is committed to the intent of Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1967, as amended, and the Civil Rights Act of 1991. All Arizona Cooperative Extension programs are nondiscriminatory with respect to race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation.

The Director of Arizona Cooperative Extension will confirm this position in writing at the beginning of each calendar year to all faculty, staff and administrators who have responsibility for developing, implementing and evaluating Cooperative Extension programs. Further, the Director will inform all Arizona Cooperative Extension personnel that they have responsibility for promoting balanced program participation of clientele from all racial groups, regardless of the program area(s) to which they are assigned. This annual statement will include the following:

- * Arizona Cooperative Extension is under legal obligation to ensure that as an organization it does not discriminate or condone, in any way, discriminatory practices.
- * Every employee of Arizona Cooperative Extension is obligated and responsible to ensure full compliance with the requirements of the Arizona Cooperative Extension Civil Rights Performance Plan.
- * The Director of Arizona Cooperative Extension is committed to ensure that all employees fully comply with the intent of nondiscrimination regulations and procedures of the plan, and of the University's policy of nondiscrimination.
- * Refusal or failure to comply with those duties required will subject an employee to serious disciplinary action.
- * Academic Unit Leaders and County Extension Directors will likewise affirm their commitment to furthering the educational purpose of Arizona Cooperative Extension in accordance with this plan by virtue of their responsibilities and through their expressed leadership at state and county levels.
- * Faculty and staff assignments of all personnel who deliver programs will be reviewed via their annual submission of Annual Performance Reports On-Line (APROL) to ensure that, where appropriate, they are complying with all components of this plan.

CIVIL RIGHTS PROGRAM GOALS AND OBJECTIVES

Within each of the three civil rights program goals are several objectives designed to assist faculty, staff and administrators as they strive to achieve each of the goals. Although the bulk of the responsibility for Arizona Cooperative Extension programming is conducted by county faculty and administrators, state-based faculty and county-based staff also have responsibility for assuring that Extension programs are available to all on a nondiscriminatory basis. A discussion of each goal, its objectives and suggested actions follow.

GOAL I.

ENSURE PARTICIPATION OF PEOPLE OF UNDER REPRESENTED GROUPS.

Arizona Cooperative Extension is committed to ensuring the diversity of local Extension boards and committees which help identify program needs, and develop, implement and evaluate programs for the residents of the State of Arizona. To achieve this goal, the following three objectives and specific action steps have been developed.

OBJECTIVE 1: Ensure that committees and boards are representative of the demographics of the clientele and county.

NOTE: Appointments on Extension Boards are made by the County Board of Supervisors – not County Extension.

- a. On an annual basis, faculty, staff and administrators will review board and committee make up to encourage diversity representation. Committees should be representative of the county and include gender, racial, economic, and geographic diversity. By Arizona state law, each County Extension Board consists of seven persons who are residents of the county, four of whom have as their principal business the production of agricultural commodities, and the other three of whom are representative of organizations or persons who utilize county Cooperative Extension.
- b. Each county program area (agriculture/natural resources; family, consumer & nutritional sciences, 4-H Youth Development) must have at least one program advisory committee which meets at least twice a year. Committee members should reflect the diversity of the county clientele, should have interest, knowledge and experience in the program area, and should be able to represent the broad needs of the respective constituent group.
- c. County Extension Boards must comply with the Arizona Statutes (based on House Bill #2125, 1974). Program advisory committees should have rotating membership to allow opportunities for diverse input into needs and programs conducted by faculty, staff and administrators.

- d. The County Extension Director should encourage faculty and staff to appoint minority and/or under represented group members to the advisory groups and committees as adjunct or members at large to ensure representation of the demographics of the county.

NOTE: Additional members may be added to meet stated goals of minority and gender representation.

OBJECTIVE 2: Ensure that committees and boards are informed of the University of Arizona Cooperative Extension affirmative action policies.

- a. Faculty, staff and administrators will annually conduct orientation for all new Extension Board/committee members which includes an overview of affirmative action and civil rights responsibilities related to the conduct of Arizona Cooperative Extension educational programs.
- b. On an annual basis, faculty, staff and administrators will review key components of the Arizona Cooperative Extension Civil Rights Performance Plan with the total Extension Board and all program advisory committees in each county.
- c. Meeting notes from all county Extension Board and program advisory committees such as Agriculture and Natural Resources; Family, Consumer and Nutritional Sciences; 4-H Youth Development; and other ad hoc committees should be filed annually indicating number of meetings held, attendance and a summary of affirmative action and civil rights issues discussed. This documentation will be reported in the *Annual Desk Audit* due February 1 of each year.
- d. Meeting documentation shall include discussions about outreach to under represented groups, a review of county demographic data to target areas for recruitment of potential minority and under represented group members, and other information which informs committee and board members about Arizona Cooperative Extension affirmative action and civil rights policies.

