

# OWATC Civil Rights On-Site Review

## Tentative

XXXXXXXX 00 and 02, 20YY

### DAY ONE

8:00 – 8:15

**Review Team Assembles in (Board) Room**

8:15 -- 8:35

**Meeting with Administration**

- College President and staff as President requests
- Civil Rights (CR) Team – Murray Meszaros, (reviewer #2)

*We would **normally** conduct a “walk about” at this moment to become familiar with the campuses, but, depending upon local situations, we also reserve the right to do so at the end of the onsite review.*

8:35 – Noon

**Interviews with “Most Responsible” Faculty and Staff**

- Administration and VP of Instruction (typically 2 hours)
- Co-op and Internship Coordinator (reviewer #2)
- Title IX Coordinator
- Title VI Coordinator
- Counselors (reviewer #2)
- Section 504 and Title II or ADA Coordinator, Special Education Director/Teachers
- Meetings with individual students -- **5 or 6 students** from each of the following populations: non-traditional/ELL/SPED/ CTE staggered in 20 minute intervals (reviewer #2, and some by Murray on Day 1 and/or 2)
- Meetings with Instructors (reviewer #2) and some by Murray on Day 1 and/or 2)

Noon – 1:00

**CR Team, Working Lunch\***

- The CR Team will need a place where members can work privately.
- If the college wishes to provide a gluten-free lunch, that is fine or the team will purchase lunch. Either is fine.

1:00 – 4:00

**Additional Interviews**

- CR Team
- Individual staff

4:00 onward

**Meeting with Administrators – Debrief the day’s findings**

- College President, Murray Meszaros, (reviewer #2) and any others as requested by College President

### DAY TWO

8:00 to closure

**Interviews**

- Specific staff and students – normally by Murray Meszaros only

Noon to 4:00

**Debrief any time after noon hour**

During day

**Walk About of facilities** (if not already completed on Day 1)

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*The CR team (1) may have a need to conduct additional interviews in person or by phone subsequent to the onsite review and (2) may take additional college printed materials.*