

**Office for Equal Opportunity Assessment Plan and Report
July 2006 - June 07
The focus of the plan is the expected outcomes.**

Item Number	Responsible Staff Member(s)	Area of Responsibility	Deadline	Goal	Implementation Strategy	Measure	Expected Outcome	Actual Outcome	Implications
1	1. AVP	Affirmative Action	SPA Plan Updates to OSP by March 1	1, 3	1. Update NCSU EEO Plan per DOL's OFCCP requirements and submit plan annually to OSP.	1. Timely completion of plan updates. Plan approved & letter of compliance received from Office of State Personnel (or OFCCP, if audited).	Compliance with state requirements and federal AA requirements.	NCSU's EEO Plan was submitted to the Office of State Personnel on March 1, 2007 and approved on May 8, 2007.	NCSU remains in compliance with all federal and state AA requirements
2	1. AVP 2. AVP 3. EA	Affirmative Action	1. May 31 2. April/May 3. Review web site June	3, 5,6	1. Provide and discuss college/division EEO plan with deans/vice chancellors annually. 2. Provide SPA EEO data to HR annually 3. Post university EEO Plan on OEO web site.	1. Verbal feedback from deans & vice chancellors during annual recruitment and retention of faculty and staff. 2. Online employment system accurately indicates targeted and non-targeted positions. 3. Review plan on web site in June to ensure the plan is current.	1. College/division deans/vice chancellors will identify trends, problem areas, and successes in recruitment and retention of faculty and staff. They will be able to explain current EEO data related to their unit so that they can assist hiring officials in the recruitment and hiring of women and minorities. 2. HR will be able to identify for hiring officials which SPA positions are targeted for recruitment of women and minorities. 3. University administrators and employees will have access to current university goals and information related to EEO and AA.	1,3. 2007 EEO Plan is posted on OEO web site and staff assigned to OEO are currently meeting with College Deans to discuss preparation of Unit Action Plans. 2. Scheduled to meet with HR on July 11, 2007 to discuss SPA targeted recruitment.	1. College Deans and other major administrative units will submit Unit Actions Plans designed to address minority and female under representation in their respective units no later than August 10, 2007. 2. HR will identify targeted SPA by EEO 6 job groups no later than August 10, 2007.
3	AVP	Affirmative Action	Annual report of evaluations in May of each year.	3, 4, 6	Educate faculty, staff and students on EEO/AA through supervisory series & open enrollment	Evaluation immediately after training on evaluation form.	Faculty, staff and students will identify EEO/AA laws, policies and procedures and know where to seek assistance.	Evaluation results not available.	Work with HR to gain feedback from workshop evaluations.
4	VPEOE	Affirmative Action	Ongoing	1, 3	Certify NCSU as having non-segregated facilities, AA and EEO compliance as required by OFCCP regulations and as requested by vendors.	Completed certification forms returned to vendors & others upon request.	Compliance with federal AA requirements and university's continued ability to conduct business with federal contractors.	Forms were completed as received by OEO to certify compliance with non-segregated facilities.	NCSU remains in compliance with all OFCCP and other requirements. University was able to continue to do business with companies and universities who are also federal contractors.
5	VPEOE	Affirmative Action	30-Sep	1, 3	Complete NCSU's VETS-100 Report annually for submission to federal Department of Veterans Affairs	Completed report submitted by stated deadline.	Compliance with federal requirements.	Completed VETS-100 Report was submitted to UNC-GA for transmittal to the Bureau of Veterans Affairs on Sept. 15, 2006.	NCSU remains in compliance with federal requirements.
6	AVPHPEP	Civil Rights Complaint Resolution	June	1, 2	Address and resolve civil rights complaints on an ongoing basis	Percentage of complaints addressed of the total complaints brought to OEO	Compliance with federal, state, UNC system requirements	Addressed 100% of complaints of discrimination and harassment brought to OEO's attention; 43 resolved informally and 8 resolved formally.	Continue to respond to complaints of discrimination/harassment brought to OEO

Office for Equal Opportunity Assessment Plan and Report
July 2006 - June 07
The focus of the plan is the expected outcomes.

