

# Civil Rights 101



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## Collaborate Board



When you hear Civil Rights what do you think of?

What are things you have already been told about Civil Rights?

### How to Edit

Click [Edit This Slide](#) in the plugin to make changes.

Don't have the Nearpod add-on? Open the "Add-ons" menu in Google Slides to install.



When you hear civil rights what do you think of?

## Objectives:

- Understand Civil Rights within your plans
- Advisory boards
- When do I need to utilize the feature within SUPER Events
- SUPER delivery Civil Rights
- Civil Rights dashboard
- Why is Civil Rights important?
- Other things to keep in mind

Programs in agriculture and natural resources, 4-H youth development, family and consumer sciences, and resource development. University of Tennessee Institute of Agriculture, U.S. Department of Agriculture and county governments cooperating. UT Extension provides equal opportunities in programs and employment.

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# Reflection



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# Currently is your programming?

## reflective of the demographics of the potential service population (party)

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## Currently is your programming?

having recruiting efforts that are successful in increasing and/or maintaining parity in program participation by underrepresented groups

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## Collaborate Board



What is an example of an under represented audience?

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What is an example of an underrepresented audience?

# Currently is your programming?

have all clubs, activities, and programs open to all individuals, regardless of their race, ethnicity, gender, and/or disability

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Did you answer no to any questions?

Could you be better at any of those questions?

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# Civil Rights Plan

How many of you have  
written your plan for 2022?

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# What should be included in Civil Rights Plan?

- Explicit plan to reach diverse/underserved audiences with your programs
- How are you going to measure the impact/success of the program ?
  - Evaluation piece
- Is it pushing you outside of your comfort zone and/or your normal range of planned programming?

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# What should be included in Civil Rights Plan?


- When is your plan going to be reviewed?
  - When plan is being reviewed by county director and regional staff
- Who is going to check on the progress on meeting this plan?
  - During 1-on-1's with county director
  - During appraisal process

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 Poll

☐

Good Action item

☐

So-so Action item


☐

Needs improving

How to Edit

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Agent will prepare news articles for the local paper, utilize the local radio station, and make frequent post on social media to promote 4-H Activities to a diverse audience

Good?

So-so?

Needs improving?

 Poll

☐ A. Good


☐ B. So-so

☐ C. Needs Improving

### How to Edit

Click [Edit This Slide](#) in the plugin to make changes.

Don't have the Nearpod add-on? Open the "Add-ons" menu in Google Slides to install.




Extend 4-H opportunities outside of the County Public School system to current county 4-H Homeschool Club

Good?

So-so?

Needs improving?

 Poll

☐ A. Good


☐ B. So-So

☐ C. Needs Improving

### How to Edit

Click [Edit This Slide](#) in the plugin to make changes.

Don't have the Nearpod add-on? Open the "Add-ons" menu in Google Slides to install.




ANR & FCS Agent will partner together to delivery the Master Farm Family Health and Wellness Program

Good?

So-so?

Needs improving?

 Poll

☐ A. Good


☐ B. So-So

☐ C. Needs Improving

### How to Edit

Click [Edit This Slide](#) in the plugin to make changes.

Don't have the Nearpod add-on? Open the "Add-ons" menu in Google Slides to install.




Adult Horticulture Agent will collaborate with the the court system to facilitate the intern MG program to inmates. Through this programming will allow the inmates to start a garden as a group project and gain job skills to prepare them for once they are released.

Good?

So-so?

Improving?



 Poll

☐ A. Good


☐ B. So-So

☐ C. Needs Improving


### How to Edit

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Don't have the Nearpod add-on? Open the "Add-ons" menu in Google Slides to install.



Plan and implement Take Charge of Diabetes to general public  
Good?  
So-so?  
improving?

 Poll

☐ A. Good


☐ B. So-So

☐ C. Needs Improving

### How to Edit

Click [Edit This Slide](#) in the plugin to make changes.

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The agent will offer the official Spanish interpreter for the local USDA Farm Services Agency and regularly works with/assists Hispanic farm laborers

Good?

So-so?

improving?

 Poll

☐ A. Good


☐ B. So-So

☐ C. Needs Improving

### How to Edit

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Female producers have always participated in our livestock production Educational programs and are continually encouraged to be involved.

Good?

So-so?

improving?

 Poll

☐ A. Good


☐ B. So-so

☐ C. needs improving

### How to Edit

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Ag agent will partner with FCS agent to provide lawn & garden equipment maintenance program for FCE Club members targeting female audience.

