

2023-2024 Non-Instructional Program Review - Diversity, Compliance, and Title IX Latest Version

Pilot: Self-study template for Non-Instructional Program Review process. Review period: 2020-2021, 2021-2022, and 2022-2023.

Program Review Overview

Section 1: Non-Instructional Area Overview

A. Non-Instructional Area Mission and Alignment : Version by Miles, Erin on 02/27/2024 21:25

1. Please review your mission statement provided above. Does it clearly and succinctly describe your non-instructional area's purpose, direction, and values? If you have made revisions or updates to your mission statement, please provide your updated mission statement below.

Yes- it clearly and succinctly explains this office's purpose.

2. Briefly describe how the mission and purpose of your non-instructional area aligns with the Cerritos College mission and educational master plan.

DCTIX's mission involves equity-minded work at its core; with gender, pregnancy, and protected status at the forefront. We also hope that our work enables students to complete their educational goals by providing supportive measures and pregnancy accommodations to ensure there are no achievement gaps within our student population regardless of their race, ethnicity, disability or other statuses.

B. Non-Instructional Area Description : Version by Miles, Erin on 02/27/2024 21:25

Department	Description of Services
DCTIX	Provides pregnancy accommodations for pregnant students under federal Title IX guidelines
DCTIX	Provide training to campus community (students, staff and faculty) on issues such as sexual harassment, pregnancy accommodations, discrimination claims, reporting requirements and related matters. Information is disseminated via in-person trainings, Zoom trainings and on-demand recorded trainings.
DCTIX	Reviews and approves or denies DOJ clearances for employment applicants. Information is disseminated to applicants from HRM and DCTIX will follow up with applicants whose status needs to be clarified.
DCTIX	Responds to all complaints regarding discrimination, harassment and retaliation. This includes providing outreach, follow up, supportive measures and information on options including informal resolution and investigations. Information is disseminated through the DCTIX website, annually to all members of the campus community and individually when a matter is brought to the attention of DCTIX.
DCTIX	Responds to all complaints regarding sexual harassment, sexual assault, stalking and dating/domestic violence. This includes providing outreach, follow up, supportive measures and information on options including informal resolution and investigations. Information is disseminated through the DCTIX website, annually to all members of the campus community and individually when a matter is brought to the attention of DCTIX.
DCTIX	Handles investigations regarding discrimination, harassment and retaliation within the guidelines set for in AP/BP 3435.
DCTIX	Handles investigations regarding sexual assault, sexual harassment, stalking and dating/domestic violence within the guidelines set for in AP/BP 3434.
DCTIX	Oversees campus confidential advocate that provides support to members of the college community experiencing sexual assault, sexual harassment, stalking and dating/domestic violence.
DCTIX	Coordinate with VPHR to plan and implement EEO plan. This is done in conjunction with DEEOAC and information is disseminated to campus community as updates are available.
DCTIX	Oversee Employment Development Committee including the planning and execution of Falcon Day. This day of professional development is handled exclusively by DCTIX/HR and the EDC. Messaging is provided to all employees starting in early Fall leading up to the event in November or December.
DCTIX	With the VPHR, plan and execute diversity events such as Latinx or Black History Month events for the campus community. Information is disseminated as the event approaches.
DCTIX	Review employee evaluation appeals and make determination if appeal should be upheld or if other action should be taken.
DCTIX	Oversee and execute COVID compliance matters including messaging to the campus community about current guidelines, testing and contact tracing of employees and handing out supplies as needed.

Department	Description of Services
DCTIX	Oversee and execute TB compliance as per Ed Code to ensure that every employee has shown TB compliance once every four year.
DCTIX	Assign and monitor Keenan employee trainings.
DCTIX	Oversee Employee of the Month awards and execute end of the year Outstanding Award Luncheons.
DCTIX	Recognize employees' service years.
DCTIX	Plan and execute annual Diversity Awards.
DCTIX	Plan and execute Search Committee and Process Monitor trainings.
DCTIX	Onboard new employees to Canvas (classified, confidential and management).
DCTIX	Plan and execute New Employee Orientation twice per year.
DCTIX	Receive Preferred Name Change form from A & R.

