



ALMA COLLEGE

POLICY ON DIVERSITY EDUCATION

POLICY STATEMENT

Alma College values the diversity of its community members. The purpose of this policy is to ensure that all employees and students of Alma College participate in a standardized educational experience in order to gain basic knowledge of aspects of diversity and to understand the college's commitment to being an inclusive environment.

SCOPE OF APPLICABILITY

This policy provides guidance to assure consistency in college-sponsored diversity training for all employees and students of the college. Diversity education offered by student organizations, faculty or athletic teams is not covered under this policy.

GUIDELINES

Employees

1. The Office of Diversity and Inclusion in collaboration with Human Resource will identify content of diversity education and the delivery modality for employees.
2. This policy covers all employees and contracted employees of the college.
3. The Human Resources office shall maintain documentation that each employee has completed the diversity education.
4. Diversity Education shall be part of each employees' professional development and on-boarding process.
5. The Office of Diversity and Inclusion will be monitor the completion of Diversity Education for new employees.

Students

1. The Student Affairs sector shall maintain documentation that each first-year student and each student serving in a student leadership position (i.e. R.A., FYG, KCP Mentor and elected member of Student Congress) has completed the diversity education.
2. The Student Affairs sector shall track the completion of diversity education using the Housing Director software.
3. For any student required to complete the diversity education, the office of Residence Life will place a hold on the student's ability to sign a housing contract, for the upcoming academic year, until the required diversity education is completed. Once the training is complete, the hold will be removed within 24 hours.
4. Diversity education shall be part of the College 101 program for all incoming students.
5. Diversity education will be delivered in a workshop format for student leaders as part of their training and/or orientation for their leadership roles.
6. Students who do not complete the diversity education at the allotted time will be able to schedule a make-up workshop by contacting the Office of Diversity and Inclusion.
7. The Office of Diversity and Inclusion will be monitor the completion of Diversity Education for incoming students and student leaders.

PROCEDURES

1. All new employees shall complete an approved online diversity education within the first month of their employment at Alma College.
2. Student leaders shall participate in diversity education annually.
3. The Diversity Sub-Committee shall prepare an annual report in August of each year of the previous fiscal year's training outcomes, will annually assess the need for revision of the diversity education, and make appropriate suggestions to the Policy and Planning Committee.
4. The Policy and Planning Committee will administer this policy.

Recommended by the Policy and Planning Committee on May 21, 2018.

Approved by the President's Cabinet on June 4, 2018

Effective Date: July 1, 2018