OBJECTIVE 3: Ensure participation/enrollment of under represented groups across all program areas.

- a. To increase awareness of opportunities to participate in Arizona Cooperative Extension educational programs, faculty, staff and administrators will ensure that "all reasonable efforts" are taken to inform potential participants of the program.

“All reasonable effort” is defined as the minimum effort required of Extension personnel when conducting programs in interracial communities and will continue to be conducted to try to achieve program participation that is reflective of the potential audience and/or the racial composition of the community.

“All reasonable efforts” documentation includes: clientele are notified, direct invitation given to leaders or members of minority clientele groups, record of name of person and date, flyers distributed to places where minority clientele are likely to receive.

- b. Efforts must be documented and may include the following:
- * Use of all available mass media, including radio, newspaper and television targeted to minority audiences to inform potential recipients of the programs and of the opportunity to participate.
 - * Personal and circular letters addressed to potential recipients from minority and other under represented groups inviting them to participate and/or volunteer in Arizona Cooperative Extension programs.
 - * Personal visits to encourage participation in programs or as volunteers to minority community leaders and minority grassroots organizations in the geographically defined area.
 - * Strategies to pro-actively plan for inclusion of minority and under represented groups in program efforts.
- c. For Extension groups (i.e., Master Gardeners and 4-H Youth Development), membership should reflect the diversity of the clientele/community being served. The goal for membership is balanced participation by all racial groups within the county and state.
- d. Balanced membership (parity) in clubs and groups will be documented annually in the *Annual Desk Audit* and efforts will be made to ensure that all eligible participants from racial groups in the membership area are informed of the opportunity to participate in these programs. Balanced membership is achieved when the number of members of the under represented race reaches 75 percent of the number of non-majority members the club would have if its racial composition were exactly proportional to that of the membership area.

For example, a club with 20 members in a membership area where Hispanics comprise 20 percent of the population would be exactly proportional if it had four Hispanic members. This club would be considered to have "balanced members," however, if it had three Hispanic members (75 percent of the ideal goal).

- e. Arizona Cooperative Extension will discontinue assistance to those clubs/groups which remain all of one race, unless it is established, through documentation, that good faith efforts have been made to recruit individuals of racial groups residing in the membership area that is not represented. Documentation will be ascertained using the AAP Form #2, "Group Serving One Race." The form may be found in the Program & Procedural Manual located at <http://ag.arizona.edu/extension/employee/pandp/>.

- f. Annually, the Director of Extension will analyze the documentation of "all reasonable efforts" in each membership area and recommend to the faculty, staff and administrators whether to continue or withdraw service to a particular club or group for the following program year based on the findings.
- g. Meeting locations will be selected so that all participants, including minorities and under represented groups, are welcome.
- h. If a club or group, working with the Extension faculty, staff or administrators, does not take corrective action to achieve balanced members, or does not have documentation to show positive efforts to achieve balanced membership, the Director of Arizona Cooperative Extension will have the authority and responsibility to inform the club that Extension will discontinue service to the club or group.
- i. In meetings with other community organizations or agencies on which Extension employees serve, information about Extension programs and their availability for minority and under represented groups will be presented.

OBJECTIVE 4. Develop, modify and provide program materials for under represented groups.

- a. As educational programs are developed, faculty and staff will assure that they are sensitive to the needs of minority and under represented groups. Examples of Plan of Work materials developed or modified will be placed in the county Central Civil Rights file and will be documented in the *Annual Desk Audit* best practices section which is submitted to the Director of Extension on February 1.
- b. Faculty, staff and administrators will use the following nondiscrimination statement on all publications, newsletters, and program announcements so that potential program participants are aware of Extension's responsibility to provide educational programs to all:

Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, James A. Christenson, Director, Cooperative Extension, College of Agriculture & Life Sciences, The University of Arizona. The University of Arizona is an equal opportunity, affirmative action institution. The University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation in its programs and activities.

- c. Within reason, faculty, staff and administrators will make educational materials available in alternative media when requested. Such alternatives may include providing someone to interpret through sign language during an educational program or having large print or audio tape for those who are visually impaired. There also may be a request to translate materials into another language.
- d. When programming specifically for low literacy audiences, appropriate reading level materials will be developed and utilized.

OBJECTIVE 5: Ensure accessibility to all clientele.

Arizona Cooperative Extension faculty, staff and administrators will be aware of the requirements outlined in the Americans with Disabilities Act and will take the following steps to see that requirements are met:

- a. Ensure that county Extension offices are accessible. In the event that office and facilities are not accessible, a county specific plan must be developed and publicized which details how faculty, staff and administrators will consult with physically challenged clients to provide program information which accommodates their disability.
- b. Faculty, staff and administrators will utilize the University's accommodation statement on all educational materials, newsletters and meeting announcements to publicize and create an understanding of Extension's commitment to accommodate those who have special needs. The current statement is:

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting (insert name, telephone number). Requests should be made as early as possible to allow time to arrange the accommodation.

