

**Office for Equal Opportunity Assessment Plan and Report
July 2007- June 08
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	AVP	Affirmative Action	1-Mar	1, 3	1. Update NCSU EEO Plan per DOL's OFCCP requirements and submit plan annually to OSP. 2. In conjunction with EEO plan revision, conduct adverse impact analysis with applicant data from HR.	1. Timely completion of plan updates. Plan approved & letter of compliance received from Office of State Personnel (or OFCCP, if audited). 2. Completion of analysis reports on annual basis.	Compliance with state requirements and federal AA requirements.	1. OEO staff met with Deans and Vice Chancellors in April 2008 to discuss Unit Action Plans and progress reports. Units will submit Unit Actions Plans/Annual Progress Reports no later than August 1, 2008 addressing trends, problem areas and successes in diversifying their workforce. 2. HR has not provided OEO with applicant tracking data. Currently in discussions with HR regarding obtaining required data.	NCSU remains in compliance with all federal and state AA requirements
2	AVP	Affirmative Action	1. May 31 2. April/May 3. 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. Written feedback from deans & vice chancellors via Unit Action Plan and annual progress reports. 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. OEO staff met with Deans and Vice Chancellors in April 2008 to discuss Unit Action Plans and progress reports. Units will submit Unit Actions Plans/Annual Progress Reports no later than August 1, 2008 addressing trends, problem areas and successes with regard to minority and female under representation in their respective units. 2. Scheduled to meet with HR in July 2008 to discuss SPA targeted recruitment. 3. 2008 EEO Plan was posted on OEO web site in February 2008.	1. Will continue to meet with deans and vice chancellors on an annual basis to discuss updates to university's EEO Plan. 2. HR will continue to identify targeted SPA positions by EEO-6 job groups no later than August 31 of each year. 3. Will continue to post University's EEO Plan and related data online.
3	AVP	Affirmative Action	Report of evaluations end of each semester.	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.	Provided 8 EEO/AA related workshops (147 participants) during assessment period. Workshop evaluations indicate that more than 95% of participants agreed that the workshop increased their knowledge about EEO/AA related matters.	Will continue to provide periodic workshops on EEO/AA related matters via HR Academy and the Equal Opportunity Institute to the campus community.
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.	Completed and returned certification forms submitted to OEO.	University is compliant with federal reporting requirement.
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. 11, 2007.	University is compliant with federal reporting requirement. Participated in webinar on new VETS-100 reporting codes (June 2008). Provided information to HRIM for collection of VETS-100A data from NC State employees.

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6	AVPHPEP	Civil Rights Complaint Resolution	June	1, 2	Address 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 brought to OEO	Continue responding to all complaints OEO is made aware of throughout the campus community
7	AVPDC	Disability & Accommodation Services	Report of evaluations end of each semester.	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.	Completed 15 trainings regarding disability accommodations for over 300 supervisors. When appropriate, end of training evaluations were provided by organizers of the training event and all participants indicated they knew how to respond appropriately to a request for a reasonable accommodation and that DSO was a resource.	Education of supervisors is beneficial and should be continued.
8	AVPDC	Disability & Accommodation Services	Review and summarize annually (May)	3, 4	Provide disability awareness and accommodations 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.	Completed 16 disability awareness and accommodations trainings for on and off campus communities reaching over 13,500 people.	Training on and off campus communities about disability laws/university policies should be continued.
9	AVPDC	Disability & Accommodation Services	Review and summarize annually (May)	1	Facilitate the disability eligibility process and the provision of reasonable accommodations to persons with disabilities through DSO	Timely review of disability eligibility documentation and reporting of eligibility decision.	Compliance with federal and state requirements	Reviewed disability eligibility documentation and reported eligibility decisions at an average rate of within 3 days of receipt of completed documentation.	NC State remains in compliance with federal and state requirements to be timely in the review of documentation and eligibility decision.

