

EXTENSION DIVERSITY PLAN 2009 - 2012

Extension Diversity Plan Goal –All within Extension continually strive to be culturally competent and are successful in supporting diversity, both in the workplace and in their communities.

Strategy/Program/Activities – Maintain Diversity Catalyst Team (DCT) with membership representative of Extension employment categories.

Extension Goals –

Community Goal, Outcome 1

Ensure that diverse communities are served by Extension programming.

Orient the Extension Program Leadership Team (PLT) regarding their role and organizational expectations regarding diversity in programming. The PLT is composed of Program Area (PA) leaders each providing leadership for one of Extension's primary programming areas, three Regional Directors, and members of Extension's administrative team. Team Members will increase their understanding of diversity; understand organizational expectations about programming for diverse audiences and their role as a PA leader in encouraging work teams to involve diverse audiences in program planning and to implement both inclusive and targeted programming to address priority needs of diverse residents. Each of the PA leaders will be able to address at least one issue related to working with diverse audiences with a Work Team under their guidance.

Metrics – Extension's program data collection system will summarize educational outreach and service activities to diverse audiences by Extension employees. Individual employee performance appraisal narratives will include information regarding diverse audience inclusion, interaction and outcomes. Work Team program reporting templates also include questions for program delivery to new/diverse audiences, and these data are included in the annual Federal Report.

Timeline – Extension employees will document an increase in significant programming for diverse audiences and diverse audience participation in programming through the annual Performance Appraisal process, Planning and Reporting system, and Work Team reports.

Accountability – Diversity Catalyst Team; Program Leadership Team (PLT)

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Community Goal, Outcome 2

Extension staff will demonstrate progress toward cultural competency.

Develop minimum expectations for cultural competency for Extension staff. Identify, fund and provide access to programs and resources that contribute to the development of a welcoming environment and enhance progress toward cultural competency through organizational and elective professional development activities. Encourage, support and reward Extension staff for participating in activities that contribute to the organization's development and demonstration of cultural competency. Efforts include highlighting individual and team efforts on CSU Extension's Diversity website, and nominating individuals/teams for Extension's annual Diversity Award.

Metrics – Minimum cultural competency expectations developed and incorporated in Extension Employee handbook. Catalyst team in cooperation with Human Resources and Professional Development Committee will review policies on hiring, training and performance appraisal processes for inclusion of cultural competency expectations. Competencies communicated and infused into Extension hiring, orientation, professional development and performance appraisal processes. All staff hired and retained by Extension will possess minimum cultural competency skills as exhibited in the hiring and performance appraisal process. Staff will document significant involvement of diverse partnering agencies, individuals and audiences in the Extension program planning and delivery process. The DCT will submit a nomination for the Extension diversity award. A minimum of two staff/programs/teams will be highlighted on the Extension Diversity Website annually.

Timeline – Employees will document cultural competency progress through the annual performance appraisal process.

Accountability – Diversity Catalyst Team, Extension Assistant Director - Operations, along with Regional Directors and Professional Development Committee

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Faculty and Staff Goal, Outcome 3

Extension will recruit and hire administrative professionals from underrepresented groups to achieve “meaningful representation.”

Position Announcements will contain, as a minimum qualification, specific language requiring demonstrated experience working with diverse populations, especially individuals from underrepresented groups. All position descriptions will specifically reflect Extension’s commitment to programming for diverse clientele, especially individuals from underrepresented groups. Extension will identify and use recruitment venues and mechanisms to generate applications from members of underrepresented groups. Position announcements will be written to reflect the value of nontraditional experiences and qualifications, as appropriate, for Extension positions.

Metrics – The Extension Human Resources office will review all position announcements and subsequent candidate applications to ensure the announcements require and the candidates demonstrate work experience with diverse audiences. All candidates hired by Extension will demonstrate significant work experience with diverse groups. Applicant pools will show increased numbers of individuals from underrepresented groups. Extension will maintain a database of applicants to be able to determine that individuals from underrepresented groups are responding to recruitment venues and mechanisms. Records maintained by the Human Resources office will indicate at what rate individuals from underrepresented groups with nontraditional experience and qualifications appear in Extension applicant pools and are retained through the initial screening process.

Timeline – All announcements are reviewed as they are developed. Candidates are screened for demonstrated work experience with diverse audiences.

Accountability – Diversity Catalyst Team; Extension Assistant Director - Operations

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Leadership Goal, Outcome 4

Extension will develop an organization-wide information sharing and distribution system providing information, resources, best practices and recognition for individual and team efforts.

Develop a functional diversity website to showcase efforts and link to resources. Catalogue diversity resources available and inform our organization about accessing them. Recognize and develop relationships with other units on campus that provide diversity resources and increase awareness of our staff through the website and other organizational communication about these linkages.

Metrics – Completion of website, organizational communication and marketing of website and established baseline level of use. Completion of database, marketing of such to the organization and established baseline of use. Number of units relationships are developed with; number of units/resources that are linked to Extension through web resources; established baseline for requests or referrals to units.

Timelines – September, 2009

Accountability – Diversity Catalyst Team, Assistant Director - Technology Unit.