



Objectives for Training

Civil Rights Compliance for Research and Extension Personnel

Funded through USDA-NIFA



Training Objectives

Provide a basic understanding of civil rights laws and how they apply to research under the advisement of the United States Department of Agriculture.

Provide a basic understanding of civil rights compliance, including:

- Parity
- All Reasonable Efforts
- Notification
- Documentation
- Complaints processes
- Language Access and Limited English Proficiency

Civil Rights Compliance

Why Civil Rights?



K-State Research and Extension receives funds from the United States Department of Agriculture. As such, all personnel who

receive any portion of those funds are required to be knowledgeable of and uphold the civil rights standards as set forth by the USDA, National Institute of Food and Agriculture (NIFA).

KSRE has a mission to serve everyone. This is not only KSRE's mission but it is the law and the right thing to do.

Each Department Head whose department receives funding from USDA NIFA is required to be knowledgeable of and help uphold these guidelines set through an annual Civil Rights Checklist. The designated Civil Rights Compliance representative for the K-State Research is currently Dr. Zelia Z. Wiley, Assistant Dean and Director for Diversity Programs. Dr. Jane Schuh, Associate Dean for Research and Graduate Programs leads research efforts funded through USDA NIFA. The designated Civil Rights Compliance representative for K-State Extension is Jennifer Wilson, Extension Operations Leader. Dr. Gregg Hadley, Assistant Vice President and Director for Extension leads extension efforts funded through USDA NIFA.

Who leads the civil rights compliance efforts for research?

- Associate Dean for Research and Graduate Programs
- Dean of the College of Agriculture/Director for KSRE
- Extension Operations
- Assistant Dean and Director for Diversity

CORRECT: Dr. Zelia Z. Wiley is the current Assistant Dean and Director for Diversity. She serves as the point of contact for research civil rights compliance. Jennifer Wilson, Extension Operations Leader serves as a point of contact for extension civil rights compliance.

INCORRECT: While the Associate Dean for Research and Graduate Programs, Dean of the College of Agriculture/Director for KSRE, and Extension Operations Leader are important to civil rights compliance, the Assistant Dean and Director for Diversity leads compliance efforts for research. Dr. Zelia Z. Wiley currently serves in this position. Jennifer Wilson, Extension Operations Leader serves as a point of contact for extension civil rights compliance.

Which of the following is **not** true. It is important to uphold the USDA NIFA civil rights standards because?

- It's the law
- It's the right thing to do
- USDA requires it
- K-State's Office of Institutional Equity requires it

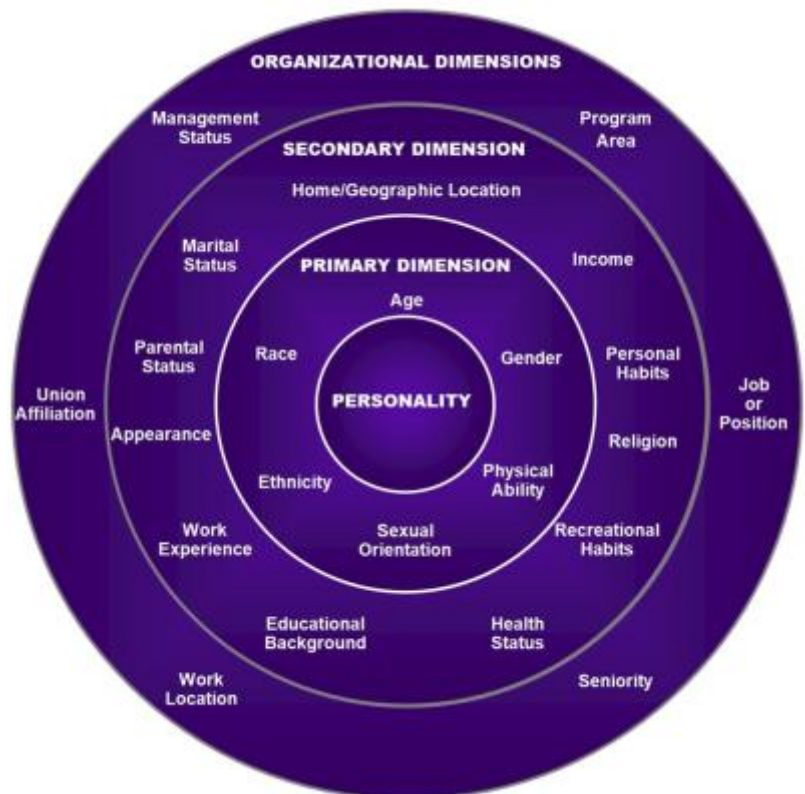
INCORRECT: It's important to uphold the USDA NIFA civil rights standards because it is the law, it is the right thing to do, and the USDA Requires it. While K-State's Office of Institutional Equity does require all employees to complete a civil rights training, it is not specific to the USDA's standards.

