

**INTRODUCTION**

Cerritos College is a leader on equity, diversity, and inclusion (EDI). To continue our commitment of weaving EDI throughout our campus culture, the following strategic action plan has been constructed to provide guidance and accountability for our efforts. The plan organized action-oriented goals and activities in four goal areas: policy and procedures, training and development, data literacy, and EDI Communications. For each area, deadlines and positions of responsibility are outlined. If you have questions about the plan, would like to learn more or lend aid to our efforts, please visit our Diversity, Equal Employment Opportunity Advisory Committee ([DEEOAC website](#)) or contact Dr. Adriana Flores-Church, Title IX Coordinator at [TitleIXCoordinator@cerritos.edu](mailto:TitleIXCoordinator@cerritos.edu).

**ACTION PLAN ITEMS**

**GOAL STATEMENT 1: ASSESS AND UPDATE HIRING PROCESSES TO PRIORITIZE EQUITY, DIVERSITY AND INCLUSION**

**ACTIONS**

ITEM No.	ITEM DESCRIPTION	TIMELINE	RESPONSIBLE
1.1	Implement a rotational framework for search selection committee members	June 30, 2020	VPHR
1.2	Define terms: Equity, Diversity, Inclusion, Equity Mindedness	July 1, 2020	DEEOAC
1.3	Create a EDI Grid and other resources on how to assess EDI Knowledge throughout the selection process	September 1, 2020	HR/DEEOAC
1.4	Implement of a end-of-process evaluation for each selection committee for the assessment of committee members experiences and process quality assurance	September 1, 2020	Director of Diversity, Compliance, and Title IX Coordinator
1.5	Reconvene DEEOAC subgroup to review, revise, change, replace, and add hiring policies and procedures as well as consider ways to include student and part-time faculty participation in all hiring committees.	October 1, 2020	VPHR/DEEOAC
1.6	Create job announcement templates that include equity-minded language and are free of exclusionary job qualifiers	December 15, 2020	HR/DEEOAC
1.7	Review hiring practices to identify and make recommendations for change in the items used and reviewed during the selection process (including questions and rubrics).	December 1, 2020	DEEOAC/HR
1.8	Hold dialogue about institutional values as well as at the department level values	February 1, 2021	Managers & DEEOAC
1.9	Review hiring process phases to identify and make recommendations to remove exclusionary practices in hiring (i.e. open application process gatekeeper positions historically benefitting males, etc.)	June 1, 2021	DEEOAC/HR

1.10	Integrate data sharing within the selection process so that the hiring committee members make data informed decisions; data can include but is not limited to: student population, student success metrics, faculty diversity, equity-mindedness, etc.	June 1, 2021	DEEOAC
1.11	Consult with the Faculty Hiring Prioritization (FHP) committee on ways to include equity, diversity, and inclusion within the FHP process	December 1, 2022	Faculty Senate/HR
1.12	Align Full-time and Part-time hiring processes and procedures with DEEOAC recommendations	December 1, 2022	DEEOAC/HR

**GOAL STATEMENT 2: INTEGRATE AND IMPLEMENT EQUITY, DIVERSITY AND INCLUSION IN ALL TRAINING PHASES.**

**ACTIONS**

ITEM No.	ITEM DESCRIPTION	TIMELINE	RESPONSIBLE
2.1	Develop plan for professional development activities that create a shared training experience to address gaps in knowledge of Equity, Diversity and Inclusion; The plan should align with the Student Equity, Universal Access, and other related professional development efforts.	September 1, 2020	Dean of Student Equity and Success, Director of Diversity, Compliance, and Title IX Coordinator, CTX Coordinator
2.2	Revamp selection committee and process monitor training (should include bias mitigation, best practices/lessons learned, using data and how to use the applicant tracking system for screening & selection).	September 1, 2020	HR
2.3	Design and implement training and workshops on day-to-day equity-mindedness practices and equity, diversity and inclusion values for all educators to be led by field and industry experts on campus as part of the updated Diversity Certificate program.	December 1, 2020	Dean of Student Equity and Success, Director of Diversity, Compliance, and Title IX Coordinator
2.4	Continue providing Hire Me workshops for all employee groups and other recruitment-type workshops.	April 1, 2021	HR
2.5	Collaborate with the existing plan for NFOP for orientation and training containing the Equity, Diversity and Inclusion Values.	June 1, 2021	CTX/HR
2.6	Develop a one-day Equity, Diversity and Inclusion professional conference for all employees.	December 1, 2021	Dean of Student Equity and Success, Director of Diversity, Compliance, and Title IX Coordinator

2.7	Provide a staff (classified, confidential, and hourly) orientation and training containing the Equity, Diversity and Inclusion Values.	December 1, 2022	HR
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**GOAL STATEMENT 3: INCREASE DATA LITERACY, COLLECTION AND ACCESIBILITY, UNDERSTANDING AND RESPONSE TO ACCURATE AND RELEVANT EQUITY, DIVERSITY AND INCLUSION DATA**

