

SAMPLE Goals and Action Steps

For

Counties

Sample recommendations that, if followed, would go a long way to meeting the goal of diversity in _____ County Extension's programs and clientele. The 20 recommendations are:

1. Incorporate continuing conversations on various topics related to diversity at office conferences and meetings.
2. Work on incorporating more visuals relating to diversity in public spaces (in addition to the AA/EEO posters).
3. Consider bringing in guest speakers from the community.
4. Do more around the various months set aside for the different cultural groups – utilize the Diversity Resources Web Site.
5. Ensure that all brochures, handouts, flyers, and posters have diversity represented graphically.
6. Continue using the non-discrimination policy statement with Chuck Hibberd's name and add the line about people needing accommodations.
7. Make sure non-governmental entities sign PU Extension's non-discrimination clause and keep it on file.
8. Get the overall Extension Advisory Board up and running and make sure that there is racial/ethnic diversity represented (tap into churches and Family council).
9. All program areas should have an advisory committee.
10. Increase efforts on getting more minority representation on all advisory boards especially the 4H Advisory Committee.
11. Develop and implement strategies to change the perception of 4H in the minority community.
12. Develop a plan to recruit more minorities in the out of school 4H program.
13. Consider having open houses for parents of minority children to talk about camp and other 4H possibilities.
14. Work on developing relationships with the existing African American Community and other minority groups.
15. Encourage staff to participate in diversity related training sessions and to seek out opportunities.
16. Continue to participate in District in-services addressing diversity issues.
17. Work on incorporating diversity into programming using examples from various cultures and ensure that any presentations are representative and inclusive.
18. Continue to collaborate with agencies within the county as it provides another avenue to measure the pulse of the community and address important issues.

19. Consider having an open house for any minority businesses in the community to share what Extension does and possibly recruit people for committees.
20. Consider developing an internship program with local High Schools or other youth serving agencies in the county so that young people see possible career options. People, especially the children, need to see people who look like them involved in Extension.

CED

The CED of PU Extension in _____ County will take the following actions to address the diversity recommendations.

- The CED will place the diversity topic on the agenda of every monthly office conference. The diversity topic may range from a simple conversation of our program progress to date, to the showing of diversity films, or even inviting speakers in to address the issue of diversity.
- The CED will make more visual diversity materials and posters visible around the _____ County Extension Office.
- The CED will look for opportunities to bring in guest speakers that represent diversity to the various events sponsored by PU Extension.
- The CED will be aware of the diversity calendar of events that highlights different groups and the celebrations of those differences. The CED will incorporate these topics into the monthly office conference diversity topic discussion whenever possible.
 - January - Autism Awareness Month
 - February - National African-American History Month
 - March - National Women's History Month, Mental Retardation Awareness Month - Irish-American Heritage Month, Deaf History Month
 - April - National Child Abuse Prevention Month
 - May - National Asian/Pacific Heritage Month, Older Americans Month
 - June - Gay and Lesbian Pride Month
 - July - National Foreign Language Month
 - August - National Physically Challenged Month
 - September - National Hispanic Heritage Month (Sept. 15 – Oct. 15)
 - October - National Disability Employment Awareness Month
 - November - National American Indian Heritage Month
 - December - Universal Human Rights Month
- The CED will, whenever and wherever possible, include graphic representation of diverse populations on all materials used by the Extension Office. This may include pictures, sketches, and other techniques available that are appropriate for

the situation. The Chair will also encourage all program Educators to follow this policy.