CORRECT: It's important to uphold the USDA NIFA civil rights standards because it is the law, it is the right thing to do, and the USDA Requires it. While K-State's Office of Institutional Equity does require all employees to complete a civil rights training, it is not specific to the USDA's standards.

What is Diversity?

Diversity is our human differences, including but not limited to:

- language
- culture
- religion
- disability
- family structure
- age
- socioeconomic status



- ethnicity/race

Each unit must make every reasonable effort to support and serve all people.

How is Kansas State University diverse?

- Disability
- Family Structures
- Age
- Race
- All of the above

CORRECT: Kansas State University is diverse in multiple ways including but not limited to disability, family structures, age, and race.

INCORRECT: While Kansas State University is diverse through this characteristic, diversity is represented in a variety of different ways including but not limited to disability, family structures, age, and race.

Key Elements of Compliance

- We don't discriminate
- We don't collaborate with others who do
- We are obligated to notify the public of our non-discrimination policies
- We must proactively plan for compliance obligations
- We must document and report our compliance efforts
 - IF IT ISN'T DOCUMENTED, IT DIDN'T HAPPEN
- We must continuously evaluate efforts and make necessary adjustments

In the following scenario, which activity is NOT a key element of compliance?

Steph recently went to an event through KSRE and was unable to fully participate because English is her second language. Due to this, she followed up with the research specialist who hosted the event to voice her disappointment in the accessibility. Following their conversation, the research specialist:

- Made a mental note to include translated materials for the next event.
- Followed up with their direct supervisor to let them know of the complaint via email.

- Followed up with Steph via email to send materials in her preferred language.

CORRECT: All complaints regarding civil rights and/or equal opportunity must be documented through email and should be communicated with your supervisor.

INCORRECT: Civil rights related complaints and/or concerns should be communicated with your supervisor and documents (i.e. via email). However, making a mental note is not considered documentation.

Civil Rights Act of 1964

...**no person** in the United States shall, on the ground of race, color, or national origin, be **excluded** from participation in, be **denied** benefits of, or be otherwise subjected to discrimination under **any program or activity** of an **applicant or recipient** receiving Federal financial assistance...

This act is the basis for civil rights compliance.

Civil Rights Program Authorities

Civil rights compliance also have basis in the following program authorities:

- Title VI & Title VII of the Civil Rights Act of 1964
- Age Discrimination Act of 1975
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- Americans with Disabilities Act of 1990
- Civil Rights Act of 1991
- Americans with Disabilities Act Amendments of 2008
- Executive Order 13166—Limited English Proficiency Initiative

Compliance Reviews

Compliance reviews regarding Civil Rights are completed and mandated by USDA-NIFA regularly to ensure the programs and funding are being utilized in an equitable manner.

- These reviews help assess our research and extension compliance efforts.
- Each department head whose department receives USDA funds must work with the Assistant Dean for Diversity on an annual basis to complete all civil rights activities needed for the compliance reviews.

USDA Non-Discrimination Statement

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.ocio.usda.gov/document/ad-3027>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA.

The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington,

D.C. 20250-9410; or

(2) Fax: (833) 256-1665 or (202) 690-7442; or

(3) Email: program.intake@usda.gov.

“This institution is an equal opportunity provider.”

Important Information about the USDA Non-Discrimination Statement

The USDA Non-Discrimination Statement must be visible on all publications and materials distributed by K-State Research and Extension.

- If the size of the material is too small to include the full statement provided above, the material must, at a minimum, include the following statement in print in the same size text:

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

K-State Research and Extension is an equal opportunity provider and employer.

The statement above is appropriate for letterhead, most brochures, posters and other marketing materials.