Good?

So-so?

improving?

 Poll

☐ Good


☐ So-so

☐ Needs Improving

### How to Edit

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FCS Agent will provide Dining with Diabetes as a work-based learning series at local fire department targeting male audience

Good?

So-so?

improving?

 Poll

☐ A. Good


☐ B. So-so

☐ C. Needs improving

### How to Edit

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Emails, phone calls and letters will be utilized, without discrimination, to the clients that have supplied the office with that information

Good?

So-so?

improving?

# Who can help identify underserved populations?

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# Look at your SUPER and see if your out of parity?

Can locate on Civil Rights County Dashboard

## Family & Consumer Sciences Program Delivery - County Census

UTIA



Potential / Actual	American Indian/Alaskan Native	Asian	Black/African American	Native Hawaiian/Other Pacific Islander	White	More than 1 race	Other/Unidentified	Hispanic	Non-Hispanic	Unidentified Ethnicity	Male	Female	Other/Unidentified
Actual	0 (0.00%) ✗	0 (0.00%) ✗	334 (75.23%)	0 (0.00%)	110 (24.77%) ✗	0 (0.00%) ✗	0 (0.00%) ✗	5 (1.13%) ✗	439 (98.87%)	0 (0.00%)	121 (27.25%) ✗	323 (72.75%)	0 (0.00%)
Potential	194 (0.32%) ✗	520 (0.85%) ✗	11313 (18.41%)	2 (0.00%)	47750 (77.71%) ✗	1288 (2.10%) ✗	380 (0.62%) ✗	1708 (2.78%) ✗	59739 (97.22%)		30265 (49.25%) ✗	31182 (50.75%)	

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# Advisory Committees & Needs Assessment

- Advisory Committee
  - Internal and External advisory boards and committees are reflective of the local/service population in terms of race, ethnicity, and gender
  - Selection process encourages diversity and/or adequate representation of the service population
  - Efforts have been made to obtain diversity on boards/committees and/or address barriers to adequate representation
- Needs Assessment
  - Focus groups, surveys, Etc.
  - Ask if there is an underserved population that you may not be aware of
  - Ask how they think you can serve that population



# Super

## Civil Rights

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# Create Event

\* indicates required field

## Event Details

\* Title (100 characters remaining.)

\* Training Type

Select Type

\* Delivery Method

Select Method

\* Regional Program Leader Approval

Select RPL

\* Approval Pathway

Select Pathway

\* Overall Event Fee

0

\* Registration Deadline

Individual session fees should be entered when creating the session. If there is not an overall event fee and there are only session fees, enter that amount when creating the session.

\* Description (1000 characters remaining.)

Paragraph B I [formatting icons]

Funding (1000 characters remaining.)

Paragraph B I [formatting icons]

## Reaching Underserved Audiences

☐ Does this Event reach underserved audiences?

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## Reaching Underserved Audiences

☒ Does this Event reach underserved audiences?

\* Reaching Underserved Audiences (check all that apply)

Select Method ▾

Search

Close

- ☐ Adjusted teaching methods
- ☐ Adjusting meeting location
- ☐ Adjusting meeting schedules
- ☐ Adjusting program content
- ☐ Other
- ☐ Program held in underrepresented area
- ☐ Provided Spanish Materials or LEP?

> Sessions (at least one session must be added for each event)

\* Research Knowledge Area

Select Research Knowledge Area ▾

\* Topic

Select Topic ▾

State Action Agenda

Select State Action Agenda ▾

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# When do I need to utilize the feature within SUPER Events?

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 Poll


☐ A. I would select the box that it reaches underserved audiences

☐ B. I would not select the box that it reaches underserved audiences


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Conducted a program at Covington Middle School who is 85% on school reduced lunch  
a.) I would select the box that it reaches underserved audiences  
b.) I would not select the box that it reaches underserved audiences

 Poll


☐ A. I would select the box that it reaches underserved audiences

☐ B. I would not select the box that it reaches underserved audiences

### How to Edit

Click [Edit This Slide](#) in the plugin to make changes.


Don't have the Nearpod add-on? Open the "Add-ons" menu in Google Slides to install.



Reached out and found a translator to translate a 4-H camping brochure for a handful of youth who are living in a Spanish speaking home

a.) I would select the box that it reaches underserved audiences

b.) I would not select the box that it reaches underserved audiences

 Poll


☐ A. I would select the box that it reaches underserved audiences

☐ B. I would not select the box that it reaches underserved audiences

### How to Edit

Click [Edit This Slide](#) in the plugin to make changes.