- c. Meeting locations used for Extension educational programs shall be selected based on their accessibility for participants who may be physically challenged.
- d. When scheduling programs targeted to minorities and under represented groups, Extension faculty, staff and administrators will select meeting sites which are convenient and easily accessible for their participation.
- e. Efforts to ensure access to programs and services offered by Extension faculty, staff and administrators will be documented on an annual basis via APROL and the *Annual Desk Audit*.

GOAL II.

EDUCATE AND INVOLVE FACULTY, STAFF AND ADMINISTRATORS IN CIVIL RIGHTS PROGRAMMING.

It is the policy of Arizona Cooperative Extension to encourage and provide support for professional development opportunities for all of its employees. Faculty, staff and administrators are expected to participate in opportunities offered within the College of Agriculture and Life Sciences, as well as those provided by Human Resources or external vendors, to enhance their awareness and understanding of diversity issues and to increase their ability to reach out to under served groups.

OBJECTIVE 1: Provide training and development opportunities.

Arizona Cooperative Extension, with the assistance of University of Arizona Human Resources, will provide training and development opportunities to enhance the ability of faculty and staff to serve diverse audiences. In addition, faculty, staff and administrators will be encouraged to participate in training and education opportunities provided by other groups or organizations as part of their personal/professional development responsibilities.

- a. Professional development opportunities include, but are not limited to, programs related to diversity education and outreach to minorities and under represented groups, EEO and respectful workplaces, and creating a respectful youth development environment. These can be conducted during statewide faculty, staff and administrators program meetings as well as planned in-services.
- b. New Faculty Orientation will have a section on diversity issues, federal laws related to civil rights responsibilities, and their input into the county *Annual Desk Audit*. Faculty need to understand their responsibilities as Cooperative Extension employees to ensure that they fulfill both the letter and the spirit of the laws as they identify need and develop, implement and evaluate Extension's educational programs for adults and youth.
- c. Opportunities and programs have been and will continue to be developed as part of the strategic plan of the CALS CASD Diversity/Catalyst Team. This Team is a part of the eight state, five year "Change Agent States for Diversity" initiative. Some of the responsibilities will include sharing Arizona's Best Practices with other states in the Western Region and nation.
- d. Utilization of civil rights program information contained in the Policy Statement of the Program & Procedural Manual (<http://cals.arizona.edu/extension/employee/pandp/>) should be publicized widely in appropriate newsletters and other websites. This site is a source of ongoing information for use by all faculty, staff and administrators and with Extension Board members for training purposes.
- e. Diversity training/education will become a part of regularly scheduled administrative meetings

such as County Extension Director conferences and staff in-services. Information from these meetings will be shared with faculty, staff and County Extension Directors not in attendance and filed in the county Central Civil Rights file.

- f. Participation in other University-sponsored diversity education opportunities offered through University of Arizona Human Resources will be encouraged.
- g. On an annual basis, Extension employees will participate in some type of civil rights or diversity training and this training will be documented in the *Annual Desk Audit* submitted by County Extension Directors to the Director of Extension on February 1.
- h. Keep track of all civil rights information on all mailing lists. This is for file purposes only and should be documented in the *Annual Desk Audit*. It should not be made public.
- i. As faculty, staff and administrators develop their annual county plans and reports, they will target specific areas where efforts will be made to identify, recruit and train individuals from under represented groups with a focus on Extension volunteers and leaders in all program areas. Information should be documented in the *Annual Desk Audit*.

GOAL III.

ADVISE ALL POTENTIAL RECIPIENTS OF PROGRAM AVAILABILITY AND UNIVERSITY OF ARIZONA COOPERATIVE EXTENSION'S POLICY OF EQUAL ACCESS.

Pursuant to Title VI of the Civil Rights Act of 1964, faculty, staff and administrators have the responsibility to provide significant assistance only to those organizations and groups that do not exclude any person from membership or participation in any activities of the organization and groups, or subject any person to discrimination because of race, color or national origin.

Pursuant to Title IX of the Education Amendments of 1972, Extension will provide significant assistance only to organizations that do not exclude any person from membership or participation on the basis of sex.

Pursuant to Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990, Extension will provide assistance only to those organizations that ensure program accessibility and/or facilitate the delivery of services to eligible persons with disabilities. Pursuant to the Age Discrimination Act of 1975, Extension will not provide assistance to those organizations which exclude persons from participation on the basis of age.

Arizona Cooperative Extension has developed a public notification plan which will advise residents of every county of the availability of Extension programs on a nondiscriminatory basis. Further, a procedure has been implemented to ensure that groups are nondiscriminatory before faculty, staff and administrators provide any programming assistance.