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10	AVPHPEP	Discrimination & Harassment Prevention	June	3, 4, 6	Educate faculty, staff and students on university's unlawful discrimination and harassment policies via workshop and on-line training (1. Presentations at new and transfer student orientations, and 2. Unlawful harassment prevention trainings offered to new and current employees.)	1. Responses to questions on student orientation assessment survey. 2. Responses and feedback from evaluations distributed to employees who participate in discrimination and harassment prevention and response trainings.	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.	1) 98.6% of student Orientation participants are "aware of the policies and procedures regarding unlawful harassment or discrimination" – the highest score out of all the New Student Orientation evaluation items, and 94.6% of student Orientation participants either agreed or strongly agreed that they "know where to seek assistance if I feel I have experienced unlawful harassment or discrimination," 2) According to New Employee Orientation evaluations, 98.3% of Orientation participants "know where to seek assistance for concerns of discrimination and harassment. DHRP evaluations demonstrated an average response of 3.57 on a 4 point scale to the statement "This workshop provided information that helped me understand the rights and responsibilities I have in regards to discrimination and harassment prevention and response." The lowest average response was 3.46 to the statement regarding informal and formal resolution processes.	Continue participation in student and employee orientations. Continue to present at New Employee Orientation and offer open enrollment DHRP sessions. Adjust program content to better clarify informal and formal resolution procedures.
11	AVPHPEP	Discrimination & Harassment Prevention	June	1, 3, 4, 6	Educate supervisors and administrators on university's unlawful discrimination and harassment policies.	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.	On a scale from 1-4 (4=highest), participants rated an average of 3.66 to the question "As a result of this workshop, I know where to seek assistance regarding discrimination & harassment concerns." Participants rated an average of 3.51 on the question "I am a supervisor and I now understand the level of responsibility I have in regards to preventing & responding to discrimination & harassment concerns."	Continue to offer open enrollment supervisor-specific training sessions. Separate evaluation forms for supervisory programs from evaluation forms for general employee training. Adjust program content to reflect evaluation feedback once compiled, if necessary.

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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.	OEO received 53 concerns of discrimination and/or harassment. Database maintained and needs reorganization to be more useful	Continue existing methods for complaint intake. Evaluate usefulness of databases.
13	AVP	Employment	Interviews Ongoing. Report in October	5	Conduct faculty exit interviews of at least 50% of 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. Compile data for Board of Trustees report due annually in October.	Administrators will have information that will help them in the recruitment and retention of faculty.	33 of 108 or 30% of EPA faculty who separated from the University during assessment period completed an Exit Interview Survey. Annual written/oral report was provided to BOT on November 15, 2007. Data indicates that majority of faculty are separating from the university due to retirement. Surveys were mailed to 105 separated faculty in June 2008 in an effort to increase response rate.	Exit Interview Survey has been posted online in an effort to increase the number/percentage of EPA faculty who complete survey. Will continue to track reasons why EPA faculty leave the university. No discernable trends at this time for faculty separations other than retirement.
14	VPEOE	Employment	Track information on from PeopleAdmin system as well as anecdotal information. 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.	Track spousal hiring forms and departmental hiring forms for acceptance and loss of first choice candidate	NC State will increase the number of dual career couples hired.	OEO provided hiring departments with requests for assistance with spousal hires. Included recommendations in Faculty Diversity Task Force Report to enhance faculty spousal hiring. Two dual career couples hired in 2007-08.	OEO should continue to work with HR and hiring departments to enhance spousal hiring assistance available as well as explore what the university can do to assist dual career couples who are not married.

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15	EA	Employment	Report in 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, Personnel Issues Group, HR Advisory and Personnel Roundtable.	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. Dissemination of mandatory training regulation information. The Joint Personnel Issues Group has been abolished and did not meet this year 2007-08. Personnel Roundtable no longer exist. HR Advisory Committee (HRAC) was attended by JGW.	OEO should continue to use this venue to share information with the campus community.
16	VPEOE	Employment	Ongoing	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 were able to expeditiously complete classification of faculty positions.	OEO needs to investigate (with HR-Classification) putting this process online for greater efficiency in expediting requests.
17	AVP	Employment	Ongoing	4, 5	Conduct search committee orientations and provide online search committee orientation for all search committees.	Feedback from SCO evaluations	Search Committee members will become familiar with procedures and strategies to increase diversity of applicant pools and higher the best qualified candidates.	The number (52) of SCO's conducted during the assessment period was more than doubled the number conducted during the previous year. More diverse applicant pools generated as indicated on PeopleAdmin EEO reports.	Continue to provide search committee orientations to all search committees. Need to develop an online evaluation tool for SCO during the 2008-2009 assessment period.