Don't have the Nearpod add-on? Open the "Add-ons" menu in Google Slides to install.



You planned to use powerpoint at your winter farm marketing meeting but found out the location does not have the set up for projecting your powerpoint so you changed your teaching methods

- a.) I would select the box that it reaches underserved audiences
- b.) I would not select the box that it reaches underserved audiences



 Poll


☐ A. I would not select the box that it reaches underserved audiences

☐ B. I would select the box that it reaches underserved audiences

### How to Edit

Click [Edit This Slide](#) in the plugin to make changes.


Don't have the Nearpod add-on? Open the "Add-ons" menu in Google Slides to install.



You were just trained to teach Tai Chi and you formed your first meeting schedule at GlennDale Senior Living Community

a.) I would select the box that it reaches underserved audiences

b.) I would not select the box that it reaches underserved audiences

 Poll


☐ A. I would select the box that it reaches underserved audiences

☐ B. I would not select the box that it reaches underserved audiences

### How to Edit

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Don't have the Nearpod add-on? Open the "Add-ons" menu in Google Slides to install.



You were able to work with the school system to get youth who needed a ride to judging practice to be dropped off at the Extension Office with a parent note okaying this form of transportation, since parents were not able to get off work to take their child to practice

a.) I would select the box that it reaches underserved audiences

b.) I would not select the box that it reaches underserved audiences

# SUPER Delivery


Demographic Data

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 Poll

☐ A. Sign-in sheet with audience marking their demographics

☐ B. You look within a crowd and have a tally sheet of demographics

☐ C. You utilize an enrollment sheet where participants marked their race/ethnicity

☐ D. You just use an estimation from memory from your program

☐ E. You ask host of the group for their race/ethnicity breakdown


☐ F. You take the population from the census and use that % to calculate your demographics numbers

☐ G. I have no clue

### How to Edit

Click [Edit This Slide](#) in the plugin to make changes.

Don't have the Nearpod add-on? Open the "Add-ons" menu in Google Slides to install.



How do you gather your demographics to enter within SUPER delivery?

- a) sign in sheet with audience marking their demo
- b) you look within a crowd and have a tally sheet of demo
- c) you utilize an enrollment sheet where participants marked their race/ethnicity
- d) you just use an estimation from memory from your program
- e) you ask host of the group for their race/ethnicity breakdown
- f) you take the population from the census and use that % to calculate your demographics numbers
- g) I have no clue

- When you enter this information you cannot look out within the audience and guess their race and ethnicity.
- You can have a sign-in sheet where participants can mark their race and ethnicity
  - This sign-in sheet cannot be one large form for every participant as this information should be private
  - Also, if the participant doesn't mark an answer that is ok, giving this information is voluntary



# SUPER Delivery

Underserved Audiences: Limited English Proficiency

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- ### Underserved Audiences: Limited English Proficiency

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- This section will allow you to upload links where you located the translated publication or to upload the documents where they were translated
- If you upload a document it must be in a pdf format
- If you having more than one saved on your computer, use your Ctrl button and select all the documents within that upload
- Everything submitted here will appear in county civil rights dashboard

### Underserved Audiences: Limited English Proficiency

☒ Limited English Proficiency Offered

Add LEP Section

\* Language

Albanian

\* Number of Requests

0

\* Number Written Responses

0

\* Number Phone Conversations

0

\* Number In-Person Conversations

0

Example Links

Paragraph

Example Documents

Accepts PDF files only.

Choose Files No file chosen

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# Civil Rights Dashboard

How do I find it?

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## 2020 Civil Rights Dashboard

### Section 1: Organizational Capacity

Review the Organizational Capacity section.

[View](#)

### Section 2: Knowledge & Procedures

Review the Knowledge & Procedures section.

[View](#)

### Section 3: Advisory Boards & Committees

Review Advisory Boards & Committees section.

[View](#)

### Section 4: Program Delivery

Review the Program Delivery Section

[View](#)

### Section 5: Data Collection and Integrity

Review the Data Collection and Integrity section.

[View](#)

### Section 6: Non-discrimination Based on Sex

Review the Non-discrimination section.

[View](#)

### Section 7: Public Notification & Outreach

Review Public Notification & Outreach section.

[View](#)

### Section 8: Accessibility

Review and edit the Accessibility section.

[View](#)

### Section 9: Language Access

Review the Language Access section.

