

Academic Support Unit Assessment

Academic Equity, Diversity and Inclusion
Affirmative Action & Equal Opportunity
10/4/2019
Roselyn Snell, Executive Director



**Northern Illinois
University**

Academic Support Unit Assessment

Part I: Assessment Plan

1. History and Context

NIU's Affirmative Action, Equal Opportunity and Education (AAEOE) unit, was organized within Academic Affairs, reporting to the Division of Academic Diversity, Equity and Inclusions (ADEI) beginning in August 2018. Prior to that time, AAEOE was part of NIU's Human Resource Services.

AAEOE cultivates a diverse, equitable, and inclusive community that is committed to action and education. This is a unique function that is not addressed specifically in HR. In alignment with NIU's core values, ADEI leads the charge in establishing an equity-minded community that challenges and eliminates exclusionary systems and practices. Serving seven Academic Colleges, thirteen Divisions, and approximately 216 departments, AAEOE is responsible for providing programs, services and education related to Affirmative Action, Equal Opportunity, as well as federal, state and local legal mandates and NIU policy.

Context

Because AAEOE plays a compliance-based role when it comes to vetting job descriptions, the NIU community is at the beginning stages of awareness when it comes to understanding the role of AAEOE as compliance and education based, versus serving in a purely HR capacity. One example of the educational and compliance-based role of AAEOE is the implicit bias training program entitled Achieving Excellence in Recruiting: Reducing Implicit Bias in Search Committees. This training program is for individuals who are, or will be serving on an NIU search committee. The training's main topics include definitions surrounding bias and diversity, the role of search committee members, how unconscious assumptions could impact the overall search process and strategies to limit or avoid implicit bias affecting a search committee.

Since 2017, the Divisions of Academic Affairs (Office of Undergraduate Studies); Academic Diversity, Equity and Inclusion; and Student Affairs meet regularly and collaborate around the themes of enhancing the student experience and support at NIU; collectively this group is referred to as the Student Experience Team (SET).

2. Mission, Goals and Objectives

Mission Statement

AAEOE is dedicated to furthering diversity and inclusion at NIU. We focus on recruiting faculty, staff and students who represent diverse communities and identities in our society, including, but not limited to, gender, age, sexual orientation, gender expression, gender identity, race, culture, ethnicity, spirituality and ability.

We work to align NIU processes with federal and state laws, as well as internal policies, regarding affirmative action and equal opportunity. In addition, we work with our community partners to provide an accessible campus environment for faculty, staff, and visitors.

Unit Goals and Objectives

Goal 1. NIU students, faculty and staff will experience a positive campus environment through reduced discrimination in academic and employment as a result of AAEOE's discrimination-prevention efforts

Objective 1.1. Candidates for NIU jobs, when interviewed, will be interviewed by culturally competent committee members at NIU with all NIU search committee members having participated in Implicit Bias Training (IBT) before candidates are selected for interviews.

Assessment Method 1: Documentation of staff members participating in searches will be matched with those who have participated in IBT.

Target: 100% of NIU search committee members will have participated in IBT before candidates are selected for interviews.

Objective 1.2. Educate units within the Student Experience Team (SET) about the critical points of an employment search process.

Assesment Method 2: Conduct a needs assessment of units within ADEI, Student Affairs and Academic Affairs to determine where searches have stalled or where barriers have delayed searches.

Target 1: Needs will be identified from among the SET directors about their awareness of the search processes and elicit questions to establish trainings Target 2: Document questions and answers as an online FAQ resource for NIU employees.

Target 2: Responses to questions and answers will be documented as an online FAQ resource for NIU staff.

Goal 2. AAEOE will promote diversity in employee recruitment.

Objective 2.1. Affirmative Action, Equal Opportunity and Education will identify at least three recommended changes to improve diversity recruitment at NIU.

Assesment Method 1: AAEOE will acquire and analyze data that are collected from sources used to promote available positions internally at NIU (e.g., NIU HR Website).

Target 1: Improve the diversity mix of candidates for NIU positions by 2023.

Objective 2.2. Affirmative Action, Equal Opportunity and Education will enhance and revamp the NIU employee-recruitment Web presence through a collaboration with WebCommunication

Assesment Methods: (1) Conduct focus group(s) with newly hired NIU staff on the current pages related to employee recruitment. on the current pages related to employee

recruitment. (2) Web data will be obtained from Web Communication in the form of heat maps.

Target 1: Redevelop employee recruitment Web information using personas derived from focus-group and Web data.

Assessment Method 2: Conduct user focus groups on the newly developed pages and conduct a satisfaction survey once the live page is launched.

Target 2: Increase the satisfaction rate by five points in identifying information on the Web related to employee recruiting among the original focus group.

