



ANNUAL DESK AUDIT

Change Agent States

“Tool For Change”



<p>Description</p>	<p>An annual assessment of affirmative action/civil rights efforts made by extension educators/staff in the planning, implementation, and evaluation of extension programs in the compliance of the goals:</p> <p>Goal 1: Increase participation of people of underrepresented groups on the County Extension Boards and on Program Planning and Advisory Committees.</p> <p>Goal 2: Modify educational programs to increase participation of people of underrepresented groups.</p> <p>Goal 3: Educate and involve staff in civil rights program planning.</p> <p>Goal 4: Advise all potential recipients of program availability and Penn State Cooperative Extension’s policy of equal access.</p>
<p>Strategy behind the tool</p>	<ul style="list-style-type: none"> • To have clearly defined affirmative action/civil rights expectations that educators/counties must meet to be in compliance with policies. • The annual assessment assists educators/staff to assess compliance with the 4 goals. • Shortfalls identified in the annual desk audit can be corrected in the next program year.
<p>Goals and outcomes</p>	<ul style="list-style-type: none"> • Extension educators, staff and counties will meet all expectations as defined in the operational measures for each goal in the desk audit. • Being inclusive of all will become second nature in all extension programs.
<p>Possible Target Groups</p>	<ul style="list-style-type: none"> • County Extension Directors (CED) • Extension Educators • Program Staff • Support Staff • County Extension Boards • County Program Advisory Committees
<p>Preparation</p>	<ul style="list-style-type: none"> • Upon completion of the desk audit in the fall, extension educators, staff, boards and committees review desk audit and set actions to meet operational expectations defined in the desk audit. • Efforts made to meet all operational expectations should be documented and filed for next desk audit assessment. • CED completes or delegates to another educator the compiling of all extension educators, staff, board, and committee actions. Extension educators and staff keep personal files or contribute to the central file system. • All educators, staff, secretaries should have a filing system either personal or central system in which documented efforts are housed throughout the program year.
<p>Mechanism</p>	<ul style="list-style-type: none"> • Annual Desk Audit on-line as part of the CED Administrative

	Handbook or available on the College's Diversity web page.
Timeline	<ul style="list-style-type: none"> • Sept 15 – CED inform extension educators/staff/secretaries to complete appropriate sections of the desk audit and submit to him/her along with appropriate documentation. • Oct 15 – CED submit report to Regional Director. • Nov 15 – Regional Directors submit a regional report to Associate Director of Cooperative Extension.
Suggestions for initiating this project	
Whose “buy-in” is needed	<ul style="list-style-type: none"> • State Administrative Leadership Team
Who participates in the development of State’s AA goals and assessment tool	<ul style="list-style-type: none"> • CASD Team • Administration • Diversity/Affirmative Action Officers/Contact Person
Timeframes/steps for development/ implementation	<ul style="list-style-type: none"> • Determine organization’s affirmative action/civil rights goals to meet USDA and university compliance. • For each goal identified, define objectives that meet compliance of the goals’ intent. • For each objective, define operational mechanisms that meet compliance of the objectives intent. • Develop a tool to collect information required to meet the operational expectations defined for each objective/goal. • Review tool with administration and field staff to gain additional input so the tool is realistic and useful. • Adopt tool and timeline for annual completion. • Develop training, filing systems and communications to aid in helping people meet expectations. • Review, refine and update tool every 3-5 years (or after USDA Civil Rights Review) • Identify a person to be in charge to receive and provide feedback on annual reports.
Barriers or issues to consider	<ul style="list-style-type: none"> • Organization’s commitment and willingness to clearly define affirmative action/civil rights compliance standards and determine realistic operational mechanism/expectations for staff to obtain.
Costs associated with project	<ul style="list-style-type: none"> • Administration, staff time, to define and develop the tool • Staff training • Tool design • Staff time for annual report completion
Media/ communications promotion	<ul style="list-style-type: none"> • Prepare all levels of leadership on how to implement documentation efforts to meet audit expectations. • Leadership announces the audit process and legitimizes the process. • For the first year, send reminders or notes on extension web pages giving best practice ideas to help staff learn the type of information to collect. • County administrator checks with staff on each area needing compliance and assess together how the staff member is doing. • Promote “Best Practice” awards
Evaluation method	<ul style="list-style-type: none"> • Annual county report that identifies areas in compliance and areas needing improvement.

	<ul style="list-style-type: none">• State report that identifies areas of compliance and areas needing improvement.
Author	Revised by the Communications Committee, 2006