Item Number	Responsible Staff Member(s)	Area of Responsibility	Deadline	Goal	Implementation Strategy	Measure	Expected Outcome	Actual Outcome	Implications
7	AVPDC	Disability & Accommodation Services	Review and summarize annually (May)	4	Educate supervisors on disability accommodations	End of training evaluations.	Supervisors will know how to respond appropriately to a request for a reasonable accommodation and to identify DSO as a resource.	Of the supervisors participating in training, 99.48 % either strongly agreed (54.08%) or agreed (45.4%) that because of this training, they now know how to respond appropriately to a request for a reasonable accommodation and can identify DSO as a resource.	NC State remains in compliance with disability rights laws.
8	AVPDC	Disability & Accommodation Services	Review and summarize annually (May)	3, 4	Provide disability awareness training to on and off campus communities	Track training opportunities	On and off campus communities will be exposed to laws /university policies and ADA resources.	29 on campus presentations were completed with 8, 649 people attending; 4 off campus presentations were completed with 234 people attending.	Continue to offer training opportunities about laws and policies related to the ADA for on and off campus communities.
9	AVPDC	Disability & Accommodation Services	Review and summarize annually (May)	1	Facilitate the disability eligibility process and provision of reasonable accommodations to employees with disabilities through DSO	Timely review of disability eligibility documentation and report of eligibility decision	Compliance with federal and state requirements	36 employees submitted disability documentation and received an eligibility decision within an average of 4 days.	NC State remains in compliance with disability rights laws.

**Office for Equal Opportunity Assessment Plan and Report
July 2006 - June 07
The focus of the plan is the expected outcomes.**

Item Number	Responsible Staff Member(s)	Area of Responsibility	Deadline	Goal	Implementation Strategy	Measure	Expected Outcome	Actual Outcome	Implications
10	AVPHPEP	Discrimination & Harassment Prevention	June	3, 4, 6	Educate faculty, staff and students on university's discrimination and harassment policies via workshop and on-line training (1. Presentations at new and transfer student orientations, and 2. Discrimination and harassment prevention and response trainings offered to new and current employees. 3. Implement mandatory training for employees.)	1. Responses to questions on student orientation assessment survey. 2. Responses and feedback from evaluations distributed to employees who participate in unlawful harassment prevention trainings. 3. Implementation of regulation.	New and current faculty, staff and students will be able to identify their EO rights, laws, university's unlawful discrimination and harassment policies and procedures and know where to seek assistance.	Of the students participating in New Student Orientation, 97.6% either strongly agreed (66.4%) or agreed (31.2%) that they were aware of the policies and procedures regarding discrimination and harassment, and 93.9% either strongly agreed (57.6%) or agreed (36.3%) that they knew where to seek assistance for discrimination or harassment. For employees, nearly 100% of employees reported feeling satisfied or very satisfied about NCSU's preventative measures against unlawful workplace harassment. In June 2007, NC State passed the Discrimination and Harassment Prevention and Response Training regulation.	Continue participation in student and employee orientation sessions. Offer discrimination and harassment prevention and response training through open enrollment sessions to enhance training regulation compliance opportunities.
11	AVPHPEP	Discrimination & Harassment Prevention	June	1, 3, 4, 6	Educate supervisors and administrators on university's unlawful discrimination and harassment policies. Implement supervisor-specific mandatory training.	Feedback from program evaluations	Supervisors and administrators will be able to identify the level of responsibility they have addressing complaints of unlawful harassment and that OEO is a resource for them when dealing with complaints.	Evaluation results not available. In June 2007, NC State passed the Discrimination and Harassment Prevention and Response Training regulation, including an additional training piece for supervisors.	Continue participation in supervisory series sessions through HR. Offer discrimination and harassment prevention and response training for supervisors to enhance training regulation compliance opportunities.
12	AVPHPEP	Discrimination & Harassment Prevention	June	2	Provide accessible methods for complaint intake (in person, telephonic, on-line, through a supervisor or HR), and maintain database of harassment complaints.	Number of complaints reported to OEO.	Receipt of complaints through variety of sources. Identify repeat offenders, trends related to protected classes and troubled departments.	51 complaints accepted through various methods (telephone, online, in person, referral). No trends identified.	Continue accepting and tracking complaints.

**Office for Equal Opportunity Assessment Plan and Report
July 2006 - June 07**
The focus of the plan is the expected outcomes.