B. Non-Instructional Area Description Continued : Version by Miles, Erin on 02/27/2024 21:25

2. Describe efforts to promote the availability of your services to current and prospective users.

a. Describe the key methods used to assist users in getting information about your service offerings (e.g., publicity, outreach, recruitment, etc.).

Information is disseminated through various channels depending on the constituency group and the service.

Issue or Service	Method of Dissemination
Required notification to all students re Cerritos non-discrimination policies	Email
Notice to faculty and staff about HR events and notices	Constant Contact
Outreach to students, faculty and staff about issued raised related to Title IX or discrimination	Email, phone
Training on Title IX, search committee process, discrimination	In person and via Zoom
Diversity and Other HR Sponsored Events by DCTIX	Email
Student focused events (usually related to Title IX)	Email, flyers
COVID protocols	Website, Constant Contact

C. Non-Instructional Organizational Resources : Version by Miles, Erin on 02/27/2024 21:25

1. Please describe your non-instructional area's organizational and personnel structure. Discuss:

a. Reporting relationships.

b. Distribution of responsibilities/authority.

c. Use of management or work teams.

d. Lines of communication (e.g., area meetings structure/frequency, staff-to-staff and staff-to-manager communication, etc.).

a. DCTIX is housed with HR which is overseen by Vice President Mercedes Gutierrez. Dr. Gutierrez oversees Erin Miles, Director of Diversity, Compliance and Title IX. Director Miles has four direct reports: Kelly Rios, Deputy Title IX Coordinator, Hugh Nguyen, HR Tech I, Christy Martinez, HR Clerk and Monica Acuna, Staff Development Assistant.

b. Duties are split as follows:

- Rios handles issues related to Title IX, protected status, pregnancy and other labor relations concerns. This includes meeting with parties, investigations, supportive measures and appropriate follow-up.
 - Nguyen handles issues related to compliance including assistance with EEO plans, COVID-19 and TB compliance and managing the office's Dynamic Forms as well as website updates that can be done within the department.
 - Martinez is the clerk who assists with meeting schedules, lactation room appointments, COVID-19 testing of employees and TB compliance.
 - Acuna handles Staff Development matters including Keenan trainings, employee development trainings, staff events including diversity luncheons and awards.
- c. DCTIX is its own team housed within HR. Another team under Director of HR Nancy Buvinger also exists with its own structure.
- d. Communication is handled in various forms including a HR Teams Chat, a separate Teams chat for COVID-19 testing to ensure confidentiality to the greatest extent possible and of course, emails. Director Miles holds bi-weekly one-on-one meetings with each team member to go over current projects, discuss next steps and answer any questions. The team also holds monthly meetings. Director Miles reports regularly to VP Gutierrez either in the weekly HR Leadership meeting or as needed in-person or via phone.

2. How does your current staff, faculty, and/or management profile facilitate or impede the area's ability to fulfill its primary mission and functions?

a. What departments/units face greater challenges?

b. Describe the challenges with respect to the recruitment and retention of qualified staff, faculty, and/or management?

c. If applicable, what strategies has the area adopted to address staffing-related impediments?

- a. DCTIX has faced challenges related to the COVID-19 pandemic as this area was responsible for the contract tracing and testing of employees. As the guidelines on COVID continue to fluctuate, we have worked to be nimble and able to adapt to changing guidelines as well as the outbreaks and major rise in cases we see seasonally. We anticipate additional challenges with the Chancellor's Office updates to EEO guidelines and the updated Title IX regulations due in March 2024; however we are preparing for both these updates.
- b. DCTIX has been extremely lucky and has retained all staff since June 2022.
- c. We have added one staff member, Christy Martinez, to assist with the COVID compliance as well as lactation room appointments and soon, the anonymous applications we anticipate adding to our plate.

3. How does the area facilitate appropriate career development and progression for staff, faculty, and/or management?

a. Describe the area's professional development resources, activities, and/or opportunities.

b. How does this engagement directly reflect on the direction of your area.

