**Instructional Standards & Procedures**

**Diversity, Equity, and Inclusion Framework Application Tool**

**Part A: Preparation for use of the equity framework**

*Review the questions below and think about how they impact the ISP under review.*

1. Purpose:
	1. What is the intended outcome of the decision?
	2. What is the clear, defined reason and need for making the decision?
	3. What negative impacts does the current situation have on Systemically Non-dominant (SND)\* or other potentially impacted groups?
	4. How is this decision data-informed?
	5. What data was used to make the decision? Data can be both qualitative and quantitative.
	6. How is your data specifically measuring impacts on systemically non-dominant groups\*? i.e. through disaggregating data to explore impact
	7. How does this decision align with CCC’s mission?
	8. How does this decision align with CCC’s values?
	9. How does this decision align with CCC’s Diversity, Equity, and Inclusion Strategic Plan?
2. Power and Privilege:
	1. How have you reflected on how your own power and privilege might affect this decision?
	2. What are the power dynamics involved and how have they been addressed?
	3. How has everyone in the decision-making process voiced their concerns and have those concerns been addressed?
3. Consulted and Informed:
	1. Who are the key stakeholders?
	2. Who should be consulted or engaged and how are we reaching them?
	3. Who is left out of the decision-making process?
	4. Who is engaged and represented in the decision-making process? Have they been consulted on how they would like to be involved in the process?
	5. Has adequate time been given to meaningfully incorporate all voices in this decision?
	6. What is being communicated, to whom, and how?
	7. Who is communicating the information? On whose behalf? How is the message being filtered? How is information coming in and out?
	8. Has there been consensus on minimum requirements to meet the goal?
4. Impact:
	1. What is the desired impact of the decision?
	2. Which student groups does this decision impact and how?
	3. Which employee groups does this decision impact and how?
	4. How does this decision impact Black, Indigenous, and People of Color (BIPOC)?
	5. In what ways does this decision have disparate impact on any groups?
	6. How will this decision reduce disparate impacts on systemically non-dominant groups\*?
	7. Which departments will be impacted by this decision and how?
	8. Who will benefit from this decision? Who will be burdened?
	9. How have you considered all impacts both internally and externally? Campus climate, environment, geographic area, service district/community, morale, budget, relationships
	10. If you are unsure whether you have considered all impacts, what will you do to become informed?
	11. Who or what groups are most impacted by this decision and how are they represented throughout the decision-making process?
	12. How has accessibility been considered? i.e., digital, physical accessibility
5. Consider Alternatives:
	1. How have you considered if this decision is being rushed in any way?
	2. Is there a better time for this decision? Describe rationale.
	3. Which alternatives have you considered for this decision?
	4. Which different cultural perspectives have you considered?
6. Long-Term Effects:
	1. How did you consider and incorporate lessons learned from similar decisions made in the past?
	2. What short and long-term impacts will this decision have? Immediate? 1 year? 3 years? Longer-term?
	3. What effect will this decision have on the budget? Immediate? 1 year? 3 years? Longer-term?
	4. What is your plan to revisit this decision to ensure equitable outcomes?
7. Continuous Improvement:
	1. What strategies will be used to ensure this decision continues to have the intended impact(s)?
	2. What circumstances might change down the road that would render the decision ineffective or detrimental in the future?
	3. How will you measure effectiveness? How will data/feedback be collected equitably and inclusively? Qualitative and Quantitative
8. Broader Questions to Ask:
	1. How have you interrupted bias and White Supremacy Culture\*\* in the decision-making process?
	2. How have you led with racial equity in your decision-making?
	3. How will you mitigate the impacts discovered using the Framework?

\*DEI framework as of Fall, 2021

**Part B: Identification of key framework elements that apply to the ISP**

*List the question numbers that the subcommittee members felt were important to ask while reviewing the ISP. If an entire section seemed to apply, feel free to use the section number instead of listing all questions. If possible, document any discussion within the group around why specific questions or sections felt important to include (indicate the question/section number followed by a short explanation of why it felt important).*

**Part C: Ensuring alignment of the ISP and the DEI framework**

*Document discussions within the group related to how the questions/sections listed in Part B were addressed by the subcommittee. When possible, indicate whether the discussion led to changes in the ISP, recommendations for other changes in policy, a rich discussion around the question/section but no changes to the ISP, or some other outcome (please describe other outcomes).*