- For materials related to events—flyers, event invitations, save the dates, social media, etc. the following statement must be included:
 - K-State Research and Extension is committed to providing equal opportunity for participation in all programs, services and activities. Program information may be available in languages other than English. Language access requests and reasonable accommodations for persons with disabilities, including alternative means of communication (e.g.,

Braille, large print, audio tape, and American Sign Language) may be requested by contacting the event contact (insert name) four weeks prior to the start of the event (insert deadline date) at (insert phone number and email). Requests received after this date will be honored when it is feasible to do so. Language access services, such as interpretation or translation of vital information, will be provided free of charge to limited English proficient individuals upon request.

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

K-State Research and Extension is an equal opportunity provider and employer.

- For publications, like fact sheets and other numbered publications where the full statement may not fit, the following statement must be used:
 - Publications from Kansas State University are available at www.ksre.ksu.edu. Publications may be available in languages other than English, and in alternative formats for persons with disabilities. [Contact us for more information.](#)

Publications are reviewed or revised annually by appropriate faculty to reflect current research and practice. Date shown is that of publication or last revision. Contents of this publication may be freely reproduced for educational purposes. All other rights reserved. In each case, credit the authors, Publication Title, Kansas State University, Month Year.

Kansas State University Agricultural Experiment Station and Cooperative Extension Service.

K-State Research and Extension is an equal opportunity provider and employer. Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Director of K-State Research and Extension, Kansas State University, County Extension Councils, Extension Districts.

Which of the following is true?

- The USDA Non-Discrimination Statement must only be included on large KSRE print materials and flyers
- The USDA Non-Discrimination Statement must be included in some form on all KSRE publication materials
- The USDA Non-Discrimination Statement is something that only the KSRE marketing team needs to be aware of

CORRECT: The USDA Non-Discrimination Statement must be included on all KSRE publication materials according to the guidelines posted above. Items such as program flyers that are intended for local unit use should be distributed in a file format that will allow the local unit to customize the ADA contact information.

INCORRECT: The USDA Non-Discrimination Statement must be included on all KSRE publication materials according to posted guidelines. Many researchers and extension specialists will create materials to distribute to the public and must know how to add the non-discrimination notice. Items such as program flyers that are intended for local unit use should be distributed in

a file format that will allow the local unit to customize the ADA contact information.

All Reasonable Efforts

When we find that KSRE, both research and extension components, are not reaching a particular segment of our local population, we need to make sure we are making all reasonable efforts to reach those underserved audiences. All reasonable efforts is NOT only saying that “we don’t discriminate. Our programs are open to anyone”. It involves using all of our available resources to make programs available and make sure underrepresented groups are able to attend. NIFA would tell us that if underrepresented audiences aren’t showing up to programs, we haven’t done enough.

All Reasonable Efforts involves utilizing partnerships with underserved audiences and creating new connections with those organizations which serve the targeted group(s).

Which of the following statements is true?

- Each individual research personnel must complete a civil rights checklist annually
- NIFA evaluates KSU's agricultural research and extension programs on an annual basis

- Department Heads must lead compliance efforts for their units on an annual basis

CORRECT: While all research personnel and KSRE must meet specific compliance efforts on an annual basis, KSU's agricultural research and extension programs do not report to NIFA on an annual basis. Department Heads are required by KSRE administration to complete specific compliance efforts on an annual basis for KSU's agricultural research and extension programming.

INCORRECT: While all research personnel and KSRE must meet specific compliance efforts on an annual basis, KSU's agricultural research and extension programs do not report to NIFA on an annual basis. Department Heads are required by KSRE administration to complete specific compliance efforts on an annual basis for KSU's agricultural research and extension programming.

Which of the following is NOT an example of using all reasonable efforts?

- Contacting the department head to utilize translation service

- Utilizing the Diversity Programs Office to better understand and gain cultural competence in reference to reaching a specific audience
- Telling someone they are unable to participate in an event because there is no elevator to get up the stairs

CORRECT: When looking into all reasonable efforts, the Human Resources Office, Diversity Programs Office, Extension Operations, and Department Heads are great resources.

INCORRECT: When looking into all reasonable efforts, the Human Resources Office, Diversity Programs Office, Extension Operations, and Department Heads are great resources. In a building lacking elevator access, events should never be planned on a second or higher level floor, which would deny access to individuals in wheelchairs. All KSRE events must be planned with accessibility in mind.