- a. DCTIX and HR generally has made professional development a priority. This past year, Director Miles and Admin Assistant (now Deputy Title IX Coordinator) Rios attended the ACRHO Administration Academy and VPHR Gutierrez attended the Emerging CHRO training. We have also sent employees to various seminars and events. We strive to have everyone in HR to attend at least one training this past fiscal year.
- b. We are seeking to move forward with our DEIA efforts and the training component is a large part of this effort to ensure we are on track with the future of hiring, retention and training in this area.

4. Please describe the succession planning for your area.

a. What steps are in place?

b. How does the area plan to make changes to services or programs (realignment, reorganization, or other strategies) to ensure continuous improvement in the face of staff, faculty, and/or management turnover, retirement, and attrition?

- a. We recently hired a Deputy Title IX Coordinator after the position was empty for approximately a year. Half of the DCTIX staff is fully cross-trained.
- b. Cross-training will continue in partnership with HRM.

5. What assessment methods and measures (either formal or informal) does the area use to determine staff, faculty, and/or management well-being, satisfaction, and motivation?

a. How does the area use the findings from these assessment efforts to improve the work environment?

Assessments are sent out to participants in certain training events including Falcon Day. A lot of the work performed by DCTIX is compliance based in nature and we utilize assessment efforts in conjunction with legal requirements to determine best practices.

6. What significant projects, tasks, workgroups, and committee work are the staff, faculty, and/or management of your area engaged in?

a. How does this participation reflect on your area's plans and integration with the college.

We are engaged in the following:

- EEO Plan 2023-2026 Submission
- Chancellor's Office EEO Reporting Requirements
- Updating COVID compliance via Optimum
- Updating TB compliance via Optimum
- Updating Management Selection Procedures
- Updating employee evaluations
- Leading Employee Development Committee
- Leading Professional Growth Committee
- Leading Employee of the Month Committee
- Member of college CAIR team

- a. Many of these efforts put the college in compliance with state mandates. Others such as COVID, TB and employee evaluations are part of efforts to improve the employee experience and customer service aspect of required items.

Section 2: Non-Instructional Area Trends

A. Non-Instructional Area User Demographics : Version by Miles, Erin on 02/16/2024 17:32

1. Whom do you serve?

a. Describe your primary and secondary user groups that the non-instructional area attracts and serves.

b. If serving students directly, describe the demographics and representativeness of the populations served (e.g., race/ethnicity, gender, age range, foster youth, formally incarcerated, and first-generation status).

DCTIX serves the entire campus community- students faculty and staff.

- a. All of the campus community are primary users as issues of discrimination, harassment, retaliation and sexual misconduct affect students, staff and faculty.
- b. The students served cross all areas but there is a larger number of females who work with this office as the pregnancy accommodation services provided are a portion of the compliance work. Additionally, issues surrounding sexual harassment have, thus far, disproportionately affected female students.

2. If serving students, how do the demographics of your users compare with the college as a whole?

a. Are the trends within your area in alignment with the broader, collegewide trends?

The students served by DCTIX, as stated above, skew female due to the pregnancy accommodations provided by this office. It also skews female as the issue of sexual harassment has predominantly affected female students since this office started tracking matters electronically.

B. Non-Instructional Area Service Trends : Version by Miles, Erin on 02/27/2024 21:25

1. Describe the usage trend for your area in the last three years.

a. Has it remained steady, increased, or decreased?

b. Describe any factors that contributed to any change.

c. If serving students, are there different patterns of usage for different demographic groups (e.g., race/ethnicity, gender, age range, foster youth formally incarcerated, and first-generation status)?

c. If serving students, draw clear connections between your data trends and attempts to identify and mitigate equity gaps.

a. Concerns regarding sexual misconduct, discrimination and pregnancy accommodations fell during the pandemic when the college was fully remote. Since then, the usage has increased substantially.

b. The return to in-person work and courses has led to a greater number of interactions that people have found to be problematic and the increase in in-person courses has led to a larger number of students needed pregnancy accommodations (remote courses tend to need fewer, if any, accommodations).

c. COVID demand has decreased since 2022, but the office continues to see spikes in cases that are, generally, consistent with the larger community.

