



Procedure 220.1A DEI Procedure

Policy 220 - Diversity & Equity

Purpose

The following procedure, per Washington State [RCW 28B.10.145](#), [RCW 28B.50.147](#), [RCW 28B.10.149](#), [RCW 28B.10.151](#), [RCW 28B.50.920](#), [E2SSB 5194](#), [E2SSB 5227](#), and the Lower Columbia College Diversity, Equity, and Inclusion (DEI) Strategic Plan, ensures that all DEI activities and initiatives adhere to the review process and that related funding is used in alignment with state and federal laws, and LCC policy. This procedure aims to reduce duplication, maximize resources, and drive meaningful progress toward a more inclusive and equitable organization by establishing clear guidelines.

Definitions

DEI **activities** include all efforts to promote diversity, equity, and inclusion on campus.

DEI **initiatives** (Diversity, Equity, and Inclusion initiatives) are strategies and actions taken to foster a more diverse, equitable, and inclusive environment. They aim to address historical and systemic barriers that have marginalized certain groups of people, ensuring that everyone has fair access to opportunities and feels valued and respected, including activities that fall under the purview of E2SSB 5194, E2SSB 5227, LCC's Diversity, Equity, and Inclusion Strategic Plan, involve the expenditure of campus operating funds, or are determined by the Office of Diversity, Equity, and Inclusion (ODEI) to meet the definition of an initiative. This does not apply to faculty strategies and actions protected by Academic Freedom.

Reporting DEI Activities

All LCC employees leading DEI activities to promote diversity, equity, and inclusion, except those protected by Academic Freedom, must inform the ODEI (faculty are encouraged but not required to report classroom activities). This includes but is not limited to LCC-led on and off-campus training programs, student programs, employee affinity groups, and recruitment strategies. The ODEI will determine which activities meet the “initiative” definition.

Review, Approval, and Appeal Process for DEI Initiatives

DEI activities that meet the definition of an initiative will proceed to the DEI initiative review and approval process. To submit a request, visit the Diversity, Equity, and Inclusion or Forms A-Z webpage and click the “DEI Activity Request Form.”. Responses will be provided within five (5) business days.

DEI efforts require mandatory surveys and may involve funding, so the Executive Director of DEI will be the point of contact for approval of these initiatives.

Criteria for Approval of DEI Initiatives

1. The proposed work aligns with LCC's DEI strategic plan, is sustainable, and broadly impacts LCC, the community, the state of Washington, the region, and/or the nation.
2. Sustainable financial resource availability and budgetary approval with the ODEI and Executive Leadership Team (ELT) to avoid duplication of resources and efforts.
3. Must be aligned with state and federal laws and regulations. This criterion is mandatory.

Appeal Process for DEI Initiatives

If a DEI initiative is not approved, an appeal may be submitted within five (5) business days of that decision. The appeal will be reviewed by the

Executive Director of ODEI, a Dean of Instruction, and a LCCFAHE Executive Council faculty member. A response to the appeal will be made within ten (10) business days.

DEI Training and Development

LCC DEI Professional Development (PD)

The ODEI will maintain a calendar of PD Events. Interested parties will be able to see the topics discussed for the current quarter. PD will be available in multiple modalities and cover various topics.

State of Washington Required DEI Training

DEI Training Modules will be created. The ODEI will work with the Instructional Designer to develop course content.

Curricula will be developed to ensure ADA/504 compliance and accessibility.

DEI Data and Reporting

Reporting of DEI Data

The ODEI and LCC's Effectiveness and College Relations Department will maintain all data and metadata to ensure data accuracy, availability for audit, and compliance with institutional research ethics.

A data reporting timeline developed by the Office of Effectiveness and College Relations will be maintained on the DEI webpage.

Data Collection

Data will be analyzed following Institutional Key Performance Indicators (KPIs), and data will be analyzed with ELT, the ODEI, and/or the DEI committee.

In addition to quantitative data, qualitative data will be collected, including but not limited to the campus climate surveys and listening and feedback sessions required by state DEI legislation.

Collaboration, Communication, and Continuous Improvement

Cross-Functional Collaboration

The ODEI will foster a collaborative environment between departments to ensure a coordinated approach to DEI. Faculty, Staff, and students are encouraged and welcomed to provide input on possible programming.

Student organizations will also foster collaboration through engagement with the LCC community and our region. The Assistant Director of DEI will help guide the student organizations in their attempt to serve the student body and the community.

Communication

The ODEI will maintain regular communication channels to share information, updates, and best practices.