Public Notification Plan

The Public Notification Plan seeks to ensure that all potential recipients obtain equal access to programs in Cooperative Extension. The Plan identifies primary program functions, along with actions required for implementation and status of specific actions taken.

- a. Advise minorities of program availability and requirements of nondiscrimination on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation in its programs and activities.**
- b. Prominently display nondiscrimination posters in all facilities used by Extension regardless of program area, in serving the public.**
- c. Inform minorities of new programs and program changes by mailing information to all “grass roots” or “community-based organizations” and local organizations and associations.**
- d. Assure informational material released to the public, as appropriate, contain a statement that the program or activity will be conducted on a nondiscriminatory basis.**
- e. Advise the public of program availability and requirements of nondiscrimination on the basis of disability.**
- f. Appropriately use photos and graphics to convey the message of equal opportunity in program delivery.**

As Extension faculty, staff and administrators develop and implement programs, several strategies will be used in conducting outreach efforts to ensure that minority and under represented groups are aware of and encouraged to participate in programs. The public notification plan and equal access procedures will include three objectives with specific action items under each.

OBJECTIVE 1: Inform cooperative groups of extension’s nondiscriminatory mandate.

- a. Prior to providing significant programming assistance to any group or organization, Extension employees will ensure that the entity is nondiscriminatory by having them sign a nondiscrimination statement (AAP-4, “Affirmative Action Compliance Form”) which can be found under Appendix W at <http://ag.arizona.edu/extension/employee/pandp/>.
- b. Signed AAP-4 forms shall be retained in county Central Civil Rights file to assure compliance with civil rights policies. A list of all county agencies/organizations that have submitted nondiscrimination AAP-4 forms should also be on file in the county Central Civil Rights file.

- c. Assurance of nondiscrimination by statewide organizations is the responsibility of the Director's office. Such organizations might include commodity groups and other associations and organizations that have a statewide "parent" organization. A list of these groups, organizations and associations shall be posted on the Arizona Cooperative Extension website under "Civil Rights/Affirmative Action" (<http://cals.arizona.edu/extension/employee/#civilrights>) on the Extension "Employee Resources" website.
- d. It shall be the responsibility of the County Extension Director to see that an officer of the Extension Board, preferably the chair, sign the nondiscrimination statement on behalf of the board. The documentation must be retained in the county Central Civil Rights file and renewed every year prior to submission of the *Annual Desk Audit* on February 1.
- e. All Extension clubs such as 4-H and Master Gardeners must also sign a nondiscrimination AAP-3 form, "Enrollment Sheet" which can be found at Appendix W at <http://ag.arizona.edu/extension/employee/pandp/>. It shall be the responsibility of the Extension faculty, staff or administrator working with the group to obtain the documentation and see that it is appropriately filed. Clubs which do not sign the statement will be advised that Extension employees cannot provide program assistance to them, nor will they retain their affiliation with Arizona Cooperative Extension.

OBJECTIVE 2: Convey a message of equal opportunity in materials released to the public.

- a. The *And Justice For All* poster will be prominently displayed in each Extension office and at public meeting areas used by Extension employees. One poster should be prepared to travel outside the office to locations where Extension faculty, staff and administrators conduct programs.
- b. As appropriate, alternative language statements applying to audiences being served will be affixed to the *And Justice For All* poster.
- c. All publications such as newsletters, program fliers, annual reports, brochures, and websites produced at either state or county level, will use the appropriate affirmative action statement.

For brief, single page materials, the following statement shall be used:

The University of Arizona is an equal opportunity, affirmative action institution. The University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation in its programs and activities.

For all other materials, the following long version of the affirmative action statement shall be used:

Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, James A. Christenson, Director, Cooperative Extension, College of Agriculture & Life Sciences, The University of Arizona. The University of Arizona is an equal opportunity, affirmative action institution. The University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation in its programs and activities.

- d. Audio visual materials for presentations and learning aids (such as PowerPoint, slides, overheads, videos, CD ROMS) shall also use the appropriate affirmative action statement.
- e. All announcements of county or state educational programs, meetings or events sponsored or cosponsored by Arizona Cooperative Extension shall include the statement of nondiscrimination indicating that the event is open to people of any race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation.
- f. The statement related to the Americans with Disabilities Act shall be used on all materials distributed to the public:

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting (insert name, telephone number). Requests should be made as early as possible to allow time to arrange the accommodation.

- g. Press releases including meeting announcements and/or reports of educational events (programs, camps, field days) should contain the full affirmative action statement in the body of the text to convey the equal opportunity message. Examples of press releases shall be retained in the county Central Civil Rights file.

[Note: a listing of all required statements, including those in Spanish language, can be viewed at the (<http://cals.arizona.edu/extension/employee/action.html>)

- h. Photos used for news articles, in annual reports, and program brochures shall convey equal opportunity.
- i. All educational material shall be written or presented in such a manner as to eliminate the perception of gender bias.