2. Describe how your overall area meets the needs of users.

a. Standard hours of operations.

b. Alternative modes (e.g., online, hybrid, etc.).

c. Schedules of delivery (e.g., early morning, evening services, etc.).

a. Our hours align with that of Human Resources and are generally in-person from 8AM-4:30PM. However, the purview of this office is quite ranging and the issues raised under Title IX often occur outside of business hours. Director Miles checks email frequently after-hours and will send outreach or schedule calls outside of normal business hours for emergency or urgent matters.

b. The office utilizes all modalities for meetings. This includes in-person, Zoom and phone appointments. During outreach, it is made clear that all modalities are available and left up to the student/staff/faculty to choose the modality they prefer.

c. As stated above, the office holds in person hours aligned with HR. However, responses and outreach occur after hours for urgent situations. It should also be noted that this office partners with the YWCA for 24/7 services which is included in away messages, online and all outreach.

3. What are the differences in service usage based on modality? If you do not offer varying modalities, explain why not.

a. How does this help inform future practices?

All services are offered in all modalities. Those interacting with DCTIX can choose from in-person, phone or Zoom appointments.

Section 3: Non-Instructional Area Performance and Effectiveness

A. Administrative Unit Outcomes Assessment Process : Version by Miles, Erin on 02/27/2024 21:25

1. What methods are used to assess your administrative unit outcomes (AUOs)? If these are not in place, what do you plan to do in the future to collect this evidence?

Regarding discrimination/harassment/retaliation and sexual misconduct/stalking/dating/domestic violence matters, DCTIX tracks all cases using case management software (Maxient) or via spreadsheets to ensure we capture and track all cases.

We run reports to determine the number of COVID cases the campus has seen on a monthly basis and are also able to review the number of outstanding TB tests needed.

We also receive feedback via surveys and email about our diversity work.

2. How are the area's needs assessed? If these are not in place, what do you plan to do in the future to assess the area's needs?

a. What methods does the area use to remain current with respect to understanding user needs, interests, and experiences?

b. What are the sources of information your service area uses to understand current needs?

c. How have the needs changed over time?

We assess our needs by looking at how many people we are serving, the backlogs that may have occurred with TB. We also looked at pending legislation or Chancellor's Office mandates that may affect this office.

a. We remain current by constantly evaluating ways to make the user experience easier. This is why we converted COVID compliance to Optimum as that was already a module being used by employees. We are also converting TB compliance to Optimum so that employees no longer have to jump through multiple hoops to complete their compliance requirements every four years. It has been helpful having a new VPHR over DCTIX to bring fresh ideas and perspectives.

b. We utilize the data collected through our office- how many cases are coming in, how many employees are due for TB testing and other internal values to understand need. We also look at what is being requested from the campus community in terms of support, training, etc.

c. Needs have changed dramatically since the pandemic and we are seeing a greater need for training on boundaries and COVID testing.

3. To what extent does the area obtain and use comparative/benchmark data to stay current with competitors that deliver similar programs and/or services (both those that are on and off campus)?

There are no other competitor programs on or off campus.

4. How does the area monitor compliance with the laws/other regulatory requirements that apply to the areas programs and/or service responsibilities?

There are a number of laws ranging from federal Title IX laws to state education laws to local COVID compliance guidelines that this office must track, follow and execute. We utilize our partnerships with various law firms (i.e. LCW), HR listservs, the Chancellor's Office and even Google alerts to ensure that any relevant legislation or guidelines change is tracked.

Section 4: Previous Three-Year Non-Instructional Area Program Plan Reflection

Non-Instructional Area Three-Year Reflection : Version by Miles, Erin on 02/27/2024 21:25

1. What are the primary strengths of your area?

a. How have these changed over time?

b. What innovative programs/services/practices has the area instituted that puts it out in front with respect to "best practices" in the field?

