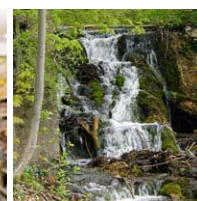# Diversity/Multiculturalism and Civil Rights Planning and Reporting

MICHIGAN STATE UNIVERSITY | Extension

One step toward achieving civil rights goals is an annual plan of work that clearly outlines what you will do toward advancing diversity and civil rights.

It is important for each of us to tell how we are reaching out to and meeting the needs of diverse audiences in support of our civil rights obligations.

Over time, reporting on lessons learned and adjustments made to our approach demonstrate that we are embracing the spirit as well as the letter of the law.

Collecting participation data:

It can be difficult to get participants to fill out the voluntary but important demographic information needed for civil rights reporting. For a helpful participant information template and a script that explains why we ask for the data, and for additional resources about our civil rights obligations, visit our website: www.od.msue.msu.edu

If the registration is done through the Events Management System, demographic data may be collected as part of the registration.

If you are presenting at a program not sponsored or co-sponsored by MSUE, it may not be possible to collect this information. In that case, describe the audience in the notes section of your **output** (not narrative) report. Don't guess or use visual scans to quantify the gender/ethnicity data.

MSU Extension believes fully in its principle of Diversity/Multiculturalism. We know human differences enrich our lives, work and community. We embrace our responsibility to be a resource for all, recognizing differences in cultural, ethnic or economic backgrounds.

This tip sheet will focus on:

1) Planning
2) Collecting information
3) Reporting your progress and accomplishments

Your work team will have developed an annual plan with specific ways that team members can contribute to reaching underserved audiences, thus insuring that MSUE is a resource for all. There are four broad civil rights goal areas to our state plan. While your plan may encompass all four areas, most staff will focus on goal areas 2 and 3—program planning and program outreach.

Goal Area I: Administration and Operations
Goal Area II: Program Planning
Goal Area III: Program Outreach
Goal Area IV: Human Resources: Recruitment, Employment, Development

Many staff are making wonderful efforts throughout the month, but forget to report on them. Don't let this happen to you! Set up a filing system —either electronic or paper—where you can keep brochures or flyers, lists of partner agencies and participants, email or mailing lists, program promotion plans, demographic data, and other materials you've developed. When you are ready to report, everything will be at your fingertips.

Here's how you start the ***planning process*** for your individual contribution:

* Assess local situations, interpret trends, and gather objective information, like US Census, Kids Count Data, USDA Census of Agriculture, etc.
* Identify potential audiences and target realistic numbers to be reached.
* Engage stakeholders, advisory groups, and representatives of potential audiences to help set priorities and develop programs.
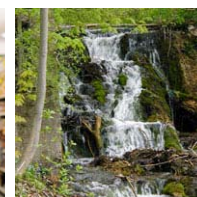* Consider appropriate curricula and/or resources for the intended audience.

What information will you need to ***collect*** for reporting in MiPRS?

* The numbers, gender and ethnic identity of participants in your programs

* For sample forms and further information, go to: www.od.msue.msu.edu

Diversity/Multiculturalism and Civil Rights Planning and Reporting

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Progress toward Objectives on Diversity/Civil Rights

Describe Progress Towards:

Inputs (i.e., new curriculum, partners/collaborators, locations):

Outputs (i.e., more activities focused on minorities, reaching more underserved audiences, reaching more minorities):

Outcomes (i.e., more business start-ups by minorities, greater knowledge and behavior changes within minority audiences):

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Civil Rights participation data should be included as part of an **output** record.

To begin reporting on Civil Rights efforts, log into MiPRS. From the Data Entry box select "Narratives", and then choose "Progress toward Objectives on Diversity/Civil Rights. Your written description of progress towards diversity/civil rights will go in this section.

Your Annual Review

As part of the annual staff evaluation process, your Institute Director will review the Diversity/Multiculturalism and Civil Rights initiatives included in your Plan of Work. They will assess whether your goals were adequately addressed.

By using relevant examples of promoting diversity such as those listed on this page, you will easily be able to highlight the value of your contribution.

Documenting lessons learned and changes to plans become a critical part in demonstrating compliance with both the letter and the spirit of the law. It enables us to show that we embrace human differences, knowing that they enrich our lives, work and community.

Similar to other records in the MiPRS narrative section, you can create a new record at any time, edit or delete it before the 16th of the month, or view what you've submitted.

*Examples of things you may want to report may include***:**

- Partnerships in the design, implementation and evaluation of your programs. Are they diverse? Do they work with diverse audiences?
- Program materials and strategies designed for the needs of diverse audiences
- Marketing that ensures participation of diverse and underserved audiences
- Evidence of broad program promotion
- Lessons learned to prevent or handle a civil rights complaint
- Lessons learned on a personal level related to all types of diversity as listed in our Civil Rights disclaimer
- How committees and groups reflect the diversity of the community
- How you actively promoted inclusiveness in program participation
  - Flyers designed to appeal to underserved audience
  - Gender-inclusive language
  - Language translation offered
  - Outreach in new locations
  - Use of specialized media to reach various audiences
- Recruitment and hiring of new staff in a non-discriminatory manner
- Verification from partners that assures none discriminate.
- Examples of sharing your Diversity/Multiculturalism and Civil Rights plan, accomplishments, and data with advisory groups, partners, or stakeholders.

To find additional resources available to all staff to assist in meeting your Diversity/Multiculturalism and Civil Rights goals:

Click here to access "Guiding Questions: Integrating Diversity/Multiculturalism and Civil Rights into Michigan State University Extension's Institute Logic Models

Click here to access "Integrating Diversity in Your Work Plan"