

## ANR Affirmative Action On-Site Review -- What a Visit Means: The "What" "Why" and How It Works

ANR is required by USDA Civil Rights Office to conduct Affirmative Action/Civil Rights On-site Reviews for all county-based Cooperative Extension Programs and Research and Extension programs where youth educational programs are being conducted. A unit that fits one of the categories above is reviewed by the ANR Affirmative Action Unit at least once every five years.

What is an ANR Affirmative Action On-Site Review?  
Who is to be interviewed during the on-site review?  
Who conducts the on-site review?

### Steps In the Review Process

1. The Affirmative Action Office sends the local unit director an email informing them that ANR's AA Office would like to conduct an on-site review of their county or MCP. In this initial email the who what and why of the AA on-site review is explained. It is stressed that an on-site review is *not* an audit; rather, it is a training opportunity to *prepare* the county or MCP for an actual civil rights audit from the USDA, should one be scheduled. The local unit director is also asked to submit some dates two to three months in the future when the unit director and their CE program staff would be available for a review. A date is finalized.
2. At least four weeks prior to the on-site review the AA Office again contacts the director to confirm the date, provide a list of required materials needed in the unit's office files ([http://ucanr.edu/sites/anrstaff/Diversity/Affirmative Action/The Onsite Review Page/](http://ucanr.edu/sites/anrstaff/Diversity/Affirmative%20Action/The%20Onsite%20Review%20Page/)), discusses the process that will be used, type of **questions to be asked during the on-site review, and finalize the list of who will be interviewed. The director is then sent an interview schedule with blank**

time slots to be filled in and returned to the Affirmative Action Office two weeks prior to the on-site review.

3. The day of the review the AA office staff and/or ANR Equal Opportunity Advisory Committee member arrives to conduct the review. In most cases the on-site review is a full-day process for the director and office manager. Academics and selected Program Managers do not have to be present the full day but should be present for the briefing session and for their interview. The briefing includes a welcome, introductions, a slide presentation on "Affirmative Action Outreach and Diversity", and the steps that will be taken during the on-site review. We encourage all academics and staff, including county-paid staff, to participate in the briefing session.
4. Within six weeks a final report is sent to the unit director that outlines the unit's affirmative action/ civil rights strengths and areas of needed improvement. The Affirmative Action Office will work with the director, academic and/or program manager in ways to improve areas of deficiency.

### And in Closing . . .

The spirit of an AA on-site review is one of collaboration and cooperation. The review team endeavors to establish a relaxed, informal atmosphere. They mean to encourage dialog. The interview questions focus on a program's clientele group(s) and how they are defined; also, there is a focus on outreach, its goals and how those goals will be fulfilled. But the advisor and program manager also have an opportunity to ask questions during their interview and express in a confidential atmosphere, some of the challenges and obstacles

## And in Closing . . . (cont.)

they may be facing – and a chance to outline successes and goals achieved.

## Upcoming On-Sites!

ANR Affirmative Action has two on-site reviews set up for January and February of next year:

### **Madera and Yolo Counties**

respectively. A great way to start out the new year: renewing your focus on diversity and inclusion!