Accomplishments for objectives under this goal shall be documented in the *Annual Desk Audit* completed by faculty, staff and administrators to be submitted to the Director of Extension on February 1 of each year.

ROLES AND RESPONSIBILITIES FOR MAINTAINING COMPLIANCE IN EXTENSION EDUCATIONAL PROGRAMS AND EMPLOYMENT

The following personnel have responsibilities to ensure that Arizona Cooperative Extension is in full compliance with Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans With Disabilities Act of 1990.

Director, Arizona Cooperative Extension

Directs overall system wide policy and makes decisions relative to civil rights compliance and implementation in program and employment. Informs faculty, staff and administrators about civil rights and affirmative action requirements. Solicits and maintains nondiscrimination documentation from statewide organizations and associations and confirms that the pages on the Civil Rights/Affirmative Action website (<http://cals.arizona.edu/extension/employee/#civilrights>) contain a current listing of statewide groups who have submitted the nondiscrimination AAP-4 form, "Affirmative Action Compliance."

- * Maintains policy guidelines, reviews the *Annual Desk Audit* compliance summaries and submits reports to the University Affirmative Action Office and CSREES as required.
- * Ensures equal opportunity in the hiring of Extension agents, staff and administrators who have Extension responsibility.
- * Analyzes annual participation data for achieving program parity.
- * Provides leadership for the CALS Diversity Catalyst Team, a task force responsible for implementing the "Change Agents States for Diversity" initiative throughout the State of Arizona.
- * Conducts exit interviews with all faculty, state staff and administrators, particularly those from minority or under represented groups, to determine if adverse climate and/or working conditions contributed to their decision to terminate employment with Arizona Cooperative Extension. Exit interviews may also be conducted by Human Resources by request.
- * Accepts reports of barriers and complaints of discrimination. Takes appropriate actions to eliminate barriers.

Associate Director for Programs and Assistant Director, 4-H Youth Development

- * Responsible for assuring that state level program planning, evaluation and reporting provide equal access and opportunities for participation in Extension's programs by diverse audiences and meets the objectives set forth in the Arizona Cooperative Extension Civil Rights Performance Plan.
- * Markets affirmative action and diversity best practices in program planning, development and assessment.
- * Assists the Director of Extension in developing guidelines and procedures for assuring open access to programs and services offered by Extension faculty, staff and administrators.
- * Assist Director of Extension in review of *Annual Desk Audit* compliance summary.

Program Manager, Civil Rights

Assists Director of Extension in review of *Annual Desk Audit* compliance summaries. Assists in submission of required reports. Provides day-to-day leadership for assuring that civil rights policies and procedures are communicated to Extension faculty, staff and administrators. Oversees the distribution of *And Justice For All* posters, nondiscrimination AAP forms, and other pertinent affirmative action and civil rights information.

- * Assists with the delivery of civil rights and affirmative action policies and procedures to Extension faculty during the formal new staff orientation program.
- * Utilizes the results of the "College of Agriculture and Life Sciences Climate Assessment, April 2002" distributed to faculty and staff within the College of Agricultural and Life Sciences (and available on line at <http://ag.arizona.edu/agdiv/changeagent.html>) to design future diversity training for all faculty, staff and administrators.
- * Conducts comprehensive county civil rights reviews on a regular rotating schedule. Prepares and submits report of findings and recommendations to the Director of Extension.
- * Markets affirmative action and diversity best practices gleaned from the county *Annual Desk Audits* and APROL.
- * Assists in processing of complaints of discrimination filed by individuals who have participated in Cooperative Extension programs. Maintains state Cooperative Extension affirmative action complaints file.

Director, Native American Programs

- * Markets affirmative action and diversity best practice in the Extension Indian Reservation Program.
- * Assists in civil rights and affirmative action training statewide related to Native Americans.

Department Heads and School Directors

- * Responsible for providing oversight to ensure that academic programs support program delivery that addresses clientele diversity and serves the needs of under represented groups.
- * Ensures equal opportunity in the hiring and management of faculty and staff employees who have Extension program responsibility.

County Extension Directors

- * Responsible for administrative and programmatic responsibilities relative to civil rights compliance in a particular county or multi-county unit.
- * Provides leadership to complete the *Annual Desk Audit* due February 1 of each year. Identifies and reports at least two "best practices" for diversity outreach during the past program year for *Annual Desk Audit* and APROL submission.
- * Ensures that all county groups being served (County Extension Boards, program advisory committees, Master Gardener, 4-H groups and others) have signed statements of nondiscrimination on file in the county Central Civil Rights file.
- * Reviews program participation data and diversity efforts on an annual basis.
- * Ensures equal opportunity in the hiring of staff who work with faculty to develop and implement Extension education programs.
- * Monitors information/materials being developed and disseminated to ensure that appropriate civil rights and affirmative action statements are being used by all Extension educators in the county or multi-county unit.