- The CED will stress the need for all materials sent out by the Extension Office to include the non-discrimination policy of PU Extension. The CED will remind program staff of this policy from time to time.
- The CED will secure the Non-discrimination Form needed so that all non-governmental agencies working with the various programs in the _____ County Extension Office can sign the form. These forms will be kept on file in the Chair's office, and be made available as needed.
- The CED will lead the process of starting an Extension Advisory Board. The advisory board will be made up of _____ County residents and be diverse in make up. All the programs offered at the _____ County Extension Office will be asked to give input and to help select a diverse group of committee members. Although no quotas will be use, membership will include residents from as many minority groups as possible for a group of this size. The Advisory Committee will meet 4 times a year on dates and at locations to be announced.
- The CED will insist that every program have an advisory committee that meets at least 2 times a year. The programs that need to start an advisory committee are the Agriculture and Natural Resources program, the Economic Community Development program, and the Health and Human Sciences program.
- The CED will assist the _____ County 4H Youth Development Educator in the effort to diversify the program. Priorities will be to get minority representation on the 4H Advisory Committee, to promote the 4H program to the minority community by recruiting minorities to participate in 4H, and hold meetings to promote 4H with the target audience being local minorities.
- The CED will see that the staff in the _____ County Extension Office attends diversity training and meeting opportunities whenever and wherever possible. The county staff will also be encouraged by the Chair to build relationships with minority groups in _____ Country, to modify programs to incorporate diversity, and to collaborate with agencies that serve diverse clientele.
- The CED will participate on a sub-committee responsible to sponsor a series of open houses or diversity awareness meetings around _____ County to promote diversity in our communities. The Committee Chairperson will contact the Extension Diversity Development Leader for assistance and guidance in sponsoring this diversity meeting series.
- The CED will investigate the possibility of local youth working as interns in the Extension Office.

Agriculture and Natural Resources Educator

The Agriculture and Natural Resources Educator of PU Extension in _____ County will take following actions to address the diversity recommendations.

- The Agriculture and Natural Resources Educator will, whenever and wherever appropriate, invite representatives of the minority population to address the different groups that take part in the program areas. Groups that may benefit from this action would include the Madison County Producers Association, Master Gardeners, the Sales Committee, Sheep Committee, and others.
- The Agriculture and Natural Resources Educator will make himself/herself aware of the cultural activities of each calendar month and incorporate appropriate activities into the program area. In September and October, an activity for the Latino Population's Hispanic Heritage Month could be planned.
- The Agriculture and Natural Resources Educator will work to include more diversity into all printed material that is used by the program. The Ag/NR Educator will include diversity articles addressing diversity issues in the newsletters of the program.
- The Agriculture and Natural Resources Educator will review all printed material to ensure that the proper discrimination statements are included.
- The Agriculture and Natural Resources Educator will ask groups such as the _____ County Producers Association, Sheep Committee, Master Gardeners, and others to sign the non-discrimination clause, so it can be filed.
- The Agriculture and Natural Resources Educator will participate in the process of establishing an Extension Advisory Committee. The Ag/NR program will work to ensure that there is diversity represented on the committee from the agriculture community.
- The Agriculture and Natural Resources Educator will begin to assemble a group of representatives from the Ag/NR program for an Advisory Committee. This group will meet at least twice a year. The target date for the first meeting will be March of 2012. The make up of the Ag/NR Advisory Committee will be selected from and reflect a diverse population.
- The Agriculture and Natural Resources Educator will make a concerted effort to address the issues of concern to minorities and include minorities in the programming of the Ag/NR program. The Latino population working for the new dairies in the county will be one target audience.
- The Agriculture and Natural Resources Educator will continue to participate in diversity related training programs. The Ag/NR Educator will also participate in all District Diversity In-services.

- The Agriculture and Natural Resources Educator will, whenever and wherever appropriate, work to make all of its presentations reflect a diverse population. A major emphasis will be placed on education of the agriculture community on the importance for immigrant workers in the food system.
- The Agriculture and Natural Resources Educator will continue to collaborate with the SWCD and the FSA offices, both of which have diverse staff, in order to keep in touch with the needs of the minority populations. The Ag/NR Educator will continue to work with the schools and the Armory with agriculture programs that can reach minority populations.
- The Agriculture and Natural Resources Educator will collaborate with the other programs in the office to hold open houses that will target minority populations and businesses in _____ County. These open houses will be to listen to under served populations as to their needs, and also to make these populations aware of the programs available through the Extension Office.
- The Agriculture and Natural Resources Educator will look into the possibility of having an internship program that local youth may take advantage of to learn the business of Extension. The Ag/NR Educator will contact local schools to see how a program like this could be established.

