

MEMORANDUM

To:

From: Christine Yoshinaga-Itano
Interim Vice Provost and Associate Vice Chancellor for Diversity and Equity

Date: February 13, 2004

RE: Unit Diversity Plan Updates

In order to track CU-Boulder's progress and success in achieving diversity goals, the Office of Diversity and Equity is working to ensure that all campus units have up-to-date diversity plans. We are contacting diversity committee liaisons to request assistance in this effort.

Because diversity plans are a part of the strategic plan of each unit, each unit should already have a diversity plan on file. Please use the attached "Campus Diversity Plan" template to update your unit's plan, aligning it with the campus-wide format. Your updated plan will then address the key strategies outlined for the campus in the 1999 "Blueprint for Action", along with action descriptions, timelines, and outcomes and assessments for each strategy. You'll notice that the strategies are broken down according to the "Blueprint for Action's" three diversity goal areas (Goal 1: Climate for Living, Learning and Working, Goal 2: Student Access and Opportunity, and Goal 3: Diverse Faculty and Staff). If you would like to review the "Blueprint for Action," please go to: <http://www.colorado.edu/cu-diversity/blueprint/index.html>.

Before you begin to update your plan, please read the guidelines and instructions on the following page. The electronic template of the "Campus Diversity Plan" is attached. From next year on, we would like to see the diversity committee of each unit annually update and keep track of progress on diversity initiatives.

We realize that this process will take time and appreciate your willingness to take part in the campus-wide initiative to build a more diverse community. We hope you can return this form electronically to Amanda.McKee@Colorado.edu or in paper to 18 UCB no later than **April 12, 2004**. Our goal is to have the plans updated by the start of the '04-'05 academic year. Please let us know if you have any questions by calling 303-735-1332. Thank you.

Campus Diversity Plan Update Instructions and Guidelines

What is meant by “diversity”?

People are different and the differences among them are what we call diversity – a natural and enriching hallmark of life. Diversity includes, but is not limited to, ethnicity, race, gender, age, class, sexual orientation, religion, disability, veteran status, and political affiliation. A climate of healthy diversity is one in which people value individual and group differences, respect the perspectives of others, and communicate openly. Diversity is a key to excellence in education. CU-Boulder is committed to enriching the lives of our students, faculty, and staff by providing a diverse campus where the exchange of ideas, knowledge, and perspectives is an active part of learning.

Diversity in your area:

Your diversity plan should reflect the value of diversity for your unit and encourage you to think in the broadest terms of diversity. As stated above, this can take on many different forms beyond those specifically mentioned in the attached Campus Diversity Plan. We are required by the Regents to pay special attention to race and gender issues. As a result, the “Blueprint for Action” and the strategies outlined in the Campus Diversity Plan speak largely to these issues.

While you use the attached template to update your diversity plan, please do your best to weave in all types of diversity important to your unit’s educational mission. If you cannot group all of your unit’s initiatives into the existing strategies, please feel free to insert new strategies using the blank pages at the end of the each goal section.

On the attached “Campus Diversity Plan” template:

1. Be sure the correct name of your unit is shown at the top of the first page.
2. **Key Strategies:** These are already listed on the template and follow the “Blueprint for Action” strategies. Figure out the way in which each strategy applies specifically to your unit. If it does not seem to apply, simply write “N/A” in the Action Description column.
3. **Action Description:** Describe the initiatives you have in place to address the strategy listed in the same row. (Again, if the strategy does not apply to your unit, simply write “N/A” here.)
4. **Timeline:** Indicate here when the action will be completed. Month and year are sufficient. If the action has been executed, please note “Complete” and then note the Month/Year.
5. **Outcomes and Assessments:** For each strategy and action description, there will be a measurable outcome. Please explain here how you will assess the impact made once the action has been implemented.

Please contact MaryAnn Sergeant at 303-492-0680 if you have questions.

Clarifications of Request:

Excerpt from memo sent April 23, 2004 to diversity committee liaisons from Provost Phil DiStefano and Christine Yoshinaga-Itano, Vice Provost for Diversity and Equity:

Please be sure the plans include:

- 1) review of the units diversity statement and consistency with the University's statement
- 2) process goals not just quantitative goals - and accountability measures
- 3) clearly articulated grievance procedure including:
 - a) written complaint
 - b) desired outcome
 - c) designated person or committee for submission
 - d) articulated review process and responsibility for decision
 - e) transmission of decision, dissemination and findings
 - f) referral to appropriate person for action if required.
 - g) articulated appeal process:

For Title VI (sex discrimination), Title VII (discrimination in employment), Title IX (student sex discrimination), ADA or sexual orientation discrimination (University policy), individual may simultaneously or after appeal bring the grievance to DEO and Garnett Tatum.