Program Accessibility and Reasonable Accommodations

KSRE strives to ensure its programs and events are accessible to, and by, all Kansans eligible to participate. This includes ensuring accessibility to individuals with disabilities in the most integrated

setting, whenever possible. KSRE is committed to providing reasonable accommodations needed to ensure access to its programs, services, and activities, so long as accommodations would not:



- Fundamentally alter the nature of the program
- Cause undue hardship
- Cause a direct threat to the health and safety of others
- When possible, KSRE encourages individuals requesting a reasonable accommodation to submit their requests at least two weeks in advance of a scheduled event or activity, to allow KSRE sufficient time to consider, evaluate, and deliver an appropriate accommodation. For accommodations requested less than four weeks in advance, KSRE faculty or staff should strive to provide them to the best extent possible.

Within the research component of KSRE, there are a variety of levels that must be understood. Please take a moment to **review the following links** regarding Reasonable Accommodations resources. Find more information on disability resources [here](#).

- [Supervisory capacity](#)
- [Student capacity](#)
- [Employee capacity](#) (how to request accommodations as an employee)
- [External program participant or job candidate capacity](#)

In what capacities should you know about K-State's reasonable accommodation's resources (mark all that apply)?

- Supervisory Capacity
- Student Capacity
- Employee Capacity
- External Program Participant Capacity

The applicability of the reasonable accommodations is based upon your position. Most research and extension faculty would need to be knowledgeable of:

- Supervisory Capacity: how to help an employee navigate a reasonable accommodation
- Student Capacity: how to assist a student (graduate or undergraduate) in accessing resources
- Employee Capacity: how to find resources to assist you personally within the workplace
- External Program Participant: how to assist any program participants or potential job applicants, graduate research assistant applicants, etc. in finding resources to access campus

Committees and Advisory Boards

If you serve on a committee or advisory board, or if you will in the future, it is important to understand the various roles and how they relate to civil rights. Please click on the different options below to learn about the various roles.

- Chairman Member Committee Head Sub-Committee Secretary

Chairman: The Chair manages and directs all committee functions including, but not limited to, setting meeting agendas, developing business plans, and coordinating activities/initiatives. The Chair ensures full participation in meetings with ample opportunities for discussion and guides decision-making on issues and projects undertaken.

Member: Will serve on the board/committee as a voting delegate and is expected to voice opinions that is representative of the population that is being served. Therefore, it is important that parity and representation of diverse groups is present.

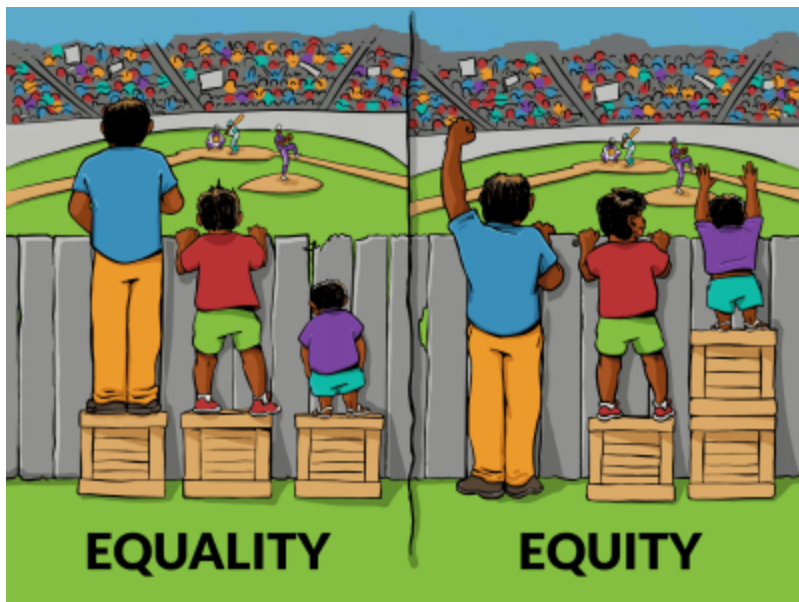
Committee Head: Serve as members and advisors to the specific committee, attending meetings to provide input on activities impacting their specific program.

Subcommittee: The Sub-Committee(s) shall carry out the specific task(s) of the Committee as directed by the Chair.

Secretary: The Secretary takes meeting notes and provides minutes to members to document all proposals, assignments, and action items. As the group's record keeper, the Secretary is a valued resource who can provide reference materials and clarification on past practices to inform future decisions.