[View](#)

### Created County Census Data

Review, create, and edit Created Census Data for the program year.

[View](#)

### Civil Rights Check List

Complete Civil Rights Check List


[View](#)

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## Section 4: Program Delivery

Review the Program Delivery Section

[View](#)

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#### 4-H Youth Development

Review 4-H Youth Development data for parity.

[View](#)

#### Agriculture and Natural Resources

Review Agriculture and Natural Resources data for parity.

[View](#)

#### Family & Consumer Sciences

Review Family and Consumer Sciences data for parity.

[View](#)

#### Community and Economic Development

Review Community and Economic Development data for parity.

[View](#)

### Program Clubs

#### 4-H Youth Development

Review 4-H Youth Development Club Data.

[View](#)

#### Agriculture and Natural Resources

Review Agriculture and Natural Resources Club Data.

[View](#)

#### Family & Consumer Sciences

Review Family and Consumer Sciences Club Data.

[View](#)

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Potential / Actual	American Indian/Alaskan Native	Asian	Black/African American	Native Hawaiian/Other Pacific Islander	White	More than 1 race	Other/Unidentified	Hispanic	Non-Hispanic	Unidentified Ethnicity	Male	Female	Other/Unidentified
Actual	1 (0.03%)	0 (0.00%)	63 (2.11%)	0 (0.00%)	2923 (97.73%)	2 (0.07%)	2 (0.07%)	14 (0.47%)	2959 (98.93%)	18 (0.60%)	581 (19.42%)	2410 (80.58%)	0 (0.00%)
Potential	194 (0.32%)	520 (0.85%)	11313 (18.41%)	2 (0.00%)	47750 (77.71%)	1288 (2.10%)	380 (0.62%)	1708 (2.78%)	59739 (97.22%)		30265 (49.25%)	31182 (50.75%)	

TSU

Potential / Actual	American Indian/Alaskan Native	Asian	Black/African American	Native Hawaiian/Other Pacific Islander	White	More than 1 race	Other/Unidentified	Hispanic	Non-Hispanic	Unidentified Ethnicity	Male	Female	Other/Unidentified
Actual	0 (0.00%)	0 (0.00%)	1957 (68.05%)	2 (0.07%)	915 (31.82%)	0 (0.00%)	2 (0.07%)	4 (0.14%)	2872 (99.86%)	0 (0.00%)	704 (24.48%)	2172 (75.52%)	0 (0.00%)
Potential	194 (0.32%)	520 (0.85%)	11313 (18.41%)	2 (0.00%)	47750 (77.71%)	1288 (2.10%)	380 (0.62%)	1708 (2.78%)	59739 (97.22%)		30265 (49.25%)	31182 (50.75%)	

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## Section 3: Advisory Boards & Committees

Review Advisory Boards & Committees section.

[View](#)

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## County Committees

Showing 1 to 4 of 4 entries

Search:



Committee Title	Encourages Diversity	Efforts to Obtain Diversity	American Indian/Alaskan Native	Asian	Black/African American	Native Hawaiian/Other Pacific Islander	White	More than 1 race	Other/Unidentified	Hispanic	Non-Hispanic	Unidentified Ethnicity	Male	Female	Other/Unidentified Gender	Total
County 4-H Advisory Council	Yes	Yes	0 (0%)	0 (0%)	4 (36.36%)	0 (0%)	7 (63.64%)	0 (0%)	0 (0%)	0 (0%)	11 (100%)	0 (0%)	3 (27.27%)	8 (72.73%)	0 (0%)	11
County Agriculture and Natural Resources Advisory Council	Yes	Yes	0 (0%)	0 (0%)	2 (28.57%)	0 (0%)	5 (71.43%)	0 (0%)	0 (0%)	0 (0%)	7 (100%)	0 (0%)	6 (85.71%)	1 (14.29%)	0 (0%)	7
County Agriculture Committee	Yes	Yes	0 (0%)	0 (0%)	0 (0%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	1 (100%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)	1
County FCS Advisory Council	Yes	Yes	0 (0%)	0 (0%)	2 (66.67%)	0 (0%)	1 (33.33%)	0 (0%)	0 (0%)	0 (0%)	3 (100%)	0 (0%)	1 (33.33%)	2 (66.67%)	0 (0%)	3

Show 5 entries

Previous 1 Next

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## Civil Rights Check List

### Organizational Capacity

- ☐ Organizational Compliance Statements

Documentation of nondiscrimination is required from all non-public organizations with whom we partner before providing any service to the group (e.g. a copy of by-laws with non-discrimination language included, signed statement, signed letter, or membership list showing protected classes). These must be updated every 3 years.