Economic Community Development Educator

The Economic Community Development Educator of PU Extension in _____ County will take the following actions to address the diversity recommendations.

- The Economic Community Development Educator will, whenever and wherever appropriate, invite representatives of the minority population to address the different groups that take part in the program areas. Groups that may benefit from this action would include Downtown_____, the Chamber of Commerce, and others.
- The Economic Community Development Educator will make himself/herself aware of the cultural activities of each calendar month and incorporate appropriate activities into the program area. In May, an activity for the Asian population could be planned around National Asian/Pacific Heritage Month.
- The Economic Community Development Educator will work to include more diversity into all printed material that is used by the program. The CD Educator will include diversity articles addressing diversity issues in the newsletters of the program. The web site of the program is also a place where diversity could be displayed.

- The Economic Community Development Educator will review all printed material to ensure that the proper discrimination statements are included.
- The Economic Community Development Educator will ask groups he/she works with to sign the non-discrimination clause, so it can be filed.
- The Economic Community Development Educator will participate in the process of establishing an Extension Advisory Committee. The CD program will work to ensure that there is diversity represented on the committee from the community.
- The Economic Community Development Educator will begin to assemble a group of representatives from the CD program for an Advisory Committee. This group will meet at least twice a year. The target date for the first meeting will be March of 2012. The make up of the CD Advisory Committee will be selected from and reflect a diverse population.
- The Economic Community Development Educator will make a concerted effort to address the issues of concern to minorities and include minorities in the programming of the CD program. Minority groups in and around _____ will be the target groups.
- The Economic Community Development Educator will continue to participate in diversity related training programs. The CD Educator will also participate in all District Diversity In-services.
- The Economic Community Development Educator will, whenever and wherever appropriate, work to make all of its presentations reflect a diverse population. A major emphasis will be placed on education of the community on the importance for diversity in the community.
- The Economic Community Development Educator will continue to collaborate with the Armory and the local school systems in order to keep in touch with the needs of the minority populations.
- The Economic Community Development Educator will collaborate with the other programs in the office to hold open houses that will target minority populations and businesses in _____ County. These open houses will be to listen to under served populations as to their needs, and also to make these populations aware of the programs available through the Extension Office.
- The Economic Community Development Educator will look into the possibility of having an internship program that local youth may take advantage of to learn the business of Extension. The CD Educator will contact local schools to see how a program like this could be established.

Health and Human Sciences Educator

The Health and Human Sciences Educator of PU Extension in _____ County will take the following actions to address the diversity recommendations.

- The Health and Human Sciences Educator will organize a Family and Consumer Sciences Advisory Board with meetings to begin in the fall of 2012. This Board will meet quarterly and will give inputs into CFS program direction for _____ County. Board members will reflect diverse populations so that minority representation is evident within the Board and programs are offered to a wide range of diverse populations.
- The Health and Human Sciences Educator will develop the CFS WEB pages to include links on “Diversity” and “Spanish Resources”. Continued development of those pages will include resources from additional countries and cultures.
- The Health and Human Sciences Educator will develop an CFS newsletter titled “Consumer Cues” which will be published six times per year. One of the featured articles in “Consumer Cues” will be devoted to educating people about diversity and will be titled “Celebrating Diversity”. This newsletter and all brochures, handouts, flyers, and posters will have diversity represented graphically.
- The Health and Human Sciences Educator will contact the Chairperson of Minority Outreach in _____ County and request to become a participating member of the group.
- The Family and Consumer Sciences Educator will have all groups who use our teaching services sign the PU Extension non-discrimination form and all forms will be kept on file.
- The Health and Human Sciences Educator will work collaboratively with co-workers from Child Care Network and PU Extension to organize and implement “Celebrating Diversity” education sessions. Dr. Pam Morris, Office of Multicultural programs will be contacted for a list of suggested speakers. Speakers will be scheduled to give presentations, which will educate participants about diverse populations, countries, and cultures.
- The Health and Human Sciences Educator will attend diversity sessions offered at the March, 2012 Indiana 4-H Volunteer Conference and make every attempt to attend as many PU and collaborating agency diversity sessions offered at the county, district and state levels. Information received at these sessions will be shared at office conferences.
- The Health and Human Sciences Educator will make contact with University Outreach and Engagement and inform co-workers and collaborating agencies about educational programs available which teach and promote diversity.

