



Inclusivity & Equity Certificate Program

The **Chancellor's Council on Diversity and Inclusive Excellence** is pleased to announce a certificate program which is designed to develop and recognize commitment to the UW-Green Bay Inclusive Excellence initiative. This certificate program consists of a combination of professional development, self-study, and community service. The program will eventually include three outcome levels:

Level One Certificate (Learner):

Growth of knowledge and experience with Inclusivity and Equity issues

- Recipient has completed professional development coursework, community service, and self-study that has given them the knowledge and experience needed to respect and accept diverse individuals through personal behavior and communication.

Level Two Certificate (Advocate):

Hands-on service and enriched experience with Inclusivity and Equity issues

- Recipient is able to contribute to discussions about diverse topics.
- Recipient can notify leaders of concerns in the workplace that may not be inclusive.
- Recipient shows respect for diverse individuals and can advocate for change.

Level Three Certificate (Leader):

Leadership in Inclusivity and Equity initiatives on campus

- Recipient demonstrates their ability to identify, take responsibility and follow through with changes that foster inclusivity.
- Recipient shows initiative to share information, advocate, celebrate and reward individuals who are inclusive.

The specifics of each level will be communicated yearly as participants move through the program. **However, there is no time frame limit for earning a certificate.** Participants will all begin in level one, with requirements listed below.

I. Inclusivity and Equity Certificate Requirements (Level 1)

- a. A total of **20 combined hours** of professional development, community service, and/or self-study is required for a Level 1 certificate, including the following minimum requirements:
 - i. One 4-hour Promoting Inclusivity and Equity at the University of Wisconsin – Green Bay course (required workshop offered at the beginning of each semester)
 1. This course will be offered in two 2-hour segments each academic semester, and in a full 4-hour segment during the summer.
 - ii. 2 hours of community service
 - iii. 4 hours of in-person professional development
 - iv. 10 more hours of any combination of professional development, community service, and/or self-study which meets the intent of the Inclusivity and Equity Certificate Program.
- b. How you combine the above requirements above is up to you, but the minimum hours must be met, and each topic below must be covered. The chart below lists required topics of training, self-study, and/or community service and examples of ways to fulfill the requirements (examples are NOT all-inclusive):

<p>Race, ethnicity, and/or national origin</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Race, ethnicity, and/or national origin in-person professional development • Attendance and/or service at a multicultural event • Off-campus diversity or inclusivity conference • Volunteer time as a conversation partner for non-native English speaker(s)
<p>Age</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Professional development related to age in the workplace • Community service with elder population
<p>Gender</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Professional development related to Gender in the workplace • Community service at House of Hope, Brother's Keeper, Marion House, Women's Purse, Sexual Assault Center, Boys and Girls Club, etc.
<p>Veterans</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Professional development related to veterans • Interview a veteran • Volunteer for a veteran fundraiser • Attend a ceremony for veterans • Participate in on-campus veterans activities
<p>Socioeconomic background</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Professional development related to socioeconomic background • Community service at a local job bank, food pantry, or homeless shelter
<p>Religion</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Professional development related to religion • Interviewing a religious or spiritual leader, shaman or traditional elder • Attendance at a religious event • Please note: If community service or self-study is used to meet the religion requirement, it must include exposure to a religion or spiritual belief other than your own.
<p>Gender, Sexual, and Romantic Minorities (GSRM)</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Professional development related to GSRM • Safe Ally Training (Level 1 and/or 2) • Attending and/or performing service at a GSRM event • Community Service for Positive Voice, Rainbow over Wisconsin, etc • Participation in UWGB Pride Center events
<p>Disabilities</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Professional development related to those who have a disability • Interviewing staff members or community experts about clients who have a disability • Volunteer time as an assistant in a Special Needs Instructional Class, in Adult Day Services at the Cerebral Palsy Inc. Center, or at Autism Society of Wisconsin • Tour Options for Independent Living and/or Aging and Disability Resource Center (ADRC)
<p>Mental Health</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Professional development related to mental health • Attend a NAMI (National Alliance on Mental Illness) event • Complete QPR (Question, Persuade, Refer) suicide prevention training

Other examples that relate to multiple topics:

Human Mosaic activities

Viewing video recordings of Inclusivity Professional Development Series sessions (on the Inclusive Excellence website: <http://www.uwgb.edu/inclusiveexcellence/>)

- c. Any activities completed after January 1, 2014, can be used for the Inclusivity and Equity Certificate Program. **Please note that the documentation requirements listed below apply for activities previously completed. **
- d. If you have questions about if your activity would count toward the Inclusivity and Equity Certificate Program, please feel free to send questions to jecert@uwgb.edu.

II. Documentation

- a. **Portfolio:** All participants in the Inclusivity and Equity Certificate Program will provide a portfolio documenting their completion of the requirements. The portfolio will document participation in the professional development efforts covering each of the topics listed above. For each activity addressing issues of diversity, the applicant will provide signatures, certificates, or other proof of their participation in the activity. For any self-study or generalized inclusivity training, the participant will write a summary of what they learned as well as a justification for the topic area(s) covered by those activities. Beyond these requirements, participants will have a large degree of creative freedom in creating and presenting their portfolio.

III. Incentives for the Certificate Program

- a. Certificate
- b. Recognition on the Inclusive Excellence website, and a letter to the recipient's supervisor or department head
- c. Recognition on the Convocation programs by listing names of individuals and certificate level

IV. Resources (this list is certainly not exhaustive, but serves as examples)

- a. Inclusive Excellence website: <http://www.uwgb.edu/inclusiveexcellence/>
- b. Community Resources Links: <http://www.uwgb.edu/inclusiveexcellence/resources/>
- c. American Intercultural Center: <http://www.uwgb.edu/aic/>
- d. Inclusivity Professional Development Series (workshops presented 3 times a semester and communicated to the UWGB employee community)

For more information on the
Inclusivity and Equity Certificate Program,
please contact jecert@uwgb.edu.

