

October 6, 2003

TO: All Residential & Family Living/New Student Services Career Staff

RE: 2002-03 Diversity Assessment Instrument

A few years back while chairing the RFL Diversity Committee, I came to realize that while the department had made great strides toward the goals of inclusion and equity and had served as a leader in the state for innovative diversity programming in orientation and housing, I could not say with any measure of confidence that professional staff within RFL and NSS felt that we were a department committed to diversity and that individuals felt included, valued, and respected. The reason I did not know is because I had not bothered to ask – at least in a way that would provide reliable, consistent, quantifiable information on which to further develop our goals and priorities.

The attached instrument is my attempt at finding out from you where we stand. Je Nell Padilla and graduate student Allen Caldwell spent many hours researching “best instruments” with the thought of not reinventing the wheel. However, they quickly discovered that there are no organizational assessment instruments that sought to gauge one’s level of knowledge, behaviors, attitudes, and climate issues related to diversity beyond the personal assessments on diversity. This survey takes into account the interplay of individual awareness with administrative policies and actions.

The instrument has been reviewed by several individuals, including members of the 2003-04 RFL/NSS Diversity Sub Committee on Organizational Assessment (thanks Patrick and Krishna) and by selected staff in RSP and RFL/NSS. We welcome feedback on the survey itself as we hope to continue improving upon it.

A hearty thank you to Je Nell Padilla for all her hard work and leadership with this project – in spite of on going family issues that she continues to manage. I also appreciate Shannell Thomas and Scott Raub’s leadership on this topic as they Co-Chaired the 2002-03 RFL Diversity Committee.

Remember, how you respond here will help me in the development of priorities and programs to further realize our goal of creating a department and work culture where *everyone* feels included, respected, and valued. I am hoping to ask student staff to complete a similar survey in the future.

Thank you for taking the time to share your thoughts and insights.

Highest Regards,

Jerlena D. Griffin, Director
Residential & Family Living/New Student Services

**2003-04 RESIDENTIAL & FAMILY LIVING/NEW STUDENT SERVICES
DIVERSITY ASSESSMENT INSTRUMENT**

GENERAL INSTRUCTIONS

Depending on the amount you write, it should take you approximately 25 minutes to complete the survey. It was created as a simple Word form on the assumption that most people would prefer to type their answers. If you prefer to write your answers by hand, please call Je Nell at 3-2599 and she will send you an electronic version that, once printed, will be more conducive to handwritten answers.

Honest feedback is critical to the success of this endeavor. To that end, you have two options for returning your survey. In either case, neither Jerlena nor anyone from the committee will see the individual responses. Je Nell will count and report the quantifiable responses and the written responses will be copied and pasted (as they are written) into a full summary document.

If you return your survey as an attachment to an e-mail, Je Nell will assign a number to your attachment and save it in a folder to maintain the anonymity of your response. The second option would be to print the survey once you have completed it and place it in Je Nell's mailbox with no name to identify it.

Depending on your position, you may consider both professional and student staffs when responding to the questions however, only RFL/NSS professional staff are being asked to complete the survey at this time. And though we indicate "RFL/NSS" throughout the survey, you should think of your primary unit when responding. (e.g. Patrick should consider NSS, and Dan should consider RFL).

Again, thank you for your time and thoughtful feedback on this very important topic. If you have any questions please contact Je Nell by e-mail or phone at 3-2599.

**2003-04 Residential and Family Living/New Student Services
Diversity Assessment Instrument**

Directions: You may proceed from question to question by using either the tab key or by clicking your mouse in the bracketed spaces under open ended questions and in the pink boxes for "yes/no" questions.

1. What constitutes a diverse department?

2. What constitutes discriminatory behavior in the work place?

3. What do these terms mean to you IN YOUR PROFESSIONAL WORK ENVIRONMENT?
 - Sexual Orientation:

 - Ethnicity :

 - Multiculturalism:

 - Harassment:

 - Classism:

 - Diversity:

 - Disability:

 - Religious/Spiritual Expression:

 - Gender Orientation:

 - Sexism:

4. Have you ever been concerned about favoritism or preferential treatment within RFL/NSS?
 - Please select Yes or No by clicking in this box

- If you answered yes, do you think it was related to identity-based group membership (e.g. majority status, underrepresented minority, etc.)?
 - Please select Yes or No by clicking in this box
 - If you answered yes, what can be done to improve this issue?
5. If you were aware of discrimination and/or harassment in RFL/NSS, would you report it?
- Please select Yes or No by clicking in this box
 - To whom would you report it?
 - A supervisor
 - A colleague
 - A campus office
6. Have you seen evidence of discrimination or harassment in RFL/NSS?
- Please select Yes or No by clicking in this box
 - If yes, please elaborate?
7. If you were subjected to discrimination and/or harassment, would you feel comfortable reporting it to or seeking counsel from someone in RFL/NSS or the University?
- Please select Yes or No by clicking in this box
 - If you answered no, please explain why.
8. Generally, how would you describe your comfort level within RFL/NSS for discussing issues related to diversity? Please select one option.
- Very Comfortable Comfortable Somewhat Comfortable
 Not Comfortable (if you chose this response, please elaborate.)
9. What identity-based groups are currently represented in RFL/NSS?
10. Are there groups that should be better represented within RFL/NSS?
- Please select Yes or No by clicking in this box

- If yes, please elaborate.

11. Is achieving a fair, just, and equitable workplace a clear goal of RFL/NSS?

- Please select Yes, No, or Uncertain by clicking in this box
- What observations have influenced your response to the above question?

12. Does the diversity in RFL/NSS match well with the diversity found throughout the student affairs profession as you know it?

- Please select Yes or No by clicking in this box

13. Are there aspects of creating and maintaining a diverse community that have not been adequately addressed in RFL/NSS?

- Please select Yes or No by clicking in this box
- If yes, what can RFL/NSS do to create a more supportive environment for diversity?

14. Are you aware of and do you have access to university-wide information, programs, or resources that would enhance your knowledge about diversity?

Aware? Please select Yes or No by clicking in this box

Access? Please select Yes or No by clicking in this box

15. In your opinion, is RFL/NSS committed to diversity in its hiring practices?

- Please select Yes or No by clicking in this box

16. In your opinion, is RFL/NSS committed to the retention of a diverse workforce?

- Please select Yes, No, or Uncertain by clicking in this box

17. Are you aware of a university – or a department within a university – that is committed to “best practices” when it comes to diversity?

- Please select Yes or No by clicking in this box
- Please provide examples of these practices.

18. We invite you to comment below on issues that you feel are relevant to diversity yet were not included as part of this survey.