Appeal process for political viewpoint discrimination (since no federal policy and no University policy) appeal needs to be separately defined: i.e.ASC, BFA, Dean, Provost, Chancellor, President

Clear dissemination of appeal process

Please also indicate who participated in the development of the diversity plan goals, processes and accountability measures, whether it was accomplished by an individual, committee, or departmental consensus.

E-mail sent from Christine Yoshinaga-Itano on Tuesday, May 11, 2004:

This email is to clarify a series of misunderstandings about the Diversity Plans. Either some of the information about the need for the diversity plans is being misunderstood or the information received by units was not complete. Some units across the campus did respond by our original April due date. We are asking units to either submit completed plans or to let us know how they plan to devise their diversity plans (preferably with faculty input- which we realize is not possible during the summer months), and a reasonable timeline for completion of the diversity plan. Since we will be asking for progress reports annually in the spring, the sooner that, at least a preliminary plan can be in place, the better. We have already heard from many units about their plan to revise, develop and complete their diversity plans. We have copies of your previous plans which might be helpful starting points. If you do not have these previous plans, please contact Mary Ann Sergeant at 492-0680 or mary.sergeant@colorado.edu.

The template includes goals for student, administrative and academic units. Choose only those goals that apply to your unit, delete others, and add those that may not be included. The template is by no means a mandate, but simply a guideline which follows the campus' Blueprint for Action. We are, however, requesting that each unit use the format in the template for reporting goals, action plans and progress, for ease of summarization of the campus progress. A few important goals well done are better than many goals poorly attended to. Diversity goals are works in progress, as units accomplish the most important goals, they can add others on which to focus. It is our hope that we will be able to disseminate to the campus the best ideas and the most successful action plans as a support for other units.

The diversity plans were requested in February because of 1) the need to bring the departmental/unit plans into compliance with recent legislation including the Supreme Court ruling in the University of Michigan case, 2) the need to respond to requests about and to avoid litigation re: our affirmative action policies by insuring that our policies and activities are functioning in accordance with any laws that apply, 3) requests by the sponsors of the Academic Freedom Bill that we insure that discrimination does not occur within our units.

In response to these issues, we have asked each unit to insure that the information on their websites (their main unit, and any others, i.e. separate research programs, other academic programs within units) and any information disseminated to students be consistent with the diversity statement of the University (found on the website). Programs may not be restricted by race and ethnicity. They can, however, target underrepresented populations. This includes application to undergraduate/graduate programs and scholarships.

Each unit must have a clearly articulated grievance policy available to students, staff and faculty. Characteristics were disseminated in a previous email. Training which includes the classroom student behavior policy as well as rights and responsibilities of faculty will help insure that faculty, staff, and students are knowledgeable about university policy.

http://www.colorado.edu/FacultyStaff/faculty-booklet.html#Part_2_C
<http://www.colorado.edu/policies/classbehavior.html>

Diversity plans must not be restricted to race/ethnicity and gender. Diversity plans must not be restricted to number increases, although the campus is asked to report progress on race and gender to the Board of Regents. Diversity plans should include components related to climate.

Diversity goals should also have accountability measures that can be reported annually.

It would also be a good idea to include goals related to insuring that all employees and students have sexual harassment training. Although the employee component is a requirement, we do not appear to have mechanisms in place to insure compliance. The disability committee recommends goals to insure equal access to academic and social unit functions. The GLBT committee recommends inclusion of not only sexual orientation but also gender expression, in no tolerance statements of discrimination. Units may want to include international/global diversity goals, or goals for first generation students.

The vast majority of the units we have heard from have taken very seriously the task of developing a comprehensive diversity plan and we are extremely grateful to your commitment to the goals of creating a diverse University community.

Please do not try to hurriedly put together a plan that is not well-thought out and not able to meet the needs of the unit. It is quite understandable given the stresses of this past semester that communication glitches occurred and resulted in significant delays in your receiving information about the diversity plans. We are working with whatever units feel that they need assistance or more time to accomplish this task. However, review of the unit's websites and recruiting materials should be done as quickly as possible to bring them in line with the University's policies.

Christine Yoshinaga-Itano, Ph.D.

Interim Vice Provost and Associate Vice Chancellor for Diversity and Equity