### Civil Rights Knowledge and Procedures

- ☐ Complaint Procedures

Agents, staff, and volunteers know and understand the procedure to follow for grievances and complaints related to civil rights compliance in UT/TSU Extension programs. Agents, staff, and volunteers know UT/TSU Extensions procedure for filing employment discrimination and sexual harassment complaints.

### Civil Rights Knowledge and Procedures

- ☐ Affirmative Action Practices

Meeting the "All Reasonable Effort" guidelines are in the UT/TSU Extension Civil Rights Policies and Procedures. Agents, staff and volunteers are aware of these policies.

### Civil Rights Knowledge and Procedures

- ☐ Training Plan and Records

All Training documentation and training plans for agents, staff, and volunteers around civil rights and UT/TSU Extension's commitment to diversity must be documented. Agents and staff have completed appropriate Title IV, Title IX and Language English Proficiency (LEP) trainings.

### Civil Rights Knowledge and Procedures

- ☐ Policies/Laws/Regulations/Interpretations

Agents, staff, and volunteers have been made aware of civil rights policies, laws, and regulations.

### Advisory Boards & Committees

- ☐ Advisory Committee(s)

Internal and External advisory boards and committees are reflective of the local/service population in terms of race, ethnicity, and gender. The committee selection process encourages diversity and/or adequate representation of the service population. Efforts have been made to obtain diversity on committees/boards and/or barriers to adequate representation has been addressed.

### Program Delivery

- ☐ Civil Rights Plan

The UT/TSU Extension agents create a civil rights plan during the annual planning process. The agent gathers input from their county advisory committee(s) and consults

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# Knowledge & Procedures

## Knowledge & Procedures Information

Sufficient training for staff on civil rights requirements

Listing of training

### Title VI - Annual Training

This course defines Title VI of the Civil Rights Act of 1964, explains UT's Title VI obligations, presents examples of discriminatory practices, defines Limited English Proficiency, and explains complaint procedures and prohibition on retaliation.

### Title IX - Annual Training

Links to training PowerPoint

### Staff have access to needed civil rights documents and information

[Extension Evaluation & Staff Development Civil Rights Website](#)

Former county files will be kept in SUPER, i.e. Enrollment summary, camp attendance (Events), club summary, club membership.

2014 Tennessee Code  
Title 4 - State Government  
Chapter 21 - Human Rights  
Part 9 - Title VI Implementation Plans  
§ 4-21-904 - Discrimination by funded programs prohibited.

Universal Citation: TN Code § 4-21-904 (2014)

It is a discriminatory practice for any state agency receiving federal funds making it subject to Title VI of the Civil Rights Act of 1964, compiled in 42 U.S.C. § 2000d et seq., or for any person receiving such federal funds from a state agency, to exclude a person from participation in, deny benefits to a person, or to subject a person to discrimination under any program or activity receiving such funds, on the basis of race, color, or national origin.

### Procedures in place for filing employment and program discrimination complaints

UT EEO complaints <https://oad.utk.edu/complaints/>

### Civil Rights Plan Review Process

#### Review During Planning Process

Agent creates civil rights plan during the annual planning process. Agent will gather input from their advisory committee(s) and county director

Once annual plan is submitted, SUPER passes it to County Director for review

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# So what?

## Why is this important?

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# Extension is the best kept secret

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~~Extension is the best kept secret~~

