

Civil Rights Onsite Review Postsecondary Materials Checklist

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Please number' label each document with the numbering system listed below or use the **bold** part

o Available.
 at onsite
 review (S),
 Online (W)

Items to be included

Please also include TRANSLATED documents where relevant.

Not yet
 developed
 (✓)

	1. CTE Course Catalog or campus catalog <u>highlighting</u> CTE courses	
	2. Last year's and current year's student enrollment summary demographics -- race, ethnicity, sex and disabilities – by CTE class preferably (by program minimally)	
	3. Critical (a) Physical facilities layout (Map) of the CTE & college facilities, (b) years when each section was built & remodeled, and (c) what building regulations (i.e: ADA) were used for each construction or retrofit. (Please complete page 3 of this document and mail prior to visit.)	
	4. Current listing by name, title, office & phone numbers of all counselors, WBL, Internship and Coop Coordinator(s) , and CTE teachers. <i>(Highlighting in existing staff catalog is sufficient if phone and office numbers are available)</i>	
	5. Most recent student handbook <i>(and parent handbook, if relevant)</i>	
	6. Most recent faculty handbook	
	7. Student and faculty grievance policies and procedures , including the appeal process, if any, for Title IX (sex discrimination) and §504 (discrimination based on disability)	
	8. A copy of two discrimination complaints (based on race, color, national origin, sex, or disability) including the complaint and how it was resolved. Mark out or use initials or other designations for those involved. If there are several, the two most recent.	
	9. Registration information and related materials for students (hard copy and URL on website)	
	10. Marketing materials the college used to advertise CTE programs and classes to college and high school students, parents, such as program brochures, pamphlets, handouts, and videos (most recent only)	
	11. College application information , restrictions, and requirements including those for ESL and disabled students	
	12. College admissions information , restrictions, and requirements related to CTE courses and/or programs used by the college – including those for ESL and disabled students	
	13. College web site URL(s)	
	14. Samples of college newsletters and newspapers	
	15. Provide 1 sample list of CTE Program Advisory Committee members by name, businesses, phone number for each CTE program/department	

	16. A brief list of college-sponsored staff development activities (within the last two years) listing any professional development at the college level that have assisted instructors, counselors, and/or administration to be sensitive to issues of discrimination based on <i>race, color, national origin, sex (gender), age, and disabilities</i> . What, when, who was trained?	
	17. Similarly, the college's professional development plan for CTE staff particularly listing any recent professional development at the college level that will assist teachers, counselors, and/or administration to be sensitive to issues of discrimination based on <i>race, color, national origin, sex (gender), age, and disabilities</i> . What, when, who to be trained?	
	18. Enrollment data by CTE course including minorities, sex, disability (ex., complete pg. 4 of this document or provide a printout of enrollment data).	
	19. College's English Speakers of Other Languages Coordinator (ELL) (names, addresses, phone numbers and e-mail addresses)	
	20. a) College's section 504/ADA policies and procedures b) Two samples of college section 504 plans (in sealed envelopes for confidentiality) <i>(We recognize the privacy of this information. What is needed is the ability to communicate with students who have various obvious and less obvious disabilities and to do so in a randomly selected manner.)</i>	
	21. College's Title IX policies & procedures – discrimination based on sex (including but not limited to sexual harassment)	
	22. Most Responsible Persons (MRP's) with phone number, etc. at college level for Title IX, Title VI, Section 504, and Title II of ADA ("ADA accessibility coordinator")	
	23. Date of training of "ADA accessibility coordinator" in 2010 ADA regulations	
	24. Disabled students' names and phone #'s who have attended for at least one year and have requested accommodations. <i>(Again, we recognize the privacy of this information but those selected for interviews should come from this list.)</i>	
	25. College's Co-op and Internship materials – for students, college, and businesses. Co-op and Internship Coordinator(s)' name(s), etc. if not listed in staff listing (#4 above) and interview availability	
	26. Date of last known ADA review of facilities by college -- or -- please attach the summary of findings.	
	27. Facilities Transition Plan (useful, but not required)	
	28. Written plan for seeing and hearing impaired students as well as LEP Policy.	
	29. Sample materials provided in other languages.	
	30. Written procedures for evaluation and placement of disabled students .	
	31. Institution's hiring policies and procedures to include faculty salary schedules and application forms for both certified and noncredentialed staff.	
	32. Employment application and announcement for a recent CTE instructor position (hard copy and URL on web)	

Accessibility Analysis for _____ Community College

#	Facility Constructed and/or Altered (list each building on campus)	Accessibility Standard Used – Existing Facility, ANSI, UFAS, 1991 ADA, or 2010 ADA	Date Construction or Alteration Began
	<i>Example:</i> Math Annex	1991 ADA	March 1997
1			
2			
3			
4			
5			
6			
7			
8			
9			

NOTES: (1) Please include a MAP of the facilities and rooms. (2) Please insert more rows here as needed.

504/ADA Accessibility Issues—Recipient may not exclude students with disabilities from enjoying the benefits of its program or service because its facilities are inaccessible to or unusable by persons with disabilities.

A visual inspection of facilities will be conducted by onsite reviewer. Applicable accessibility standards are determined by the date the facility was constructed or last renovated by the institution.

- Existing facilities/Section 504 (34 CFR, 104.22) - construction or alteration initiated before 6/4/77 - **"readily accessible"**
- New construction/Section 504 (34 CFR 104.23) - construction or alteration initiated between 6/4/77 and 1/17/91 – **ANSI A117.1-1961 (R1971)**
- New construction/Section 504 (34 CFR 104.23 - construction or alteration initiated on or after 1/18/91 - **UFAS**
- New construction/ ADA (28 CFR 35.151) - construction or alteration initiated on or after 1/27/92 – **1991 ADA Standards** or **UFAS**
- Construction or alteration of a facility initiated between 9/15/2010 and 3/14/2012 – **UFAS, 1991 ADA Standards** or **2010 ADA Standards**
- Construction or alteration of a facility initiated 3/15/2012 or after – **2010 ADA Standards**

Populations

Using the most recent statistics, please complete the following total institutional enrollment and local county residential numbers.

Ethnicity	School Enrollment	County Populations
Total College Enrollment		
<i>Two or more races (If a student is counted here, s/he cannot be counted in another race.)</i>		
Hispanic / Latino		
American Indian/Alaskan Native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White		
Unspecified		
Male/Female Enrollment	/	/