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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")	Decrease in complaints from unsuccessful job seekers. Increase in recruitment activities that are approved as submitted.	All hiring decisions are compliant with federal and state laws, UNC system and NCSU requirements	OEO reviewed and approved more than 1500 employment actions via the online employment system (PeopleAdmin). OEO also collaborated with HR's EPA Coordinator to ensure waiver requests were processed appropriately and expeditiously.	Designate a third person in OEO to approve PeopleAdmin actions to ensure recruitment and selection process review is not interrupted due to absences of VPEOE or AVP.
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	Participated in 1 mediation in 2007-08. No mediation meetings were held.	Inquire about the status of mediation on campus.
34	AVP	Equal Opportunity	June	1,3,4,6	Coordinate the activities of 1) Equal Employment Opportunity Advisory Committee 2) Disability Compliance Advisory Team 3) Advisory Committee for Harassment Prevention	Meetings scheduled and information shared.	Receive input from campus community to assist OEO in improving our programs and services.	1) Equal Employment Opportunity Advisory Committee met twice during assessment period (input received from campus community in meeting minutes). 2) Disability Compliance Advisory Team met once each semester during assessment period. 3) Advisory Committee for Harassment Prevention has met three times (input received from campus community in meeting minutes)	1) Continue periodic meetings with EEO Advisory Committee as a means of soliciting input and feedback. 2) Continue periodic meetings with the Disability Compliance Advisory Team as a method of obtaining input and feedback regarding disability compliance issues. 3) Continue Advisory Committee for Harassment Prevention; work with campus entities to continue brainstorming harassment prevention ideas
20	AVP	Equal Opportunity	June	4,6	Serve as member to provide information to campus and community committees (Council on the Status of Women, Alliance for Sexual Violence, Physical Environment Committee, etc.)	Track number and type of information disseminated to committees.	Provide information to campus committees on equal opportunity issues	Attended 5 CSW meetings, 5 ASAP meetings, 4 SDAC meetings, 3 DAC	OEO staff will continue to serve as members of campus and community committees.

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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.	Increase in number of NC State women who apply and are accepted into BRIDGES program. Increase in number of women who are prepared to assume leadership positions at NC State. Ensure NC State women administrators are informed of WANCHE activities.	NC State women are accepted into BRIDGES XVI class for fall 2008. NC State women administrators participate in WANCHE sponsored activities and further develop networking opportunities.	Hosted BRIDGES information session on April 3, 2008 and served as Chair-Elect of the BRIDGES Board. Eight (8) NC State women applied to BRIDGES 2008 and 3 were accepted. Secured names of all women administrators from HRIS and sent emails re: WANCHE activities; resulted in five NC State women administrators attending the Spring WANCHE meeting in Greensboro.	Update periodically the OEO website to ensure accurate and timely information about BRIDGES and WANCHE is posted. Develop additional networking opportunities for women administrators and for women interested in academic administration.
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.	Salary Equity Study completed.	Reduction and elimination of faculty salary inequities.	Provided information to faculty who raised concerns about salary equity.	Request UPA to run salary equity study after application of legislative increases. Begin to develop protocol for next faculty equity study in 2010 using fall 2009 data.
23	VPEOE	Equity	Ongoing	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	Compliance with Title IX	Served on Athletics' Gender Equity Committee and attended scheduled meeting. No gender equity complaints submitted to OEO in 2007-08.	Continue to serve on Gender Equity Committee. Follow-up with ECU regarding that institution's OCR Title IX Review to develop possible compliance checklist for OEO.

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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	End of the Year Program Evaluation 3.67 on "EOI challenged me to apply this information to my working or learning environment" and 3.73 on "I have already applied the information in my working or learning environment (4.0 = strongly agree) Workshop Evaluations 3.56 average (4.0 = strongly agree) on "Learned ways to apply information presented". Final Reflection Journals: Participants made 113 comments indicating that actions, personally and professionally, have been modified to create fair, equitable, and welcoming environments.	Continue EOI. Utilize these assessment results in program information.

