



# Goals and Objectives

2007-2008

## Department: Access and Equity

**Eastfield College Goal:** Continuously study, analyze, and appraise the college's purposes, procedures, programs and organization to enhance institutional effectiveness.

**DCCCD Goal:** GOAL VI - ORGANIZATIONAL EFFECTIVENESS

We meet our goals based on continual evaluation and improvement of programs and services in relation to student and community needs.

**Department Objective:** Establish an office that adheres to best practices and the highest professional standards in accordance with the mission of Eastfield College and the Dallas County Community College District.

### **Action Steps to Implement Objective:**

**Action Step 1-** Establish goals with clear and attainable objectives for the year 2007-2008.

**Action Step 2-** Create a web-link on the Eastfield College website for the Office of Access and Equity with listed information on the office goals and other related information.

**Action Step 3-** Create downloadable forms for Eastfield College employees to use in reference to office procedures.

**Action Step 4 -** Create an e-campus newsletter to communicate with the campus community.

### **Criteria for Success:**

Objective will be met when action steps (1-4) are completed and the Office of Access and Equity is incorporated into the web content for Eastfield College.

**Resources Required for Implementation of Objective:** Budget allocation

**Results of Assessment:** Due 2008

## Goals and Objectives 2007-2008

**Eastfield College Goal:** Employ a qualified, diverse staff and provide opportunities for professional development for staff members to enhance their skills and abilities.

**DCCCD Goal:** GOAL II - EMPLOYEE SUCCESS

OBJECTIVE A: Recruitment, Hiring, and Retention

Recruit, hire, and retain quality employees that reflect the diversity of students and communities we serve.

**Department Objective:** Partner with the Human Resources Department to ensure Eastfield College continues to employ qualified and diverse faculty and staff.

**Action Steps to Implement Objective:**

**Action Step 1-** Identify positions that may be particularly appropriate for target diversity recruitment efforts.

**Action Step 2-** Evaluate the potential of smaller media or advertising outlets that attract a more representative audience, and utilize as appropriate.

**Action Step 3-** Develop evaluation methods to assess retention of faculty and staff. Partner with Human Resources to conduct retention and exit interviews with faculty and staff. Retention interviews will identify issues or concerns and negative issues can be addressed. Positive factors will be reaffirmed and replicated.

**Action Step 4-** Assist Academic Deans in the recruitment for a diverse pool of potential adjunct faculty members at the District Adjunct Recruitment Fair.

**Criteria for Success:**

Objective will be met when the criterion of the exit interview process is outlined and recruitment at the District Adjunct Recruitment Fair is fulfilled.

**Resources Required for Implementation of Objective:** Budget allocation

**Results of Assessment :** Due 2008

## Goals and Objectives 2007-2008

**Eastfield College Goal:** Continuously study, analyze, and appraise the college's purposes, procedures, programs and organization to enhance institutional effectiveness.

**DCCCD Goal:** GOAL II - EMPLOYEE SUCCESS

OBJECTIVE B: Development

Develop, offer, and evaluate professional and organizational development programs that enhance the effectiveness of individuals and the organization to continuously improve our services internally and externally.

**Department Objective:** Develop an institutional climate that respects, values and supports the academic, social, and personal development of representative students, faculty and staff.

**Action Steps to Implement Objective:**

**Action Step 1-** Assemble the Access and Equity Council by requesting college faculty and staff members to serve in the capacity to assist with recommendations to move the college forward in its equity initiatives.

**Action Step 2-** The Access and Equity Council will determine at least (2) primary goals for its campus plan for new diversity initiatives.

**Criteria for Success:**

Objective will be met when the Access and Equity Council has met at least (3) times and has established (2) primary goals for the Council to achieve.

**Resources Required for Implementation of Objective:** Budget allocation

**Results of Assessment :** Due 2008

## Goals and Objectives 2007-2008

**Eastfield College Goal:** Employ a qualified, diverse staff and provide opportunities for professional development for staff members to enhance their skills and abilities.

**DCCCD Goal:** GOAL II - EMPLOYEE SUCCESS

OBJECTIVE B: Development

Develop, offer, and evaluate professional and organizational development programs that enhance the effectiveness of individuals and the organization to continuously improve our services internally and externally.

**Department Objective:** Partner with institution community members to provide programs and services to value and increase appreciation of our community.

**Action Steps to Implement Objective:**

**Action Step 1-** Assess ongoing employee development needs and co-facilitate training with the Associate Dean of Organizational and Staff Development.

**Action Step 2-** Make (1) presentation on diversity for each of the following groups: A. Faculty and Staff B. Students

**Action Step 3-** Partner with the Director of Human Resources to facilitate a collaborative open forum session to address campus concerns in relation to the functions of both HR and Access and Equity.

**Criteria for Success:**

Objective will be met when co-facilitation is accomplished with Human Resources and Organizational and Staff Development. In addition, Action Step (2) will be coordinated by the Director of Access and Equity.