**ACTIONS**

ITEM No.	ITEM DESCRIPTION	TIMELINE	RESPONSIBLE
3.1	Initiate standing HR/IERP meetings to collaborate on progress on data literacy goals (e.g. assessing institutional data need and accessibility, data dashboard development, data literacy resource website design, etc).	July 1, 2020	HR/IERP
3.2	Develop question bank for assessing diversity in minimum qualifications, general screening, supplemental questions, and interviewing.	September 1, 2020	Director of Diversity, Compliance, and Title IX Coordinator/ DEEOAC
3.3	Conduct and distribute results of employee climate survey.	June 1, 2021	HR
3.4	Initiate routine of collecting and analyzing qualitative data selection committee experience/quality improvement feedback (analyze/compare across employee classification, e.g. Manager, Faculty, Staff, etc).	June 1, 2021	HR/IERP
3.5	Update exit survey strategy to revise instrument; align with “onboarding interview” data.	September 1, 2021	HR/IERP
3.6	Prepare an inventory of what other campuses have done and make recommendations about practice to adopt.	December 1, 2021	Director of Diversity, Compliance, and Title IX Coordinator
3.7	Increase accessibility and understanding of already available data.	December 1, 2021	HR/IERP
3.8	Pilot EEO data coaching support and training program.	December 1, 2021	HR/IERP
3.9	Create data dashboard to enable easier provision of data to hiring committees and managers.	September 1, 2022	HR/IERP
3.10	Develop a sheet template for data sharing (MIS data for employee demographics (by department/division) and student demographics (can break down by major/meta-major/certificate when available).	September 1, 2022	HR/IERP
3.11	Host a data literacy kick-off Event to unveil resources and recruit data coaches.	December 1, 2021	HR/IERP
3.12	Collect and analyze student climate data related to experiences with employees.	December 1, 2021	HR/IERP

3.13	Publish a data literacy webpage that includes, but is not limited to the following: definition of data literacy, resources on data literacy, list of data sources with a description of what insight the data can provide, links for self/continued learning related to collecting and using data in hiring processes.	September 1, 2022	HR/IERP
3.14	Review and revise (if needed) the applicant/candidate feedback questionnaire to assess experience and solicit feedback regarding the hiring process.	November 1, 2022	HR/IERP
3.15	Collect demographic data of selection committee composition.	December 1, 2022	HR
3.16	Initiate routine of collecting and analyzing data on the applicant/candidate experience.	December 1, 2022	HR/IERP
3.17	Fully implement EEO data coaching support and training program.	December 1, 2022	HR/IERP
3.18	Launch annual EEO report (develop publication and distribute/post on website).	December 1, 2022	Director of Diversity, Compliance, and Title IX Coordinator/ DEEOAC
3.19	Develop evaluation informed by equity, diversity, and inclusion training competencies to establish a consistent way to review and evaluate training for constant improvement.	December 1, 2022	Dean of Student Equity and Success, Director of Diversity, Compliance, and Title IX Coordinator/ CTX Coordinator /IERP

**GOAL STATEMENT 4: DEVELOP EQUITY, DIVERSITY AND INCLUSION MESSAGING FOR ALL EMPLOYEE DIVERSIFICATION, EDI BRANDING, AND TRAINING AND DEVELOPMENT, & RETENTION.**

**ACTIONS**

ITEM No.	ITEM DESCRIPTION	TIMELINE	RESPONSIBLE
4.1	Develop a template to encourage the practice of discussing the definitions of Equity, Diversity and Inclusion at the beginning of every selection process.	September 1, 2020	HR
4.2	Establish budget line and expenditures scope for EDI communications strategy.	September 1, 2020	HR/Public Affairs
4.3	Revive Diversity Editions of Campus Connection.	September 1, 2020	HR/Public Affairs
4.4	Identify Placement Plan (internal communication: interior banners, external: ads, printed outreach materials, social media ads, diversity-specific publications (printed and digital).	December 1, 2020	HR/Public Affairs
4.5	Revamp the Diversity/Equity/Inclusion web pages to centralize information about, events, diversity statement, committees, etc.; the pages should include appropriate links to the employee development pages.	December 1, 2020	HR/Public Affairs

4.6	Organize a picture day to generate a photo catalogue; select 2-3 days for identified groups (develop shot list) and campus locations (beauty shots) to pose for photo ops; photos will be used in marketing and promotions activities.	December 1, 2020	HR/Public Affairs
4.7	Develop an intentional, comprehensive equity, diversity, and inclusion communications and placement plan (marketing, advertising, and media relations) for talent acquisition, internal/external branding, and training and development (Initial and On-going), and retention; the placement plan can include (internal communication: interior banners, external: ads, printed outreach materials, social media ads, diversity-specific publications (printed and digital).	July 1, 2021	HR/Public Affairs
4.8	Establish HR equity, diversity, and inclusion sub-brand in alignment with the campus brand, the EMP, the Chancellor’s Vision for success, and the diversity statement.	December 1, 2021	HR/Public Affairs
4.9	Explore the development of a campaign that showcases the variety of diversity in our Cerritos College community.	December 1, 2021	HR/Public Affairs
4.10	Create outreach presentation materials and “road show” to promote equity, diversity, and inclusion messaging and to re-acclurate the campus toward an attitude of inclusive recruitment.	December 1, 2021	HR/Public Affairs
4.11	Identify and train equity, diversity and inclusion conductors as messengers and allies.	December 1, 2021	HR/ Director of Diversity, Compliance, and Title IX Coordinator/ DEEOAC