The primary strengths of DCTIX are our ability to move quickly in providing outreach, supportive measures and meetings with affected individuals. We are also excellent at looking forward and finding new and improved ways to provide services that will make things easier on the end user.

a. These have changed over time in that we provided more services and trainings via Zoom and on-demand during the pandemic but have shifted to doing things primarily in person since the full-return to campus. We have updated our offerings in how people can report matter including COVID cases and have updated our trainings to reflect legal changes.

b. Converting our TB compliance to Optimum is nearly complete and is a best practice that VPHR has talked about at trainings. Similarly, we are one of the few community colleges with a campus confidential advocate. We are also working on a diversity points system to comply with new Chancellor's Office guidelines regarding DEIA criteria on evaluations.

2. Please comment on the progress toward achieving your previous area goals and AUOs. Discuss what has/is/will happen and the status of each goal and AUO.

Employees and Students will receive updated and comprehensive Title IX training (significant updates are forthcoming from the Biden administration)	The federal gov't did not release the new regulations. They are now expected in March 2024 with an implementation date in July or August 2024.
Employees will be able to check-in (if daily check-ins continue), report positive cases, undergo contact tracing and receive timely close contact and exposure notifications for COVID-19.	Successfully implemented/continued utilizing Optimum.
Employees will be able to COVID test via antigen tests in HR or obtain tests for home usage	Successfully implemented/continued.
Employees will be aware of COVID protocols, rights, resources and options via the updated HR Announcements email	Successfully implemented/continued. Have been utilizing HR Announcements as way to send out campus-wide communications at regular intervals to all faculty and staff.
Employees will be able to raise concerns regarding sexual misconduct, discrimination, harassment and retaliation through streamlined reporting mechanisms	Have been utilizing CAIR forms and addressing this in training.
Through a partnership with SHS, employees will be able to more easily update their TB status through a streamlined/updated process in Optimum HQ. Employees will be aware of this process through a DCTIX awareness campaign	In progress.
Board of Trustees and campus leadership will be more aware of campus diversity gains and deficiencies through enhanced tracking of applicant and candidate of choice	Successfully implemented/continued with VP Gutierrez providing updates at BOT meetings.
Board of Trustees, leadership and all campus constituencies will be aware of campus diversity goals through updated, three-year EEO plan and coordinated messaging surrounding the plan	Updated EEO plan was submitted to Chancellor's Office ahead of deadline. Cerritos College has not yet received the plan feedback from CO.
Employees will have the ability to apply to the Falcon Leadership Academy to gain leadership skills and knowledge and assist in upward mobility	Successfully implemented. FLA is finishing up its first year with 20+ participants and we are planning for next year.
Students will receive a variety of training and educational opportunities related to sexual misconduct, bystander training, dating and domestic violence through partnerships with other campus partners, off campus partners and a coordinated marketing campaign	In progress as this was based on assumption that new regs would have already been released. Now that new regs as set to be released in the next month, additional funding is requested to pay for updated trainings.

3. Please provide a financial overview of the area.

a. How are resources allocated to support the mission, goals, and outcomes of the area?

b. How are budget allocation/reallocation decisions made in your area?

c. What factors influence the use of area resources?

a. DCTIX has very little resources and the ones allocated go to training as preventative measures are the most effective way to handle issues related to sexual misconduct and discrimination.

b. Budget- or rather, having very little budget has had the office be creative with ways to provide training that are little or no cost. For instance, last year, we partnered with two other colleges for a Zoom training on safety in the online world of dating.

c. Money; how effective a training will be; if the issues are something we are seeing a lot of; what other needs the area has.

4. Describe resource changes the area has encountered over the past three years and future anticipated changes.

a. Explain what circumstances prompted these changes.

b. How these changes have/will affect the area operations and services.

c. How the area plans to address these changes.

DCTIX, which is located under the umbrella of HR has experienced significant change in the past three years. In that time, Erin Miles took over as Director, HR got a new VP in Dr. Gutierrez and we hired a new Deputy Title IX Coordinator. This office also took over responsibility for COVID-19 compliance and the additional regulations put into place by the Chancellor's Office around EEO.

5. How effectively do the area's current facilities, space, and equipment support area operations?

a. To what extent must these organizational resources change to keep pace with the future needs and expectations of the area users and program?

b. What strategies have been adopted or will be adopted to institute these changes?