**Resources Required for Implementation of Objective:** Budget allocation

**Results of Assessment :** Due 2008

## Goals and Objectives 2007-2008

**Eastfield College Goal:** Continuously study, analyze, and appraise the college's purposes, procedures, programs and organization to enhance institutional effectiveness.

**DCCCD Goal:** GOAL II - EMPLOYEE SUCCESS

OBJECTIVE B: Development

Develop, offer, and evaluate professional and organizational development programs that enhance the effectiveness of individuals and the organization to continuously improve our services internally and externally.

**Department Objective:** Insure that Eastfield College is compliant with all district rules and regulations as well as related federal and state laws and regulations.

**Action Steps to Implement Objective:**

**Action Step 1-** Maintain an on-going file in the Office of Access and Equity on the DCCCD policies and procedures regarding campus facilitation of the law.

**Action Step 2-** Gather reference materials regarding The State of Texas Laws in employment and any literature available on Federal Laws regarding policy and procedure related to the Office of Access and Equity.

**Action Step 3-** Attend at least (1) available training sessions as it relates to the duties of this position of Director of Access and Equity.  
Potential venues: A. Conference  
B. Professional Development Training  
C. Seminar Training

**Criteria for Success:**

Objective will be met when employees are able to utilize reference materials online and during office consultation to address concerns in resolving matters of district policies for employees and students.

Objective will be met when attendance at one of the potential venues is completed and all materials have been compiled for reference use in relation to duties of Director of Access and Equity.

**Resources Required for Implementation of Objective:** Budget allocation

**Results of Assessment:** Due 2008

## Goals and Objectives 2007-2008

**Eastfield College Goal:** Continuously study, analyze, and appraise the college's purposes, procedures, programs and organization to enhance institutional effectiveness.

**DCCCD Goal:** GOAL II - EMPLOYEE SUCCESS  
OBJECTIVE B: Development

Develop, offer, and evaluate professional and organizational development programs that enhance the effectiveness of individuals and the organization to continuously improve our services internally and externally.

**Department Objective:** Provide information, consultation, training and resources to the campus community regarding access and equity, equitable treatment and cultural understanding.

### **Action Steps to Implement Objective:**

**Action Step 1-** Continue to develop the Office of Access and Equity, including the creation of diversity training for faculty, staff, and students.

**Action Step 2-** Develop a training manual for use in campus facilitation of diversity training.

### **Criteria for Success:**

Objective will be met when Action Steps (1) and (2) are completed and a request can be made for training by giving appropriate notification to the Office of Access and Equity.

**Resources Required for Implementation of Objective:** Budget allocation

**Results of Assessment:** Due 2008

## Goals and Objectives 2007-2008

**Eastfield College Goal:** Provide all students with personal, social, and cultural enrichment opportunities and encourage them to exercise their rights and responsibilities as citizens.

**DCCCD Goal:** GOAL VI - ORGANIZATIONAL EFFECTIVENESS

We meet our goals based on continual evaluation and improvement of programs and services in relation to student and community needs.

**Department Objective:** Embrace inclusion in all facets to ensure fulfillment of Eastfield College mission to value diversity.

**Action Steps to Implement Objective:**

**Action Step 1-** Host a recognition ceremony to honor a representative from one of the following categories: Student, Faculty, or Staff for their commitment to diversity.

**Action Step 2-** Develop a selection criterion for nominations of potential candidates.

**Action Step 3-** Solicit nominations from the Eastfield Community.

**Action Step 4-** Form a selection committee to evaluate all nominations.

**Criteria for Success:**

Objective will be met when Eastfield College hosts its first annual Diversity Recognition Banquet. The Eastfield community will observe what members of the college view as a commitment to diversity.

**Resources Required for Implementation of Objective:** Budget allocation

**Results of Assessment:** Due 2008

## Goals and Objectives 2007-2008

**Eastfield College Goal:** Continuously study, analyze, and appraise the college's purposes, procedures, programs, activities, and organization to enhance institutional effectiveness.

**DCCCD Goal:** GOAL VI - ORGANIZATIONAL EFFECTIVENESS

We meet our goals based on continual evaluation and improvement of programs and services in relation to student and community needs.

**Department Objective:** Implement clear accountability mechanisms that track efforts and assess outcomes and effectiveness.

**Action Steps to Implement Objective:**

**Action Step 1-** Continue to evaluate, update, and revise as necessary for the successful implementation of goals for the Office of Access and Equity.

**Action Step 2-** Retain training sessions evaluation surveys for use in future planning efforts.

**Criteria for Success:**

Objective will be met when goals and objectives for the Office of Access and Equity have been written and outlined while results of assessment are clearly documented for office improvement.

**Resources Required for Implementation of Objective:** Budget allocation

**Results of Assessment:** Due 2008