Item Number	Responsible Staff Member(s)	Area of Responsibility	Deadline	Goal	Implementation Strategy	Measure	Expected Outcome	Actual Outcome	Implications
13	AVP	Employment	Interviews On going. Report in October	5	Conduct faculty exit interviews with separating faculty. Provide annual written and oral report to Board of Trustees. Disseminate exit interview information to deans and provost.	Track reasons for separation & retention of faculty during interviews. Compare data from Board of Trustees report annually.	Communicate information to Campus Administrators to assist them with faculty retention efforts.	Data indicates that faculty are separating from the University primarily due to retirement and employment opportunities elsewhere. The reasons faculty cited most often for leaving the university were contract expiration, retirement, and employment at another educational institution.	Continue faculty exit interviews.
14	VPEOE	Employment	Yearly review of tracked information in July.	5	Facilitate Faculty Spousal Market Hiring Program. Offer packages that successfully address work/life balance issues for prospective employees.	1. Track spousal hiring forms and departmental hiring forms for acceptance of offers based on spousal hiring. 2. NC State's rankings on the Faculty Well-Being Survey, COACHE survey and other relevant indicators.	Successful recruitment and hiring of dual career couples	Facilitated departmental requests regarding hiring trailing academic spouses. Five spousal hires were made with assistance from the Office of the Provost in CALS, COE, CHASS and CVM. Relevant data from FWBS not yet available.	May need to develop additional strategies to foster spousal hiring. VPEOE serving on faculty diversity task force that is considering issues such as dual career couples. HR-Employment is enhancing its efforts to provide spousal hiring assistance to non-academic trailing spouses.
15	EA	Employment	June	6	Participate in Personnel Connections activities (including meetings and listserv). Serve on Joint Personnel Issues Group with HR, HR Advisory Committee, and attend Personnel Roundtable meetings.	Informally, monitor response to information distributed via Personnel Connections, Joint Personnel Issues Group, HR Advisory Committee.	A) Personnel representatives will disseminate information regarding key OEO issues to faculty and staff B) Communicate EO issues to Internal partners	OEO staff utilized Personnel Connections listserv to disseminate information on OEO programs and faculty exit interviews. Joint Personnel Issues Group did not meet in 2006-07. Dissemination of mandatory training regulation information.	OEO should continue to use this venue to share information with the campus community.
16	VPEOE	Employment	Once per year.	1	Review requests to classify new faculty positions submitted by deans to OEO for approval	Request reviewed within 48 hrs to ensure positions meet the criteria to be classified as faculty (research, teaching, extension).	Compliance with federal and state laws, UNC system and NCSU requirements	Requests to classify new faculty positions completed upon request and within time frame stated after requests are received by OEO.	Departments are able to expeditiously begin the recruitment process. OEO needs to investigate (with HR-Classification) putting this process online.
17	AVP	Employment	Once per year.	4, 5	Conduct search committee orientations and provide on-line search committee orientation for all search committees.	Feedback from orientation evaluations.	Search committee members will become familiar with procedures and strategies to increase diversity of applicant pools and hire the best-qualified candidates	No data to report.	Evaluation tool is under development. Will implement during 2007-08 Academic Year

**Office for Equal Opportunity Assessment Plan and Report
July 2006 - June 07
The focus of the plan is the expected outcomes.**

Item Number	Responsible Staff Member(s)	Area of Responsibility	Deadline	Goal	Implementation Strategy	Measure	Expected Outcome	Actual Outcome	Implications
18	VPEOE	Employment	Ongoing	1	Review recruitment and selection process and hiring decisions for compliance (interim and final recruitment forms and requests for "waivers of recruitment procedures")	All submittals will be reviewed for compliance.	All hiring decisions are compliant with federal and state laws, UNC system and NCSU requirements	During the year, to date, OEO staff have reviewed more than 800 individual employment actions	All submittals have been reviewed and deemed in compliance.
19	DOE	Employment	Review Annual Report in June	7	Serve as mediators in University Mediation Program coordinated by HR and as outlined in Administrative Regulation Mediation Procedure for Faculty & Staff	Participation of all trained OEO employees in mediations and attendance at mediation meetings.	Support faculty and staff alternative dispute resolution system	OEO staff has not been contacted to serve as mediators 2006-07.	Need to follow up with Human Resources regarding mediation program.
20	AVPHPEP	Equity	July	4	Serve as ex-officio member to provide information to the Council on the Status of Women	Attendance at CSW meetings	Educate the Council on the Status of Women on gender equity issues	Attended CSW meetings	Continue to serve on CSW
21	VPEOE	Equity	June	6, 7	Facilitate Provost's Office support for BRIDGES (Academic Leadership for Women) Program. Conduct at least one Bridges information session annually. Serve as campus liaison for WANCHE. Track annual participation of NC State women in Bridges Program.	Work with AVP for faculty and staff diversity to determine effectiveness of BRIDGES in preparing women to assume leadership positions in the academy at NCSU or other institutions. Survey of past BRIDGES participants. Review campus climate surveys as available to determine need for leadership development programs. Track NCSU workforce data for number of women in administration.	Increased numbers of NCSU women assuming administrative positions.	Five NC State women accepted to BRIDGES XV class to begin in Sept. 2007. The number of women in administration at NC State has increased and many are former BRIDGES graduates.	Identify additional programs to prepare women to assume academic leadership positions.
22	VPEOE	Equity	Every 3 years (Equity Study)/As Needed (Resolution)	1, 5	Assist UPA with Faculty Salary Equity Study. Facilitate resolution of salary equity concerns raised by faculty.	Results of Equity Study. Track changes in salaries.	Identifying areas of inequity to target strategies for the elimination of race and gender inequities in faculty salaries	Faculty Salary Equity Study revealed that the university had significantly decreased salary inequities for women and minority males as compared with similarly situated white males.	Need to conduct separate equity study on faculty in each of the smaller colleges. Provost and university administration need to identify funding to address inequities identified in the study. Conduct study again in spring 2010 using fall 2009 data.