Faculty

- * Develop and deliver programs in compliance with all civil rights responsibilities within a program area, county or multi-county unit.

Staff

- * Support and enhance Extension programs which ensure civil rights compliance within all program areas.

College of Agriculture and Life Sciences Coordinator, Multicultural Activities Team

- * Fosters and encourages activities to improve the College's environment for minorities and women, including developing programs that raise the level of awareness of minority students, faculty, staff, and administrators.
- * Enhances diversity within the College by developing strategies to attract and retain highly qualified minority students, faculty, and staff.
- * Provides leadership for CALS Diversity Team in coordination with the Change Agents States for Diversity leadership and the Director of Cooperative Extension.
- * Based on the Climate Study and snapshot data, both teams analyze needs of CALS and develop and deliver training programs to meet those needs.
- * In conjunction with CASD leader, completes required reports (Civil Rights, Affirmative Action and Equal Employment) for the University and CSREES as requested.

COMPLIANCE AND INTERNAL MONITORING

Arizona Cooperative Extension has three levels of monitoring to assure that Extension faculty, staff and administrators are implementing affirmative action and civil rights policies and procedures in the assessment of needs and the development, implementation and evaluation of Extension's educational programming based on those needs. In addition, "all reasonable efforts" are being pursued to identify, invite and enhance participation of minorities and under represented groups on boards and committees which are critical entities in accomplishing the mission of Arizona Cooperative Extension. Following are major efforts made to monitor compliance with the Arizona Cooperative Extension Civil Rights Performance Plan.

1. Best practices listed in Annual Desk Audit and in APROL section on diversity

- * Extension faculty and administrators will include their best practices diversity efforts in their *Annual Desk Audit* and APROL for each calendar year. These best practices will include efforts used for outreach to minority and under represented groups, effective strategies targeted to racial/ethnic and under represented groups, and accomplishments based on inputs, outputs and outcomes.
- * Faculty, staff and administrator accomplishments will be evaluated and best practices measured and marketed to demonstrate a respect for the value of individuals regardless of

their background or culture, how they contribute to processes that create and support a diverse environment, and participate in diversity programming and activities.

2. Completion of Annual Desk Audit

- * On an annual basis, County Extension Directors provide leadership for conducting a desk audit for all programs conducted in the county or multi-county unit. The audit, organized according to the four civil rights programming goals, ensures that all faculty, staff and administrators are following through on the commitment to carry out affirmative action and civil rights goals outlined in Arizona Cooperative Extension's Civil Rights Performance Plan.
- * The final component of the *Annual Desk Audit* is a listing of best practices or noteworthy accomplishments by all faculty, staff and administrators in achieving the goals and objectives of civil rights programming.

The *Annual Desk Audit* (Appendix C of this document) must be filed with the Director of Cooperative Extension by February 1.

3. Comprehensive On-Site Civil Rights Reviews By Individual or Team

The formal review, adapted from past CSREES onsite reviews, and based on the four components of this plan includes:

- a. Discussion with faculty, staff, administrators and Extension Board leadership regarding what efforts have been made to assure inclusiveness in programs and to support the four overarching Civil Rights goals.
- b. Discussion with individuals from under represented groups to determine their perception of the faculty, staff and administrator's commitment to carry out Civil Rights and Affirmative Action mandates; to ascertain issues of concern for increased participation and availability of Extension's programs to under represented groups; and to elicit their help in identifying individuals who could serve on the Extension board and/or various program advisory committees.
- c. A review of civil rights files to make sure that all material required is current and that examples of programs, news releases, marketing brochures and websites document efforts to serve a diverse population.
- d. Reviews will be conducted on site in accordance with a rotating schedule (see Appendix B). A written review of the assessment, including recommendations, will be shared with the faculty, staff and administrators by the onsite review individual or team. County Extension Directors will be responsible for working with all Extension faculty, staff and administrators to see that deficiencies are corrected.

- e. A report of the findings of each compliance review will be submitted by the review individual or team to the Director of Cooperative Extension following the completion of the review. The report should include the findings and recommendations of the onsite review and the response indicating corrective action planned by the County Extension Director and faculty and staff. After reviewing the document, the Director will provide a written response to the reviewing individual or team and the county which was reviewed.

CIVIL RIGHTS REPORTING

Faculty, staff and administrators will capture face-to-face participation data by the major ethnic categories: White not of Hispanic Origin, Black not of Hispanic Origin, American Indian or Alaskan Native, Hispanic, and Asian or Pacific Islander and report gender participation of total of contacts throughout the program year in their APROL submission. This data will be used to calculate the percentage of people reached each year.

