Postsecondary Civil Rights
Civil Rights On-Site Compliance
Monitoring Process

1. SBCTC staff will run data (enrollments and completions for non-traditional students, students of color and students with a disability) in January of each year to determine which colleges will receive a Civil Rights on-site compliance visit.

2. Colleges selected will then be scheduled for a visit the following summer, fall or spring.

3. Colleges will receive a letter from the SBCTC approximately two months prior to the on-campus visit that outlines (1) compliance requirements (checklist), (2) demographics data request, (3) on-site visit process and suggested agenda, and (4) list of college staff that are recommended to attend the opening and closing sessions of the on-site visit.

4. The review process will involve at least one SBCTC staff member.

5. The review process will include a four-day visit to colleges.

   Day 1 SBCTC staff will orient college representatives to the civil rights requirements and on-site visit process. SBCTC staff member will the conduct a walk-about of the campus to review campus accessibility.

   Day 2 SBCTC staff member will review all documentation provided by the college based on the civil rights compliance checklist and demographics data request.

   Day 3 SBCTC staff member will interview college representatives to gather information beyond that which is supplied through written documentation.

   Day 4 SBCTC staff member will provide oral feedback to the college regarding findings of strengths and recommendations related to the civil rights compliance requirements.

We strongly encourage you to invite the following people to both the opening session and the feedback session held on the last day of the visit:

- President
- Vice-President for Instruction
- Vice-President for Business Services
- Facilities/Building Representative
- Public Information Officer
- Disability Support Services Representative

- College Admissions Representative
- Human Resources Representative
- Recruitment Representative
- Workforce Dean
- Counseling/Advising Representative
- 504 ADA Coordinator
- Title IX Coordinator
- Financial Aid Representative
- Work Study Coordinator

Civil Rights
On-Site Monitoring
4 Day Agenda (Suggested)

Day 1

9:00 am	Welcome	College Representative
30 minutes or less	Overview of on-site monitoring Purpose and process	SBCTC Staff
	Campus accessibility walk-about	SBCTC Staff (& college staff, if desired)
Day 2	Review of documents provided	SBCTC Staff

Day 3

30 minutes each — **Interview Schedule**

- Public Information Officer
- Disability Support Services Representative
- College Admissions Representative
- Human Resources Representative
- Recruitment Representative
- Workforce Dean
- Counselor/advisor
- 504 ADA Coordinator
- Title IX Coordinator
- Financial Aid Representative
- Work Study Coordinator
- Student with a disability (if possible)
- Non-traditional student (if possible) (students with disability and non-traditional students may be in same time slot)

60 minutes — SBCTC Monitoring Team Conference

Day 4

60 minutes	Report out of findings (strengths and challenges) We recommend scheduling this for Friday morning at 9 or 10 a.m.	SBCTC Staff Member

1. Within 60 days, the Letter of Findings (LOF) is mailed to the college president and administration.

2. Colleges with areas of non- compliance will be required to submit a draft Voluntary Correction Plan (VCP) within 30 days. The VCP must outline how the college intents to address the areas of compliance or violations, and must provide person responsible as well as a timeline with date of completion. The draft VCP will be reviewed to ensure it addresses all the areas of non-compliance in the satisfactory manner. The college will be notified of any required changes to the VCP.

3. The final VCP is due within 60 days of the Letter of Findings (or 30 days after the draft VCP is due). When, in our opinion, the VCP addresses all areas of non-compliance the college will receive a "VCP Acceptance" letter.

4. SBCTC will staff will monitor progress several times each year until all items are addressed. Follow-up on-site are coordinated with other campus visits to confirm satisfactory completion of all items addressed in the VCP. Colleges that address all areas satisfactorily will receive a "VCP Completion" letter.

5. SBCTC is required to submit a report to Department of Education Office for Civil Rights (OCR) at the end of each biennium. The report consists of all Letters of Findings and Voluntary Compliance Plans issued during the biennium. If, in the opinion of the staff of OCR, the any Letter of Findings and Voluntary Compliance Plan is not satisfactory, colleges will be notified by SBCTC of any required modifications.