Office for Equal Opportunity Assessment Plan and Report
July 2006 - June 07
The focus of the plan is the expected outcomes.

Item Number	Responsible Staff Member(s)	Area of Responsibility	Deadline	Goal	Implementation Strategy	Measure	Expected Outcome	Actual Outcome	Implications
23	VPEOE	Equity	Once per year.	1, 3	Serve as University's Title IX Coordinator and serve on the Athletic Gender Equity Committee. Title IX concerns will be resolved in partnership with applicable campus units and departments.	Investigate and recommend resolution of Title IX concerns	Completion of Athletics Gender Equity Committee Annual Report. NC State meets or exceeds participation levels for men and women in athletics.	Served on Athletics Gender Equity Committee.	Continue to work with Athletics and AVP faculty and staff diversity on issues of equity.
24	DOE	Outreach & Education of Equal Opportunity Issues	30-Jun	1, 4, 6, 7	Provide EOI workshops that share action strategies.	End of the year program evaluation. End of year final reflection journals. Evaluation immediately following all EO workshops.	Participants will modify actions to create fair, equitable and welcoming education and services for students and employees	Final Reflection Journal: 90 comments indicating participants have modified actions to create fair, equitable, and welcoming education and services for students and employees. . Workshop Evaluations 2006-07: 3.2 for Future Application End of Program Evaluation 2006-07: 3.62 average for "challenged me to apply this to my work environment" (4.0 = Strongly Agree)	Continue to offer workshops and continue to emphasize action strategies and application.
25	DOE	Outreach & Education of Equal Opportunity Issues	Review May and June	1, 4, 6, 7	Provide Equal Opportunity Institute workshops that share EO laws, policies, procedures and resources.	Pre-test/Post-test. Evaluation immediately following all EO workshops. Final reflection journals. End of program evaluation	Participants will identify EO laws, policies and procedures and be able to find resources to learn more about equal opportunity.	Pre-post: No statistically significant results obtained. Final Reflection Journal: 88 comments indicating participants can identify EO laws, policies, and procedures and are able to find appropriate resources. Workshop Evaluations 2006-07: 3.4 Average for "Increased knowledge" End of Program Evaluation 2006-07: 3.85 average for "able to identify law, policies and procedures", for 3.62 "able to find resources" (4.0 = Strongly Agree)	Continue to work on pre-post test to ensure that learning is more than perception. Continue to offer EOI.

Office for Equal Opportunity Assessment Plan and Report
July 2006 - June 07
The focus of the plan is the expected outcomes.