EMPLOYMENT-WORKFORCE DIVERSITY

The employment policies of Arizona Cooperative Extension are designed to comply with University and USDA nondiscrimination and equal employment policies and procedures.

Arizona Cooperative Extension is an equal opportunity employer and does not discriminate against any person based on race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation.

Every reasonable effort will be made to increase the diversity of the Arizona Cooperative Extension workforce and ensure nondiscrimination in employment practice through:

- a. Elimination of any existing discriminatory conditions in all aspects of employment, whether purposeful or inadvertent. A systematic examination of all employment policies and practices will be made to ensure their continuing operation does not function to the detriment of any person on the grounds of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation.
- b. Development and implementation of affirmative action procedures to recruit, employ and promote qualified members of groups formerly restricted or excluded. Such positive action will overcome the neutrality in employment and provide positive steps toward the elimination of employment barriers to minorities.
- c. Arizona Cooperative Extension will renew its commitment to strengthen efforts to ensure equal employment opportunity in all aspects of Arizona Cooperative Extension's operations. This refers to affecting the assignment, placement, development, advancement and overall treatment of Arizona Cooperative Extension's employees, thereby ensuring that Extension program participants have full access to, and are benefitting from the technical competencies of Extension

personnel without regard to race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation. Access to employment opportunities is an integral part of the management of Cooperative Extension.

- d. Administrators at all levels must be committed to increasing and enhancing the diversity of the Arizona Cooperative Extension workforce at county and state levels.

APPENDIX A

Sample Letter to Those Groups/Organizations/Agencies With Whom Extension Cooperates or Serves

To Our Friends and Cooperators;

As a recipient of federal funds from the United States Department of Agriculture, Arizona Cooperative Extension is mandated by federal statute to ensure that its educational programs and services are accessible for the benefit of all persons who may wish to participate. Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and The Americans With Disabilities Act of 1990 (ADA) requires that educational programs be offered on a nondiscriminatory basis.

Our Affirmative Action Plan for Arizona Cooperative Extension requires that we receive a written statement from each private organization with whom we conduct significant educational programs affirming it follows nondiscriminatory practices based upon race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation. We presume that this is the policy of your organization and your cooperation in signing the statement on the enclosed form reaffirming nondiscriminatory practices will be deeply appreciated. Our own affirmative action statement is given at the bottom of this letter.

Sincerely,

Enclosure: AAP-4 form

Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, James A. Christenson, Director, Cooperative Extension, College of Agriculture & Life Sciences, The University of Arizona. The University of Arizona is an equal opportunity, affirmative action institution. The University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation in its programs and activities.

APPENDIX B

Schedule of County On-Site Reviews

| County | 2004 | 2005 | 2006 | 2007 | 2008 |
|-------------------|-------------|-------------|-------------|-------------|-------------|
| Apache | | X | | | X |
| Cochise | X | | | X | |
| Coconino | | | X | | |
| Gila | | | X | | |
| Graham | | X | | | X |
| Greenlee | | X | | X | |
| La Paz | X | | | | X |
| Maricopa | | | X | | |
| Mohave | X | | | X | |
| Navajo | | | X | | |
| Pima | X | | | X | |
| Pinal | | X | | | X |
| Santa Cruz | X | | | X | |
| Yavapai | | | X | | |
| Yuma | | X | | | X |

APPENDIX C



Cooperative Extension

Annual Desk Audit

The CED signature verifies that the appropriate documentation to support the references made in the desk audit report are on file in the local extension office.

Signed: _____ CED Date: _____

Annual Desk Audit Due!

February 1

Mail to:

**Dr. James A. Christenson, Director
University of Arizona
Cooperative Extension
Forbes 301 / PO Box 210036
Tucson AZ 85721-0036**

Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, James A. Christenson, Director, Cooperative Extension, College of Agriculture & Life Sciences, The University of Arizona. The University of Arizona is an equal opportunity, affirmative action institution. The University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation in its programs and activities.

11/03

Annual Affirmative Action/Civil Rights Report

Directions: Check the boxes that are relevant. If answer is “Yes,” please provide date. Provide documents in central AA file as noted.

GOAL I. ENSURE PARTICIPATION OF PEOPLE OF UNDER REPRESENTED GROUPS.

Objective 1. Ensure that committees and boards are representative of the demographics of the clientele and county.

Objective 2. Ensure that committees and boards are informed of the University of Arizona Cooperative Extension affirmative action policies.

Objective 3. Ensure participation/enrollment of under represented individuals or groups across all program areas.

Objective 4. Develop, modify, and provide program materials for under represented groups.

Objective 5. Ensure accessibility to all clientele.

Reviewed board and committee make-up for minority and gender representation. Committees should be representative of the county and include gender, racial, economic and geographic diversity.