- The Health and Human Sciences Educator will reconnect with Metropolitan Housing and implement educational programs and activities for youth. Contacts will be made with _____ City Parks and the 4-H Educator to see if a collaborative effort could result in a 2012 summer program for youth at the Merimac Park. The intent would be to offer programs to the underserved and diverse populations of Metro Housing.
- The Health and Human Sciences Educator will outreach to surrounding communities and attempt to make contact and actively participate in at least one organization in each community which addresses the topic and promotion of diversity in _____ County.
- The Health and Human Sciences Educator will take classes at PU which will consist of a course of study about diversity. These classes will recertify the Educator for the Indiana Teaching Certificate Grades 1 through 8 and strengthen CFS programming in _____ County.

4H Youth Development Educator

The 4-H Youth Development Educator of PU Extension in _____ County will take the following actions to address the diversity recommendations.

- The 4-H Youth Development Educator will invite minority populations to different events whenever it is appropriate. This includes events like Rally Night, Discovery Night, any after-school programming that is offered, Junior Fair Board meetings, 4-H Committee meetings, etc.
- To develop a working relationship with the existing African-American community, the 4-H Youth Development Educator will work with the Olive Branch Day Care Center (a predominately African-American day care run by the Greater Bethel Church) in _____ to provide curriculum and other activities to help them get started and then to maintain a strong program.
- The 4-H Youth Development Educator will continue working with the Youth Council to provide career opportunities. The Youth Council does a variety of job shadowing programs and the 4-H program recommends youth to the program.
- The 4-H Youth Development Educator will attend as many diversity in-services and workshops as possible, when offered by the state and district offices.
- The 4-H Youth Development Educator will review all printed material to ensure that the proper discrimination and accommodation statements are included.

- The 4-H Youth Development Educator will participate and work with the Agricultural, Natural Resources & Community Development Educator, and the Family & Consumer Sciences Educator to establish an Extension Advisory Committee for _____ County Extension. The 4-H Educator will work to ensure that diversity is represented on the committee from the 4-H program.
- The 4-H Youth Development Educator will invite minorities to participate in the 4-H Committee meetings and will address a need for diversity, on the committee, to the existing 4-H Committee.
- The 4-H Youth Development Educator will continue working with the Academic Outreach Committee. This committee consists of area leaders from the _____ Library, Middle School, The Armory Youth Center, Metropolitan Housing, The Youth Council, Job and Family Services, parents of students, Head Start, Extension employees and others.
- The 4-H Youth Development Educator will include graphic representation of diverse populations, whenever and wherever possible, on all materials sent out by the 4-H program.
- The 4-H Youth Development Educator will work to make the 4-H program more diverse with minority representation in clubs, on the 4-H Committee, on Junior Fair Board and Camp Counselors, etc. The 4H Educator will put brochures in places that minorities may go (i.e. Mexican & Chinese Restaurant, Grocery Store, Libraries, etc.). The 4H Educator will also write articles for the newspaper that represent diversity in the 4-H program. After establishing a target audience, the 4H Educator will hold a meeting to promote the 4-H program in _____ County to the minority population.