**Dane County Extension
Equity and Inclusion Plan
Revised March 2022**

The Division of Extension is a unique partnership of counties, the University of Wisconsin-Madison, and the U.S. Department of Agriculture working together to help people put knowledge to work. It reflects the vision that is known as The Wisconsin Idea. This partnership brings education to people where they live, through Extension offices, in each of Wisconsin's counties.

Dane County Extension provides education, facilitation, and resources to help people understand and solve problems. Educators work with the Dane County Extension Committee and other local groups to identify needs for education and design programs to meet those needs.

Extension's purpose to which we commit…

We teach, learn, lead and serve, connecting people with the University of Wisconsin, and engaging with them in transforming lives and communities.

Extension's values we strive to live by…

Community: We empower others and ourselves by listening to, learning from, and respect-ing local knowledge. We value our partnerships and believe community voices are critical to success. We work in community with one another to build a culture of collegiality.

Discovery: We promote lifelong learning, unbiased transformational education and excellence through our scholarly work. We integrate University research with community-based knowledge to explore new solutions and their prac-tical applications. We encourage innovation in teaching, research and outreach to serve the public good.

Respect: We appreciate and serve as stewards of our state's resources. We honor and value each other's time and talents. We seek to maintain a balance between life and work priorities.

Relationships: We foster positive relation-ships through honesty, open communication and accountability. We meet edu-cational needs by creating linkages among cultural, economic and environmental contexts. We recognize and trust the essential and interconnected nature of all roles within Cooperative Extension.

Inclusiveness: We recognize, appreciate and honor the differences, similarities and contribu-tions of all people and communities. We are intentional in our efforts to ensure equity, justice and fairness. We embrace new ideas and approaches in our work.

Dane County Extension's commitment to equity and inclusion …

Dane County Extension commits to work toward a more inclusive and equitable approach to providing educational programming and access to services that ensure everyone can grow and thrive in Dane County.

Equity and Inclusion Work Plan

The document is organized into six major concepts: Organizational Commitment, Leadership Development, Program Innovation, Collaboration, Resource Mobilization and Brand & Visibility. These concepts describe areas of opportunity for working toward a more inclusive and equitable approach.

- Organizational Commitment
- Leadership Development
- Program Innovation
- Collaboration
- Resource Mobilization
- Brand & Visibility

The strategies listed below are identified as tier 1, 2 or 3. The tiers represent:

Tier 1 Beginning: A practice or policy that is starting or new.

Tier 2 Emerging: A more developed practice or policy.

Tier 3 Advancing: To move forward, make progress, or lead a practice or policy.

Area of Opportunity: Organizational Commitment

1. Extension staff reflect the diversity of the communities we serve.

    a. Advocate with UW-Madison Human Resources Dept. for systems change: significantly increased and in-depth emphasis on racial equity in the entire hiring process. (Tier 2)
    b. Hire a minimum of 20% people of color on staff. (Tier 2)
    c. Develop position descriptions to emphasize Extension's involvement with diverse audiences and our commitment to equity and inclusion. (Tier 3)
    d. Promote openings to partners, listservs, networks & media that serve diverse audiences. (Tier 3)

2. Equity Team meets regularly, sets goals, tracks progress and focuses on accountability

    a. Update and review Dane County demographic data annually in an All Staff meeting and discuss how it will impact future program plans. (Tier 2)
    b. Include equity action plans in individual annual plans of work and performance reviews. (Tier 2)
    c. Research policy and develop protocol on how to respond to hate speech from clientele, volunteers, and others. (Tier 3)

3. Build a welcoming and inclusive office environment.

    a. Share and celebrate culture and community events. (Tier 1)
    b. Continue to identify and implement improvements to the inclusivity of the office environment. (Tier 3)

Area of Opportunity: Leadership Development

1. Create opportunities for staff and volunteers to increase knowledge and skills in equity and inclusion.

a. Develop processes/curriculum to increase volunteer awareness of equity and inclusion goals in educational programming. (Tier 2)
b. Equity team will send out learning opportunities for staff in the community and through the University. (Tier 3)
c. Include expanding access topics regularly on staff agendas (Tier 3)
d. Ensure support staff have opportunities to participate in equity and inclusion discussions, trainings, and meetings. (Tier 3)
e. Encourage Dane County colleagues to participate in the Extension's Justice, Equity, Diversity and Inclusion (JEDI) training. (Tier 1)

2. Provide opportunities for diverse students to gain meaningful work and learning experience through programming and paid internships.
a. Explore and engage with service learning opportunities. (Tier 1)
b. Recruit diverse interns through County and UW Madison intern programs. (Tier 2)
c. Provide leadership opportunities to youth through programming (Tier 2)

Area of Opportunity: Program Innovation

1. Ensure all Extension programming is accessible and equitable.
a. Adapt and utilize equity lens tools for existing and future programming. (i.e. food system equity tool) (Tier 1)
b. Develop program evaluation tools to collect feedback on improving equitable and inclusive program outreach and implementation. (Tier 1)
c. Create programming that addresses the specific needs of minority audiences (Tier 2)
d. Adapt & create programs to increase relevance for diverse populations. (Tier 2)
e. Use tools to determine suitability of materials. (Tier 2)
f. Intentionally develop & connect programming with organizations run by people of color. (Tier 3)

2. Ensure programming meets the language needs of participants.
a. Ensure interpretation and translation is done for all programs as needed. (Tier 2)
b. Add need for translation question to all registration forms (Tier 2)
c. Recruit bilingual staff and volunteers. (Tier 2)
d. Work with the Extension Language Access Coordinator on program design and outreach (Tier 3)

Area of Opportunity: Collaboration

1. Partner to increase outreach and impact.
a. Attend community events and meetings hosted by communities of color. Coordinate staff to attend Juneteenth and other community celebrations of diversity. (Tier 1)
b. Develop relationships and expand partnerships to better serve minority youth. (Tier 2)
c. Keep an active list of partners to share amongst staff. (Tier 3)
d. Partner with Centro Hispano, Urban League, community centers and others to support their efforts by providing educational programs and services. (Tier 3)

Area of Opportunity: Resource Mobilization

1. Recruit and retain diverse volunteers

a. Design volunteer opportunities to attract diverse volunteers. (Tier 1)
b. Intentionally recruit diverse volunteers. (Tier 2)
c. Research training and volunteer development strategies in cross-cultural competency used by other orgs & Extension. (Tier 3)

2. Train all volunteers on cultural competency.
   a. Build the capacity of existing volunteers to effectively work with diverse communities. (Tier 2)
   b. Develop a plan for training volunteers. (Tier 3)

3. Be conscious of our role as gatekeepers. Share opportunities and resources equitably.
   a. Promote grants, scholarships & other opportunities to grass-root and minority run orgs. (Tier 2)
   b. Provide resources for meaningful engagement. (Acknowledge and allow time to build trust, flexibility, sharing of resources and leadership) (Tier 2)
   c. Focused outreach to underserved audiences. (Tier 3)

Area of Opportunity: Brand & Visibility

1. Increase awareness and access to Extension programs and services.
   a. Research and implement strategies for promotion and website content to effectively reach communities of color. (Tier 2)
   b. Review, analyze and share Pew Research Center report on social media use by racial and ethnic groups. Tailor strategies to targeted audiences. (Tier 1)
   c. Expand the use of social media as a way to reach minority audiences. (Tier 2)
   d. Partner and promote programs on media that reach diverse audiences. (Tier 2)
   e. Add Spanish translation to website (Tier 3)
   f. Develop a short welcome video in Hmong, English and Spanish for the website. (Tier 1)