Outreach efforts for the year - **ON FILE**

- specific contacts with under represented groups or individuals for board membership and program advisory committee.
- change of meeting location for inclusion of under represented board members and advisory committee
- contacts with minority community groups and individuals for potential membership through radio stations, organizations, newspapers and follow-up letters

Extension Board - Meeting minutes are **ON FILE** indicating that _____ (total) meetings were held during the past program year. Documentation of discussions held during these meetings include: (Please check appropriate response. If yes, enter date)

| | <u>Date</u> | |
|---|-------------|----------|
| a. role of committee | YES _____ | NO _____ |
| b. affirmative action | YES _____ | NO _____ |
| - review census data | | |
| - review affirmative action responsibilities | | |
| c. orientation for new board members | YES _____ | NO _____ |
| d. signed nondiscrimination statement by board chair | YES _____ | NO _____ |

Agriculture & Natural Resources - Meeting minutes are **ON FILE** indicating that _____ (total) meetings were held during the past program year. Documentation of discussions held during these meetings include: (Please check appropriate response. If yes, please enter date.)

Date

- a. role of committee YES _____ NO _____
- b. affirmative action YES _____ NO _____
 - review census data
 - review affirmative action responsibilities
- c. orientation for new committee members YES _____ NO _____

Family, Consumer & Nutritional Sciences - Meeting minutes are **ON FILE** indicating that _____ (total) meetings were held during the past program year. Documentation of discussions held during these meetings include: (Please check appropriate response. If yes, please enter date.)

Date

- a. role of committee YES _____ NO _____
- b. affirmative action YES _____ NO _____
 - review census data
 - review affirmative action responsibilities
- c. orientation for new committee members YES _____ NO _____

4-H Youth Development - Meeting minutes are **ON FILE** indicating that _____ (total) meetings were held during the past program year. Documentation of discussions held during these meetings include: (Please check appropriate response. If yes, please enter date.)

Date

- a. role of committee YES _____ NO _____
- b. affirmative action YES _____ NO _____
 - review census data
 - review affirmative action responsibilities
- c. orientation for new committee members YES _____ NO _____

If you have responded **NO** to any of the above areas, please explain the circumstances and implementation plan to ensure that responses next year will be **YES**.

Other:

- Marketing techniques to reach under represented audience - **ON FILE**
- Personal letters or visits to minority clientele or community leader to inform of programs **ON FILE**
- Group Serving One Race form (AAP-2) for each club not in parity **ON FILE**
- Recruitment of individuals from under represented groups as extension volunteers and leaders in all program areas (not boards/committees)
ON FILE - list of efforts and plans targeted to future efforts
- Development/modification/utilization of program materials targeted to specific under represented audience (EX: translated flyers, publications, signs)
ON FILE - documents that illustrate efforts and plans targeted to future efforts
- Specific efforts to ensure access for programs and services for disabled or handicapped individuals - Examples **ON FILE**
- Meeting location sites selected to reach under represented audience - Examples **ON FILE**
- Add under represented agency groups to program announcement mailing list recipients where appropriate - **ON FILE** - list
- Other:

GOAL II. EDUCATE AND INVOLVE FACULTY, STAFF AND ADMINISTRATORS IN CIVIL RIGHTS PROGRAM PLANNING

Objective 1: Provide training and development opportunities.

- Review Plan of Work specific to civil rights efforts
- Civil rights training/awareness by faculty and staff - **ON FILE**
- Discussed civil rights efforts at office meetings - **ON FILE**
- Update mailing list to include tracking of civil rights information and date of last update for each mailing - **ON FILE**
- Other:

GOAL III. ADVISE ALL POTENTIAL RECIPIENTS OF PROGRAM AVAILABILITY AND UNIVERSITY OF ARIZONA COOPERATIVE EXTENSION'S POLICY OF EQUAL ACCESS

Objective 1. Inform cooperating groups of extension's nondiscriminatory mandate

- AAP-4 nondiscrimination statement received from local organizations - **ON FILE**
- Other:

Objective 2. Convey a message of equal opportunity in materials released to the public

- And Justice For All* posters taken to large meeting sites
- Review announcements, brochures, fliers, posters, and PR materials (e.g., displays, PowerPoint presentations, slide sets, overheads) for correct Affirmative Action statements - Samples **ON FILE**
- Review press release statement of equal opportunity in body or end of article - Samples **ON FILE**
- Selected photos for news articles, reports, brochures that convey equal opportunity by showing integrated participation by race and sex - Samples **ON FILE**
- Other:

Annual Compliance Verification

Based on the information provided in this annual report, along with information in county files, I certify that _____ County has complied with all aspects of the U of A Cooperative Extension Affirmative Action Plan except those items listed below along with proposed actions for the coming year.

County Extension Director

Date

Items of non-compliance
(All items checked no or items not available for file)

Proposed corrective actions

Best Practices

List below several noteworthy accomplishments of your county's diversity efforts.