|  |  |
| --- | --- |
| Member Agency/Institution: |  |
| Senior Student Affairs Officer: |  |
| Review Completed by: |  |

|  |  |  |
| --- | --- | --- |
| **STUDENT AFFAIRS** | **Summary of Action Taken**  ***(identify documented evidence used in the process)*** | **Date Verified** |
| **Procedures, Programs and Activities**: *Determine whether the member has discontinued procedures, programs and activities which promote differential treatment of or provide special benefits to individuals on the basis of race, color, or ethnicity.* | | |
| * Reviewed all departmental events including institutional conferences and seminars and identified those that violate DEI Law and took action to ensure compliance. |  |  |
| * Reviewed all staff work and identified those that violate DEI Law and took action to ensure compliance. |  |  |
| * Reviewed all student and staff training sessions and identified those that violate DEI Law and took action to ensure compliance. |  |  |
| * Reviewed all student success and outreach programs and identified those that violate DEI Law and took action to ensure compliance. |  |  |
| * Implemented procedures for the systemic evaluation and review of all trainings, programs, events, and activities to ensure compliance |  |  |

**SUMMARY OF FINDINGS:** *(to be completed by Member Ethics & Compliance Officer)*

|  |  |  |
| --- | --- | --- |
|  |  | Meets compliance |
|  |  |  |
|  |  | Meets compliance after implementing recommendations |
|  |  |  |
|  |  | Factors preventing compliance as agency/institute of higher learning has not implemented recommendations on statutory/regulatory requirements |

**SIGNATURES**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Completing Checklist Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

Approved by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ethics & Compliance Officer Date