



ADO/AED/CED

MM/DD/Year _____

**FIELD FACULTY
INTERIM COMPLIANCE REVIEW WORKSHEET
ALL FACULTY & PROGRAM AREAS**

To be completed by: ADO/AED/CED

Faculty Member _____ **Program Area** _____

| EAC and Other Committees | Comments/Explanation |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Membership of EAC and other committees updated, and reviewed | |
| Attendance at meetings reviewed, follow-up letters to members who did not attend (use AA-AF8 and file in Central File) | |
| EAC held three meetings annually(as required) | |
| MCERS Reports | |
| Total "Diversity Attendance/Clientele Contacts by Racial-Ethnic Groups" report reviewed for parity at the initiative/county level | |
| Educator-level reports reviewed to identify which programs within initiatives are not meeting parity (Individual Educator/Instructor Reports) | |
| Review All Reasonable Efforts Files for programs within initiatives not meeting parity (see Appendix D UME Affirmative Action Plan, 2002 for guidance) | |
| Individual Extension Plan/IEP/Position Description | |
| Review IEP to <i>assess progress</i> on reaching parity in initiative programs (especially for efforts not captured by MCERS: indirect contacts, networking, planning/organizing) | |
| Ensure that all IEPs include elements to benefit OR reach new, diverse groups, OR that faculty member is collaborating with diverse colleagues | |
| *UME Affirmative Action Plan AA, (Plan of Work) terminology was changed to Individual Extension Plan IEP on (December 2008). | |
| Contact Records / Mailing / Grassroots Lists | |
| Pertinent contacts are being recorded/are on file for programs and clubs not meeting parity (See ARE Chart Appendix D, UME AA Plan, 2002). | |
| Update and complete AA-AF 11 for Mailing Log Lists. Grassroots lists shows new entries; faculty are sharing contacts through Central File. | |

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| 4-H CLUBS | |
| Review Race/Ethnicity/Gender by Enrollment Type compared to Census data to compare demographic composition of volunteers and members | |
| Review "4-H Members Affirmative Action Summary" (4-H Enrollment System) for balanced demographic participation in clubs | |
| Review "Public Relations Efforts by Clubs" forms submitted by club leaders (AA-4H-4), especially for clubs not in parity | |
| Membership enrollment lists have been updated and printouts are on file | |
| Map of 4-H Clubs updated as of current Census and shows club locations | |
| Club bylaws and non-discrimination letters on file (AA-4H-5 and organization nondiscrimination letters) | |
| 4-H CAMP PROMOTIONAL EFFORTS | |
| Public notification focuses on attracting and including minorities (see p.12 of UME AA Plan) | |
| Faculty/volunteers plan to attract and include minorities (agendas and minutes of planning meetings: AA-AF8) | |
| Camp participation demographic composition monitored and on file (4-H section of County Review Questionnaire) | |
| Camp scholarship guidelines developed and used (see 4-H section of County Review Questionnaire) | |
| MASTER GARDENERS | |
| Volunteers and participants reflect demographic makeup of community (MCERS Report and Plan of Work) | |
| TRAINING | |
| Faculty and staff are completing training as indicated by Diversity Implementation Plan | |
| Update and complete AA-AF 15 training attended. | |
| Faculty and staff are familiar with resources in Central Civil Rights File | |
| Review agendas for staff conferences/meetings to ensure that civil rights/diversity-related topics are being covered and documented | |
| PRINTED MATERIALS / PRESS RELEASES (UME Program Initiatives) | |
| Non-discrimination statement is included in printed materials | |
| Accommodation statement is included | |
| <i>Representative selection</i> of printed articles are attached to copy submitted and filed | |
| Statement is readable and placed where it can be seen | |

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| POSTERS AND FLYERS | |
| Posters and flyers are being used in all areas/ distributed to clubs/usage documented (where/when used) | |
| OPEN MEMBERSHIP STATEMENT | |
| All partner organizations have signed nondiscrimination letters (in Central File) | |
| No nondiscrimination letter is over five years old | |
| JUSTICE FOR ALL SIGNS | |
| Signs prominently displayed | |
| TITLE IX AND ADA | |
| Self-evaluations conducted and on file (review Title IX items on County Review Questionnaire; separate ADA Evaluation on file) | |

Additional comments:

Reviewed by:

_____ Program Area _____ Faculty Member

_____ Date _____ County Extension

_____ Date _____

ADO