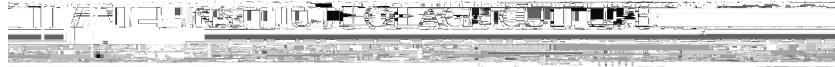# FY20
Internal Civil Rights Review

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Compliance Review Procedures

Juella Sparks reviewed the first 7 and Alda Norris reviewed the other 7 of 14 office folders housed in Google Drive. Two other office folders exist, but the Tok office is currently vacant, and the TCC agent moved to the State Office. Compliance documentation was assessed using IANRE's 13-section

Employees were asked to populate office folders for this review using the following guide:

CZZ]WY `7]j]`F][`hg`:]`Yg`; i]XUbWY

A	A	A A
4-H REG* Data	Spreadsheet that shows REG by delivery mode; Evidence of efforts to integrate clubs	4-H ZSuite, agents and program assistants
AA/EEO	UAF AA plan and EO report for each unit; BOR regs, hiring and promotion policies	HR/Dept. of Equity & Compliance
Accommodations	Anonymized log of requests received and actions taken. Includes research facilities, web efforts. Accessibility maps of spaces	Keep copies of consultations with Disability Services and/or Equity & Compliance
Advisory Councils	Bylaws, selection and rotation process, and REG data for members	Faculty or staff leading CES or AFES-run council
All Reasonable Efforts (ARE)	Use of mass media; Invitations to diverse people or groups; Dissemination of research to traditionally underserved groups	Faculty or staff reaching out: Keep master lists of outlets
Census Data	Census tables from areas served, for parity comparisons; Ag census; Make notes on what affects your "potential audience"	See "Demographics Sources" www.uaf.edu/ces/about/civil-rights
Complaint Process	ONLY copy of policy and the downloadable contact card with three complaint options.	No complaint details. Send docs to Equity & Compliance
Contact Lists	Each district must annually survey contact list membership for demographics. Keep a copy of the REG data in this file, as well as evidence of efforts to diversify subscribers	District staff monitor current membership lists for phone, email, or mail. Comm unit keeps master list of listservs.
Extension REG Data (Non 4-H)	Spreadsheet that shows REG by program (Ag/Hort, HHFD, NatRes) for contacts made in your district; note whether percentages are in parity with regional Census data	Eval specialist combines: Faculty180 + Staff activities Front desk & IPM contacts PEARS & WebNEERS data
Grad Students (Research)	Please keep written documentation of: REG data, recruitment efforts, attrition rates, mentoring programs, awards, assistantships, policy of how resources are assigned	PAIR and supervising faculty
Indicia Statements	Flyers, brochures, surveys, etc. with UAF nondiscrimination statement; Accommodation statement on public ads	Faculty or staff instructing or arranging the activity

*REG = Race, Ethnicity, Gender

:]bX]b[g. Current REG data for mailing lists is present in most expected folders. Extension Non 4-H REG data from 2019-2020 has not yet been compiled across service areas, as some faculty's annual files are still being submitted. Faculty are able to analyze their own participant data, but need to be given access by the evaluation specialist to be able to look across all direct education conducted in their service area and program(s).

SECTION 4 Evidence of ARE

:]bX]b[g. IANRE should survey service area

SECTION 7 LEP Needs

:]bX]b[g. See IANRE's Language Access Plan draft (NIFA Item #8) for a specific inventory of Limited English Proficiency participant needs logged in the last three years, and the unit's plan for addressing them.

SECTION 8 Scholarships/Waivers

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:]bX]b[g. Log

SECTION 9 Partner Assurances

:]bX]b[g. Log should be created w

SECTION 11 Poster Presence (   )

:]bX]b[g. Overall, good poster compliance. Will remind Delta and Dillingham to u

SECTION 11:
☐ Presence of "And Justice for All Poster" documented on poster log (Poster Obligation folder)

Reviewer Notes:	

SECTION 12:
☐ Documentation of training(s) including FERPA, UAF Title IX and IANRE civil rights (Training folder)˙

Reviewer Notes:	

SECTION 13 FOLLOW-UP:
☐˙6 Uf]Yfg. Are there sufficient resources for you to serve the diverse audiences in your area(s)?
What do you need to be set up for success in meeting civil rights obligations?

Reviewer Notes:	

IR Checklist Last Updated November 2020

--End Report--