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# About this Template

The Office of Equity, Diversity, and Inclusion and the Department of Policy Research at the Washington State Board for Community and Technical Colleges (SBCTC) has provided this template to support colleges in submitting their Campus Climate Assessment (CCA) progress and/or findings to SBCTC. The use of this template is optional.

Entering information in the format provided below will help to ensure colleges’ alignment of their CCA process with the expectations outlined in the bill.

# Campus climate assessments: overview

SB 5227 requires community and technical colleges (CTCs) to assess the learning, working, and living environment on campus that students, faculty, and staff experience to better understand the current state of diversity, equity, and inclusion in the learning, working, and living environment on campus for students, faculty, and staff.

The legislation requires that CTCs conduct a campus climate assessment (CCA) which shall occur, at minimum, every five years.

As stated in the legislation, the design of an existing or new CCA must involve, at minimum, students, college and university diversity officers, faculty, and staff. The CCA must include, at minimum, an evaluation of student and employee attitudes and awareness of campus diversity, equity, and inclusion issues. College diversity officers and students must be consulted in the development of recommendations. The SBCTC may require colleges to repeat their CCA.

Beginning July 1, 2022, CTCs must report findings or progress in completing their CCA. CTCs must also publish annually on the institution's public website the findings of either the campus climate assessment and/or listening and feedback sessions.

Colleges are encouraged to utilize findings from their CCAs to inform their DEI strategic plans.

Completed templates should be submitted to the SBCTC Equity, Diversity, and Inclusion Office at [edi@sbctc.edu](mailto:edi@sbctc.edu) before July 1, 2022.

CONTACT INFORMATION

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Equity, Diversity, and Inclusion Office: [edi@sbctc.edu](mailto:edi@sbctc.edu) | [EDI webpage](https://www.sbctc.edu/about/edi/default.aspx)

# Campus Climate Assessment Template

## **PART A: GENERAL INFORMATION**

College:

Name of person completing this template:

Position at your college:

Contact email:

Are you using a previously administered instrument for your student CCA this year? If so, which one and when was it administered?

If you are not using a previously administered instrument, please briefly describe your progress toward your first CCA implementation (e.g. consulting on instruments, have selected an instrument but not administered, have selected and administered an instrument).

Are you using a previously administered instrument for your staff CCA this year? If so, which one and when was it administered? If you are used the same instrument for students and staff, skip to PART B.

## **PART B: SELECTION OF INSTRUMENT/S**

Will you be using different instruments for students and for staff, or are you undecided?

Which instrument/s have you used or are planning to use, or are you still in the consultation phase?

If you are using an instrument developed ‘in house’, please attach a copy of the instrument to this report.

Who was/is involved in the selection of the instrument/s? Please identify each constituent as described in the legislation, including DEI officers, other staff, and students.

What factors influence your choice of instrument/s?

## **PART C: IMPLEMENTATION**

Please answer the following questions for either a previously administered survey or a scheduled survey. If you are still in the consultation phase, answer as much as you are able.

When will you/have you administer the CCA to students?

When will you/have you administer the CCA to staff?

Is your CCA administered entirely on line, partially on line, or on paper?

Is your student CCA available to all students, or to a subset of students? If a subset, how was the subset selected?

Is your staff CCA available to all staff, or to a subset of staff? If a subset, how was the subset selected?

Have you conducted any evaluations of the accessibility of your instrument, or reviewed the accessibility of a commercial assessment?

How are you communicating to students about the CCA? Please also describe any other features of your CCA communications, such as communication in multiple languages, mixed strategies (e.g. email, posters, notices through faculty, etc.), and accessibility strategies for communications.

How are you communicating to staff about the CCA?

Have you identified any barriers to participation for students? What strategies have you implemented to help overcome those?

Have you identified any barriers to participation for staff? What strategies have you implemented to help overcome those?

If you have administered your CCA, what was the estimated participation rate for students and for staff?

## **PART D: ANALYSIS**

If you have completed your CCA/s, who is involved in the preparation and analysis of findings?

Describe the process by which CCA findings have or will inform your DEI Strategic Plan.

Have your CCA findings informed other strategies, initiatives, or operational changes at your college?

## **PART E: PUBLICATION**

Are your findings shared with students and/or staff?

Are you sharing full findings or a subset of findings?

How are findings communicated (e.g. campus presentations, reports, notices of website publication, etc.)?

Are your findings published on your college website? If so, please provide a link here.

## **PART F: GUIDANCE AND SUPPORT**

How did you feel the consultation process went for selecting an instrument? Is there additional support or guidance that would be helpful?

How did you feel the process went for administering your instrument/s? Is there additional support or guidance that would be helpful?

How did you feel the process went for analyzing and publishing your CCA findings? Is there additional support or guidance that would be helpful?

## **PART F: OTHER**

Is there anything else that you would like to tell us about the CCA process at your college?