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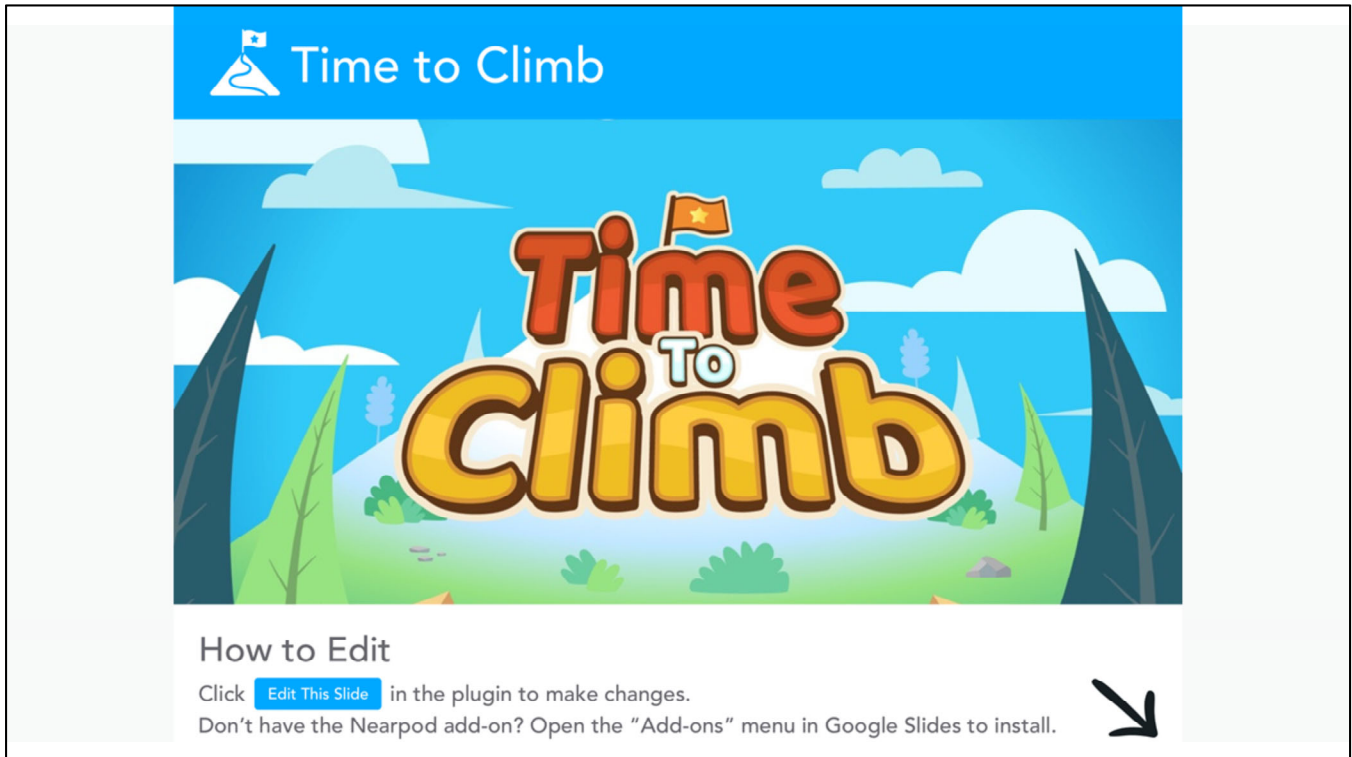


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# It's the Law

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- 1.)Expanded the meaning and interpretation of the definition of disability. -People with cancer, diabetes, learning disabilities, and epilepsy are covered under this law. (answer-amendments act of 2008)
- 2.)is a United States labor law, passed in response to United States Supreme Court decisions that limited the rights of employees who had sued their employers for discrimination. (answer civil rights act of 1991)
- 3.)no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (answer : civil rights act of 1964)
- 4.)A federal antidiscrimination statue designed to remove barriers which prevent qualified individuals with disabilities from enjoying the same employment opportunities and program services that are available to persons without disabilities(answer: American with disabilities act 1990)
- 5.)No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance(answer: TITLE IX education Amendments of 1972)

# Compliance Reviews

USDA-NIFA & internal compliance reviews are conducted

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# Keep in mind....

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# Public Notification & Outreach

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- Nondiscrimination statement is utilized on Web sites and/or publications
  - a. Indicia
    - i. Programs in agriculture and natural resources, 4-H youth development, family and consumer sciences, and resource development. University of Tennessee Institute of Agriculture, U.S. Department of Agriculture and county governments cooperating. UT Extension provides equal opportunities in programs and employment.
- USDA “... And Justice for All” poster is utilized to notify public of their rights and complaint procedures



- Participants in virtual environments are properly notified
- Outreach is conducted to traditionally underserved communities; collaboration with community groups.
- Mailing/contact lists are representative of the demographics of the service population

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# Accessibility for Individuals with Disabilities

Barriers for individuals with disabilities are considered

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# Language Access

- Potential service population & language needs have been assessed
- Competent interpretations and translation services are consistently provided free of charge

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# Need More Help?

SUPER 2.0 Civil Rights Program Introduction

K@TE Training 1 Hour in length

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## Collaborate Board



Questions?

### How to Edit

Click [Edit This Slide](#) in the plugin to make changes.

Don't have the Nearpod add-on? Open the "Add-ons" menu in Google Slides to install.



Questions???