Goal 3. Facilitate educational programs focused on Diversity, Equity, and Inclusion

Objective 3.1. Ninety-five percent of NIU units, departments, colleges and divisions will be represented during at least one AAEOE workshops annually (FYs 20-25).

Assesment Method 1: (1) Identify the divisions, units, offices, etc. and (2) collect participant data from AAEOE workshops in FY20, tracking the areas represented.

Target: Achieve 95% representation among NIU's divisions, units, departments, offices, etc. at AAEOE workshops annually.

Objective 3.2. Affirmative Action, Equal Opportunity and Education will increase representation among NIU colleges, divisions, departments and units through outreach to partners not represented at workshops during a prior academic year

Assesment Method 2: (1) Review FY19 AAEOE participation data to identify areas at NIU that were not represented at AAEOE workshops; (2) After personalized outreach to those areas, review data at the end of each term to assess any changes in participation among those areas.

Target: Increase participation at AAEOE workshops in FY20 by five areas at NIU that did not participate in FY19. Using this as a baseline, increase the annual number of new units participating by a realistic number (to be updated once the baseline has been established).

3. Assessment Methods

ASSESSMENT METHODS TABLE

Assessment Method	Explanation			
	Description	Assessment-Level Target ^a	When Data Will be Collected	Person Responsible
Data Collection & Analysis	Documentation of staff members participating in searches will be matched with those who have participated in IBT.	100% of NIU search committee members will have participated in IBT before candidates are selected for interviews.	Number of search committee members completing IBT on a quarterly basis.	Rose M. J. Henton, Director
Needs Assessment	Conduct a needs assessment of units within ADEI, Student Affairs and Academic Affairs to determine where searches have stalled or where barriers have delayed searches.	Needs will be identified from among the SET directors about their awareness of the search processes and elicit questions to establish trainings Target 2: Document questions and answers as an online FAQ resource for NIU Responses to questions and answers will be documented as an online FAQ resource for NIU staff.		Roselyn Snell, Executive Director of AAEOE Alan Clay, Associate Director of AAEOE

Assessment Method	Explanation			
	Description	Assessment-Level Target ^a	When Data Will be Collected	Person Responsible
Data Analysis	acquire and analyze data that are collected from sources used to promote available positions internally at NIU (e.g., NIU HR Website).	Improve the diversity mix of candidates for NIU positions by 2023.	Annually	Alan Clay, Associate Director AAEOE
Focus Groups and Data Collections/Analysis	(1) Conduct focus group(s) with newly hired NIU staff on the current pages related to employee recruitment. on the current pages related to employee recruitment. (2) Web data will be obtained from Web Communication in the form of heat maps	Redevelop employee recruitment Web information using personas derived from focus-group and Web data.	Quarterly	Roselyn Snell, Executive Director AAEOE Alan Clay, Associate Director AAEOE
Focus Groups + Satisfaction Survey	Conduct user focus groups on the newly developed pages and conduct a satisfaction survey once the live page is launched.	Increase the satisfaction rate by five points in identifying information on the Web related to employee recruiting among the original focus group.	Quarterly	Roselyn Snell, Executive Director Alan Clay, Associate Director
Data Tracking	(1) Identify the divisions, units, offices, etc. and (2) collect participant data from AAEOE workshops in FY20, tracking the areas represented.	Achieve 95% representation among NIU's divisions, units, departments, offices, etc. at AAEOE workshops annually.	Quarterly	Rose M. J. Henton, Director Assistant Director of Training

Assessment Method	Explanation			
	Description	Assessment-Level Target ^a	When Data Will be Collected	Person Responsible
Data Tracking and Focus Groups	(1) Review FY19 AAEOE participation data to identify areas at NIU that were not represented at AAEOE workshops; (2) After personalized outreach to those areas, review data at the end of each term to assess any changes in participation among those areas.	Increase participation at AAEOE workshops in FY20 by five areas at NIU that did not participate in FY19. Using this as a baseline, increase the annual number of new units participating by a realistic number (to be updated once the baseline has been established).	Quarterly	Rose M. J. Henton, Director of Training Assistant Director

ASSESSMENT METHODS-BY-OUTCOMES MATRIX

Assessment Method	1. Provide discrimination-prevention efforts to reduce discrimination in academic and employment environments (NIU students, faculty and staff will experience a positive campus environment through reduced discrimination in academic and employment as a result of AAEOE's discrimination-prevention efforts.)	2. Promote diversity in employee recruitment	3. Facilitate educational programs focused on Diversity, Equity, and Inclusion
Data Collection & Analysis	F,D		
Needs Assessment	S, I		
Data Analysis		S, I	
Focus Groups and Data Collections/Analysis		F, D	
Focus Groups + Satisfaction Survey		S, D	
Data Tracking			S, I
Data Tracking and Focus Groups			F, D