The current space is not ideal as DCTIX/HR shares a hallway with EPP and it would be preferable to be in a more secure, confidential space. Moreover, DCTIX/HR has grown considerably in the past 2 years and we are running out of space for our staff.

a. The new building will provide options for DCTIX/HR

b. We took our file room and went digital which allowed us to convert the file room into cubicle space. Also, in 2021-2022, we gave up our conference space to make additional work space. We have been maximizing the square footage available to us.

c. A more secure space for the front desk staff was previously in the works and would be helpful to be revived.

6. How has technology been integrated into the programs, services, and operating functions of the area?

a. In what ways have technological applications been used to promote innovation, responsiveness, and continuous improvement in the area?

b. How has the area kept pace with the development of hardware, software, maintenance, and training support?

c. What are the area's projected technology needs for the future?

d. What strategies have been adopted or will be adopted to address these needs?

a. We utilize the online CAIR form for most of our referrals which helps streamline the process and allows people to report issues 24/7.

b. We also utilize Maxient and look to stay up to date on changes within the system.

c. We will need updated technology within NeoGov to comply with new Chancellor's Office guidelines related to DEIA efforts.

d. We have a resource request for the additional funds in NeoGov.

e. We have moved/are moving several services to Optimum HQ to allow employees to self-report cases (and eventually TB compliance and evaluations) in a more streamlined manner.

7. What major challenges face the area?

a. What needs to occur, primarily within existing resources, to successfully make improvements in these areas?

There are significant changes coming from two areas:

- The Chancellor's Office has begun instituting new requirements regarding EEO/DEIA efforts that will require additional time/employee power as well as technology for us to be in compliance.

- The new federal Title IX guidelines are set to be released in March 2024 which will increase the college's requirements regarding issues is sexual misconduct and pregnancy accommodations.

We will need additional technology as well as updates to our training modules and significant efforts to gain buy-in from the campus community for these to be truly effective.

8. Where would you like your area to be three years from now? Dream big while considering any upcoming changes (e.g., new buildings, growth, changes in the services, etc.).

Consider the following in your response:

a. Describe the colleagues and partners inside and outside the institution with whom you would like to work in the ideal future.

b. What specific innovations, best practices, or other accomplishments would you share with a visiting out-of-state colleague?

c. What long-term impact would you like your service area to have on the College and the community?

d. What strengths, opportunities, or new directions now exist on which you can capitalize in three years' time?

8. I think that the future of DCTIX can be greatly expanded- especially if Cerritos College is successful in getting student housing. DCTIX would likely need another investigator to handle the influx of housing-related matters.

a. I would like to continue working with the YWCA and the wonderful on-campus partners we have with Falcon's Nest, Student Conduct, CCPD and SAS to name a few.

b. I believe our PregnantSEAS program is something to be truly proud of and modeled after.

c. I would like students of Cerritos College to leave here being better educated about issues related to sexual misconduct, stalking, dating and domestic violence and protected status.

Specifically issues related to affirmative consent and unconscious bias as I believe it will create a lasting impact on them and on society.

Section 5: Non-Instructional Three-Year Action Plan (Goals, AUOs, Objectives, Action Plans, and Resource Requests)

A. Non-Instructional Area Goals, AUOs, Objectives, and Action Plans : Version by Miles, Erin on 02/27/2024 21:25

College Goal Alignment	Goals	AUO(s)	Objectives	Target Cycle Year for Assessment	Responsible Person(s)	Method of Assessment	Action Steps
D, C	Update and improve campus trainings for Title IX in related to the new federal regulations	All faculty, staff and students will know their rights and responsibilities under the new law.	Compliance with federal Title IX law.	2024-2025	Director Erin Miles	Tracking of trainings	Once new regs are put forward, plan and execute relevant trainings.
F	Move to anonymous applications for applicants	A pilot program for confidential group that search committees will receive redacted resumes that do not include names or other data that could influence unconscious bias	Increased DEIA efforts and compliance with Chancellor's office directives	2025-2026	Director Erin Miles, VP Gutierrez	Tracking of data	Work with confidential group on agreement, begin to anonymize applications