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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.	End of the Year Program Evaluation: 3.87 on "able to identify laws, policies and procedures" and 3.87 on "able to find resources" (4.0 = strongly agree) Workshop Evaluations 3.76 average (4.0 = strongly agree) on "Increased Knowledge" Pre-test/Post-test Results: Participants increased EO knowledge as evidenced by a statistically significant increase in the mean test score by 1.98 points. Final Reflection Journals: Participants made 29 comments indicating the ability to identify EO laws, policies, and procedures, and have actively found and learned more about EO resources.	Continue EOI. Utilize these assessment results in program information.
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 every other year. Request informal feedback at team meeting annually.	Facilitators will articulate increased knowledge related to diversity and improve skills to present diversity training .	Facilitators will be surveyed next year. Informal verbal feedback indicates facilitators are increasing knowledge and improving skills	Continue to provide practice and development at team meetings
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 every other year. Track team enhancements based on information gained from Coalition and Caucus meeting participation.	Facilitators will gain information for enhancing NCBI campus team	Hosted summer Coalition meeting with training from Robert Dungey - information utilized in addressing campus "Noose Incident" 3 team members attended Campus Conference - information from conference used as development at 11/07 team meeting and at 5/08 and 6/08 Team Retreat	Continue involvement in Coalition and Campus Conference

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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	Workshop Evaluations: 3.48 average for "increased knowledge regarding personal identity, other groups and impact of discrimination" and 3.46 average for "learned skills to address prejudicial comments" (4.0 = strongly agree) Final Reflection Journals: Participants made 18 comments indicating the ability to identify discrimination and awareness of handling interpersonal and intergroup conflicts has increased.	Continue to offer NCBI. Utilize assessment results in program information.
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: an average of 7 participants from each workshop were EOI participants, average of 2 participants learned about the workshop through media and an average of 3 learned about the workshop through another source (instructor, colleague), 0 participants indicated a flyer or website as a source EOI Program Registration: Since 2002 - 20% of registrations learned about EOI through friend or college, the next highest sources were OEO staff, email, SHRM, and supervisor	Increase participation in EOI for increased participation in workshops.

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30	DOE	Outreach & Education of Equal Opportunity Issues	April	7	Conduct All Circles Meetings. Administer Listserv. Provide facilitator training. 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.	SC II Evaluations: 1.5 average for "increased knowledge of race and race relations", 1.5 average for "have applied insights and perspectives", and 1.25 average on "intend to participate in other dialogues" (1=strongly agree) Did not survey listserv. Recommend to survey every other year	Continue to offer Study Circles II. Include feedback from All Circles Meeting and facilitator training as measures.
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. EOI 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	Study Circles Evaluations: 1.5 average for "increased knowledge of race and race relations", 1.71 average for "applied insights and perspectives" and 1.12 average for "intend to participate in other dialogues" (1 = strongly agree) Pre-test/Post test Results: No statistically significant difference was detected between pre- and post-tests. However, mean changes indicate the program is aiding in creating insights and action plans. Final Reflection Journals: One comment reflected the development of insights regarding race & race relations, as well as the creation of action to improve the campus community.	Continue to offer Study Circles. Continue to offer opportunities to continue dialogue. Recommend to conduct the statistical analysis every two years instead of once per year due to low sample size and low statistical power.

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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	OEO and DSO partnered with the following university administrative units, campus student organizations, and external partners to co-sponsor programming for NC State faculty, staff, and students: Center for Student Leadership, Ethics & Public Service (CSLEPS), Center for Universal Design, Department of Communication, Department of Veterans Affairs (Durham VA Medical Center), Diversity & African American Affairs, Human Resources, New Student Orientation, Office for Student Conduct, Office of the University Architect, Raleigh Vet Center, Society for Human Resource Management/College of Management, University Housing, The NCSU Women's Center	Include what opportunities were offered in annual report.
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 seminar did not take place this year due to lack of funds.	This program is no longer coordinated by OEO due to lack of funds.