Equality doesn't mean Equity

Equality is ensuring that all people receive the same resources or opportunities. Equity recognizes that each person has different circumstances and allocates the exact resources and opportunities needed to reach an equal outcome.



Barriers to Diversity

Prejudice

- A preconceived feeling or bias about an individual or group of people.

Discrimination

- Denial of benefits or services to a person, usually because they are a member of a certain group
- Benefits that are different or provided in a different manner
- Segregation
- Restricted in taking part or enjoying a benefit that is enjoyed by others

Stereotypes

- A standardized mental picture that is held in common by members of a group and that represents an oversimplified

opinion, prejudiced attitude, or uncritical judgement (Merriam-Webster).

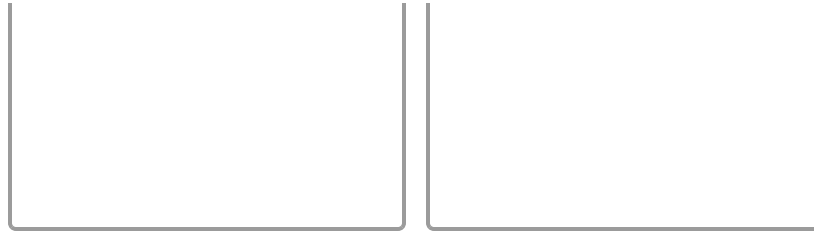
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Match the particular cultural literacy term with the appropriate definition. The definitions are on the left, and the terms are listed on the right. There is one definition for one term.

<p>Items</p> <p>Preconceived feeling or bias</p> <p>Recognizes that each person has different circumstances and allocates the exact resources and opportunities needed to reach an equal outcome.</p>	<p>Discrimination</p>	<p>Prejudice</p>
	<p>Stereotypes</p>	<p>Equality</p>
	<p>Equity</p>	<p>Diversity</p>

When biases are applied to members of a group, such as a specific ethnic or religious group



Treating people differently, unequally, and usually negatively because they are members of a particular group

Our human differences including language, culture, religion, race, ethnicity, socioeconomic status, etc.

Ensuring that all

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CORRECT RESPONSES SHOWN BELOW: Match the particular cultural literacy term with the appropriate definition. The definitions are on the left, and the terms are listed on the right. There is one definition for one term.

Items

<p style="text-align: center;">Discrimination</p> <p>1 Treating people differently, unequally, and usually negatively because they are members of a particular group</p>	<p style="text-align: center;">Prejudice</p> <p>1 Preconceived feeling or bias</p>
	<p style="text-align: center;">Stereotypes</p> <p>1 When biases are applied to members of a group, such as a specific ethnic or religious group</p>
<p style="text-align: center;">Equality</p>	<p style="text-align: center;">Equity</p>

1 Ensuring that all people receive the same resources or opportunities.

1 Recognizes that each person has different circumstances and allocates the exact resources and opportunities needed to reach an equal outcome.

Diversity

1 Our human differences including language, culture, religion, race, ethnicity, socioeconomic status, etc.

Language Access in KSRE

Providing the appropriate accommodations, such as translation

and interpretation, to alleviate communication barriers. Extension and Research's collective efforts to create programming, services and activities that are culturally responsive and linguistically appropriate for persons with limited English proficiency (LEP).

You can find the KSRE Language Access Plan on the [Employee Resources website](#).

Please watch the following video and complete the questions below:



Civil Rights in Research Extension Language Access



K-State Research & Extension is an equal opportunity employer and provider.

What does LEP stand for?

- Language Equity Plan
- Leadership Engagement Policy
- Limited English Proficiency

CORRECT: LEP stands for Limited English Proficiency

INCORRECT: LEP stands for Limited English Proficiency

Who should you contact to gain access to language line and translation services?

- The Associate Dean for Research and Graduate Programs
- The Assistant Dean and Director for Diversity
- Your Department Head

CORRECT: You should contact your department head as a first point-of-contact. If you have difficulties or need further information, you can contact the Associate Dean for Research

and Graduate Programs and/or the Assistant Dean and Director for Diversity.

INCORRECT: You should contact your department head as a first point-of-contact. If you have difficulties or need further information, you can contact the Associate Dean for Research and Graduate Programs and/or the Assistant Dean and Director for Diversity.

Key Points to Remember

- Civil Rights is an important topic for everyone.
- K-State Research and Extension, including any personnel who receives funds from USDA is required to know about and uphold civil rights.

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