Item Number	Responsible Staff Member(s)	Area of Responsibility	Deadline	Goal	Implementation Strategy	Measure	Expected Outcome	Actual Outcome	Implications
26	DOE	Outreach & Education of Equal Opportunity Issues	May	7	Coordinate campus affiliate chapter of NCBI monthly team meetings that provide opportunities for practice and further development	Survey facilitators annually	Facilitators will articulate increased knowledge related to diversity and improve skills to present diversity training	Survey conducted June 2007. 16% returned (N=4). All responses indicated that team meetings improved knowledge related to diversity and improved presentation skills.	Continue to offer monthly team meetings with opportunities to practice and development activities. Increase participation in facilitator survey (conduct every other year).
27	DOE	Outreach & Education of Equal Opportunity Issues	May	7	Participation in Carolina Coalition and Caucus Meetings. Share information and development learned with NCSU team members.	Survey facilitators annually. Track team enhancements based on information gained from Coalition and Caucus meeting participation.	Facilitators will gain information for enhancing NCBI campus team	See survey results in item #26. Participated in all Carolina Coalition Meetings. Not able to attend Campus Conference or Caucus Meetings. Used development activities from fall coalition meeting and fall TTT in team meetings.	Continue to participate in Carolina Coalition. Participate in Campus Conference and Caucus meetings. Increase participation in facilitator survey (conduct every other year).
28	DOE	Outreach & Education of Equal Opportunity Issues	June	7	Provide workshops on prejudice reduction ("Building Bridges"; Controversial Issues Workshops)	Evaluation after each workshop. EOI Final Reflection Journals	Faculty, staff and students will identify discrimination and gain awareness of how to handle interpersonal and inter group conflicts	Final Reflection Journal: 11 comments indicating participants identify discrimination and have gained awareness of handling conflicts. Workshop Evaluations 2006-07: 3.4 Average for Increased knowledge, 3.2 Average for future application(4.0 = Strongly Agree)	Continue to offer NCBI.
29	DOE	Outreach & Education of Equal Opportunity Issues	June	1, 4, 6, 7	Publicize equal opportunity programs (i.e., office newsletter (<i>Equal_Op</i>), University Bulletin, Technician, Staff Voice, and NCSU web sites)	Program evaluations: "How did you hear about this workshop?" Track number of participants each year.	Increase participation of faculty, staff and students in OEO programs	Workshop Evaluations 2007: Participants learned about the workshop via the following - 3.5 average from EOI, .1 from flyer, .4 from University Media, .5 from website, 1 other. Tracking indicates that number of participants is consistent with previous year.	Recommend to continue to assess this for another year.

**Office for Equal Opportunity Assessment Plan and Report
July 2006 - June 07
The focus of the plan is the expected outcomes.**

Item Number	Responsible Staff Member(s)	Area of Responsibility	Deadline	Goal	Implementation Strategy	Measure	Expected Outcome	Actual Outcome	Implications
30	DOE	Outreach & Education of Equal Opportunity Issues	April	7	Conduct All Circles Meetings. Administer Listserv. Provide facilitator training and development. Conduct Study Circles II.	Survey Study Circles graduates subscribed to listserv. Study Circles II program evaluation.	Study Circles graduates who continue to participate in the Study Circles program will develop further insights on race and race relations and continue planning to improve campus community.	Study Circles II Evaluations: 1.3 increased knowledge (1.0 = Strongly Agree) List serv survey (N=9): Qualitative data demonstrates participation in the multiple facets of the Study Circles program, explication of areas of continued need for improved race relations, learning opportunities explored, and networking as a result of program participation. Action planning and engagement varied from none to action in one's personal and professional life.	Recommend to continue conducting All-Circles Meetings, administration of the Listserv, facilitator training and development, and Study Circles II.
31	DOE	Outreach & Education of Equal Opportunity Issues	Compile after each circle/ Review with Steering team May	7	Coordinate NCSU Study Circles.	Participant pre & post test. Program evaluation. EOJ Reflections Journals	Faculty, staff, and students will develop insights regarding race and race relations and create action plans toward improving race relations on campus and/or the community	Pre-post test: No statistically significant results obtained. End of Circle Evaluations: 2006-07 1.8 average for applied insights and perspectives discussed, 1.6 for intend to participate in other forms of dialogue (1.0 = Strongly Agree)	Recommend continue Study Circles.
32	DOE	Outreach & Education of Equal Opportunity Issues	June	7	Collaborate with other on campus and off campus partners to provide diversity programming	Track number and variety of opportunities from year to year and units participating. Review OEO program calendars and annual reports.	Increase opportunities other than OEO programs to develop participants' knowledge and appreciation of equal opportunity and diversity	Offerings included: Sight, Sound and Motion Workshop, Opening Doors, Conference presentation at RWHRMA, Conference presentation at NACADA, DSO transcription for Millennium Seminar Series, 50th of AA Students	Continue to partner to offer additional programming.

Office for Equal Opportunity Assessment Plan and Report
July 2006 - June 07
The focus of the plan is the expected outcomes.

Item Number	Responsible Staff Member(s)	Area of Responsibility	Deadline	Goal	Implementation Strategy	Measure	<i>Expected Outcome</i>	Actual Outcome	Implications
33	EA	Outreach & Education of Equal Opportunity Issues	June	7	Coordinate BASIC Race Awareness Seminars	Program evaluations.	Faculty, staff and students will break down stereotypes and prejudices and create action plans for improving interracial understanding.	This workshop was not conducted this year.	Explore funding opportunities to ensure workshop is held at least annually.