

## **MCC Action Plan**

### **Progress as of December 4, 2017**

#### **Preventing, Identifying, and Responding to Bias**

- 1) Create a website to communicate quickly and transparently to the College community about the hate speech incident. This site is now [live](#).

*Completed*

- 2) Establish a Bias Incident Response Team and procedures and protocols for reporting and responding to allegations of bias.

*Bias Incident Reporting form will be complete in January 2018. Response will initially be coordinated by Student Services VP Holmes, Assistant to the President for HR/OD Fingar, and Assistant to the President for Title IX and Inclusion Lowe. Upon hire of the CDO, responsibility for coordinating response will shift to this position with support from Fingar and Lowe.*

- 3) Require equity and inclusion training for all MCC employees, beginning with the College's non-contract employees, officers, and president.

*President's Staff will complete training at its January retreat, and the remaining noncontract employees will complete training in intersession. Assistant to the President for HR/OD Fingar and Assistant to the President for Title IX and Inclusion Lowe are working with EEOC to provide training for all other MCC employees in early 2018.*

- 4) Require implicit bias training for all search committee members.

*Our goal is to have this as part of the EEOC training and to have a new position in HR, Assistant Director for Recruitment, Retention, and Development of underrepresented employees, coordinate follow-on review and refresh.*

- 5) Review the curriculum for Criminal Justice and Public Safety Training programs to assure that it includes instruction in and assessed learning outcomes related to implicit bias in policing.

*This review has been completed, and CRJ has put forward one curriculum change. PSTF training includes such outcomes across its curriculum.*

#### **Improving Inclusiveness and Equity**

- 6) Establish a new college-wide convening on Inclusiveness and Equity that will be held annually on the Brighton and Downtown campuses to provide an opportunity for professional development, education, dialogue, and action.

*This is in process for Spring semester to include participation in setting the agenda and topic from the ALANA (African, Latino, Asian, and Native American) employees and student organizations.*

- 7) Establish an easily accessible and highly visible website—Empowering Excellence, Integrity, and Inclusion—to track all College action steps identified below and to communicate with the College community on matters related to equity.

*The framework for this site has been approved and it should be live by January 2018. Responsibility for maintaining and updating the site will shift to the CDO upon hire.*

- 8) Convene a task force composed of students, faculty, staff, administrators, and—as needed—external stakeholders to review and make recommendations on improving equity in College search, hire, and promotion processes in a way that will improve the alignment between the diversity of our faculty, staff, administration and that of our student body.

*Executive Dean Frater has begun this process; the task force will be named by the end of this year with work in Spring semester. In addition, President's Staff is doing a process analysis of the search and hire and tenure and promotion processes; this work will be informed by the recommendations of the ongoing Rank Tenure and Promotion RTP) committee of Labor-Management.*

- 9) Establish a timeline for improving diversity representation, especially among the College's teaching faculty, and for publicly reporting such data to the MCC Board of Trustees.

*This is in process: an Assistant Director for Diversity Recruitment, Retention, Development, and Advancement will be hired in early 2018 and will assist in setting goals for Direction 4 of the Strategic Plan along with Board input. Baseline data will be shared in Spring 2018.*

- 10) Charge the President's Advisory Council--which includes representatives from President's Staff, Deans, Directors, SGA, SEGA, Faculty Senate, Faculty Association, Support Staff, and CSEA—with recommending college-wide strategies to improve equity in student success.

*This work has begun. The PAC selected four initiatives: advising, messaging, cohort support, and quality of service. They are engaging user centered design principles in crafting solutions and will reconvene in Spring 2018.*

- 11) Review the College's General Education curriculum to assure that it includes assessment of learning outcomes related to the College's values: integrity, excellence, empowerment, inclusiveness, collaboration, and stewardship.

*This recommendation is with the Faculty Senate.*

- 12) Review the First Year Experience curriculum to assure that it includes assessment of learning outcomes related to the College's values: integrity, excellence, empowerment, inclusiveness, collaboration, and stewardship.

*This recommendation is with Student Services.*

- 13) Include the College's values on all letterhead and in all course information sheets to assure they are regularly communicated inside and outside of MCC.

*College letterhead has been updated; the recommendation on course information sheets is with the Provost.*

- 14) Establish an online, anonymous portal for suggestions to improve operations, practices, and climate at the College and report out quarterly on the changes MCC is making in response to these suggestions.

*A team is adapting the current Maxient reporting system to establish a bias reporting form available in January 2018. Feedback provided via this form and the existing EthicsPoint reporting form will be reviewed and institutional changes resulting from concerns/suggestions will be reported. For example, the Board will see a new policy on nepotism in response to such concerns.*

- 15) Provide bi-annual reminders to the College community through the Employee and Student Tribunes on

- a. Student Code of Conduct
- b. Student Bill of Rights
- c. Employee Code of Conduct
- d. Grievance Procedures
- e. Bias Incident Reporting
- f. EthicsPoint Reporting

*Marketing and Community Relations has a calendar in place and will begin these notices in Spring 2018.*

### **Building a Shared Understanding of our Rights and Responsibilities**

- 16) Develop a policy on Freedom of Speech that will include a clear definition of speech protected by the First Amendment and identify the procedure for reporting a bias incident at the College.

*See notes above about the Bias Incident Reporting System. After reviewing best practices, MCC will be revising an existing Board Policy (2.7) to include a statement on free expression and will bring this to the Board for review and approval.*

- 17) Hold a forum on the First Amendment and the rights and responsibilities associated with free speech.

*Completed in November with a follow-up scheduled for early 2018.*

- 18) Review and recommend changes, as appropriate, to the Student and Employee Codes of Conduct to address violations related to social media postings.

*This is in process, with the first decision being to split the current Board Policy on Employee and Visitor Conduct into two separate policies. Student Services is leading the review of the Student Code of Conduct and the President's Office is leading the review and separation of the other codes.*

### **Additions**

Based on conversations with MCC's ALANA employees and students, the College has expanded the original action plan with new and enhanced the action steps, chief among them:

- Hiring a Chief Diversity Officer (CDO)
- Hiring an Assistant Director for Diversity Recruitment, Retention, Development, and Advancement
- Creating a PRISM Multicultural Center at the Downtown Campus
- Enhancing the Alice Holloway Young Internship Program

My office has also heard from ALANA employees and students expressing concerns about the representation of diversity and inclusion in the curriculum, particularly in General Education courses, and I have relayed these concerns to the Provost.

I continue to meet with ALANA leadership and receive input into the plan that contributes to its depth and impact.

Finally, the College has also begun responding to the recommendations from Vice Chancellor Medina. Many of these overlap with the original action plan, but some do not. A summary of the status is attached.