



Equity & Inclusion Tool

When to use this tool

Early. Apply this equity tool early for alignment with College equity and inclusion goals and desired outcomes.

How to use this tool

With inclusion. The analysis should be completed with people with diverse backgrounds and perspectives.

Step by Step.

1. **Set Outcomes.** Identify key college outcomes for equity and inclusion to guide analysis.
2. **Involve Key Stakeholders & Analyze Data.** Gather relevant information from stakeholders on how the issue benefits or burdens the college in terms of equity and inclusion.
3. **Determine the Benefit and/or Burden.** Analyze issue(s) for impacts and alignment with equity and inclusion outcomes.
4. **Advance Opportunity to Minimize Harm.** Develop strategies to create greater equity and inclusion or minimize unintended consequences.
5. **Evaluate. Raise Awareness. Be Accountable.** Track impacts over time. Continue to communicate with and involve stakeholders. Document unresolved issues.
6. **Report Back.** Share information learned from analysis and unresolved issue(s) with Executive Leadership.



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Equity & Inclusion Toolkit Assessment

Title of Issue:

Description:

Contact:

Policy/procedure
Program

Initiative
Budget issue

Step 1. Set Outcomes.

What are the most important equity and inclusion outcomes related to this issue?

Which opportunity area does this primarily impact?

Are there impacts on:

Employee equity
Employee inclusion
Employee well-being
Other (specify):

Student equity
Student inclusion
Local community / partners
Inclusive outreach & marketing

Please describe and elaborate on impacts:

Step 2. Involve Key Stakeholders & Analyze Data.

Are there impacts on specific divisions at the College? Yes No

Check all of the areas this impacts.

Administration
President's Area
Student Services
Instruction



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What are the demographics of the division(s) impacted by the issue?

How have you or will you involve the college community and stakeholders?

What does the data and your conversations with stakeholders tell you about existing inequities that influence people's lives and should be taken into consideration?

What are the root causes or factors creating these inequities? (i.e. bias, lack of access/barriers, lack of inclusive engagement)

Step 3. Determine the Benefit and/or Burden.

Given what you've learned from data and stakeholder involvement, how will this change, initiative, policy, program, or budget issue increase or decrease equity and inclusion? What are unintended consequences? What benefits may result? Are the impacts aligned with the outcomes identified in Step 1?



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Step 4. Advance Opportunity or Minimize Harm.

How will you address the impacts (including unintended consequences) on equity and inclusion? What strategies address immediate impacts? What strategies address root causes of inequity listed above? If impacts are not aligned with desired outcomes, how will you realign your work?

Are there program strategies? Policy strategies? Partnership strategies?



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Step 5. Evaluate. Raise Awareness. Be Accountable.

How will you evaluate and be accountable? How will you report impacts on equity over time? What is your goal and timeline for eliminating inequities? How will you raise awareness related to this issue?

What is unresolved?

Step 6. Report Back.

Share analysis and report responses from Step 5 with Executive Leadership and stakeholders identified in Step 1.