College Goal Alignment	Goals	AUO(s)	Objectives	Target Cycle Year for Assessment	Responsible Person(s)	Method of Assessment	Action Steps
F	Utilizing NeoGov, track applicants biographical data more carefully to determine who is- and isn't- applying, interviewing and being selected for positions at Cerritos College.	Cerritos College to be able to produce robust data per CO's office directives, on who is- and isn't- applying, interviewing and being selected for positions at Cerritos College.	Compliance with CO directives and ability to ensure we are screening and hiring in fair and equitable ways.	2024-2025	Director Erin Miles	Tracking of data	Purchasing additional NeoGov software, training employees
C	Updated training for faculty and staff related to search committees (norming, scoring, etc) and process monitoring	Ensure everyone sitting on a search committee is aware of updated guidelines and recommendations	Ensure everyone sitting on a search committee is aware of updated guidelines and recommendations	2024-2025	Director Erin Miles	Tracking of training, surveys	

B. Non-Instructional Area Resource Requests : Version by Miles, Erin on 02/27/2024 21:25

Priority Ranking	Resource Request	Estimated Cost	Occurrence	Resource Type	Funding Source	Goal(s)/AUO(s)	College Goal	Justification
1	Training from Interact for staff and students on Title IX	\$8,000.00	One-time	Professional Development	Categorical- Equity	C, D	undefined	undefined

Section 6: Non-Instructional Area Program Review Process Reflection

Non-Instructional Program Review Reflection : Version by Miles, Erin on 02/27/2024 21:25

1. In what capacity were your area staff, faculty, management, and/or constituents involved in the program review process?

The entire DCTIX was involved in reviewing this document and participated in providing feedback and suggestions.

2. How did you ensure all members of your area were involved in the outcome assessment discussions, evaluation of area data, and contributed to the area goals, AUOs, objectives, and action plan discussions and development?

We held a team meeting to review the material and everyone was able to provide their insight/input.

Goals, AUOs, Objectives/Activities				
Goals	AUOs	Objectives/Activities	Goal Target Year of Achievement	Responsible Party
Update and improve campus trainings for Title IX in related to the new federal regulations	All faculty, staff and students will know their rights and responsibilities under the new law.	Compliance with federal Title IX law.	Year 2	Director Erin Miles
Move to anonymous applications for applicants	A pilot program for confidential group that search committees will receive redated resumes that do not include names or other data that could influence unconscious bias	Increased DEIA efforts and compliance with Chancellor's office directives	Year 3	Director Erin Miles, VP Gutierrez
Utilizing NeoGov, track applicants biographical data more carefully to determine who is- and isn't- applying, interviewing and being selected for positions at Cerritos College.	Cerritos College to be able to produce robust data per CO's office directives, on who is- and isn't- applying, interviewing and being selected for positions at Cerritos College.	Compliance with CO directives and ability to ensure we are screening and hiring in fair and equitable ways.	Year 2	Director Erin Miles
Updated training for faculty and staff related to search committees (norming, scoring, etc) and process monitoring	Ensure everyone sitting on a search committee is aware of updated guidelines and recommendations	Ensure everyone sitting on a search committee is aware of updated guidelines and recommendations	Year 2	Director Erin Miles

Title IX

Action Plan			College Alignment	
AUO Assessment Year	Method of Assessment	Action Steps	Student First Framework Lever	Student First Framework Lever Strategy
	Tracking of trainings	Once new regs are put forward, plan and execute relevant trainings.	Institutional Health	D.2. Invest in our employees to facilitate excellence at all levels of service to our students.
	Tracking of data	Work with confidential group on agreement, begin to anonymize applications	Institutional Health	D.3. Refine hiring practices to attract and retain faculty, staff, and administrators who reflect the diversity of our community and align with the mission of our college.
	Tracking of data	Purchasing additional NeoGov software, training employees	Institutional Health	D.3. Refine hiring practices to attract and retain faculty, staff, and administrators who reflect the diversity of our community and align with the mission of our college.
	Tracking of training, surveys		Institutional Health	D.1. Develop systems and processes to monitor and ensure accountability for our institutional health.

Non-Instructional Area: ---

Resource Requests					
Resource Request	Estimated Cost	Occurrence	Resource Type	Justification	Priority Rank