



Name of District:	San Jose Evergreen
District Contact (name, title, email):	Sam Ho, Director, Communications, Community Relations & Diversity, sam.ho@sjeccd.edu
Year 1 Submission Date:	October 3, 2023

Information for Districts

The EEO Plan Feedback Form is the official document used by the Chancellor's Office to evaluate EEO Plan submissions. Each section of an EEO Plan, with special attention to Component 13, will be assessed by reviewers as outlined below. Reviewers were trained to determine the appropriate level of feedback and/or recommendations to be provided to the districts.

- The objective for a 'highly competent' EEO Plan is to have only the "No Feedback" boxes checked in relation to each component and each applicable Component 13 pre-hiring, hiring, and post-hiring strategy.
- For any sections marked as either "Minimal Feedback" or "Extended Recommendations," districts are strongly encouraged to give serious consideration to comments and/or to incorporate suggestions provided by the Chancellor's Office, as appropriate, before they submit their final EEO Plan to their local board for adoption.

Instructions for Reviewers

For each component or strategy listed in a district's EEO Plan submission, check the box to indicate the level of feedback to be provided.

- **Extended Recommendations:** A check in the "Extended Recommendations" box indicates that a component or strategy may benefit from substantial changes to its scope. Extended recommendations may be provided for various reasons (e.g., a district plans to implement a program that is inconsistent or misaligned with district data, plans are not evidence based and/or unsupported by research, outdated terminology inconsistent with current DEIA language is used, activities are frivolous or inappropriate for the purpose of the grant). Reviewer comments should include a statement outlining the reviewer's concerns and a narrative describing how districts can respond accordingly.
- **Minimal Feedback:** A check in the "Minimal Feedback" box indicates that a component or strategy may benefit from minor updates, greater attention to detail, or slight modifications. Feedback may include, for example, a point of clarification, a correction, or the explanation of a disagreement with a mechanism proposed for strategy implementation.

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- **No Feedback:** A check in the “No Feedback” box indicates a satisfactory plan that elicits no reviewer comments. Reviewers should type the word ‘none’ in the grey box to reinforce the selection of the “No Feedback” option.
- Leave any additional comments for each section in the corresponding text box at the end of each section.

Special Instructions for EEO Plan Component 13 Strategies

- **N/A:** If a district did not indicate use of a particular strategy listed in the EEO Component 13 template, reviewers should leave the corresponding check boxes blank and type ‘N/A’ in the grey comment space.
- If a district included an original, district-specific strategy—a strategy that is not listed on the EEO Plan Component 13 template—type the strategy into the appropriate cell on the form, mark the check box, and fill-in the comment space as necessary.

Example			
Post-Hiring Strategies	No Feedback	Minimal Feedback	Extended Recommendations
Conduct campus climate surveys & use this information. (53024.1(a))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A			
Conduct exit interviews & use this information. (53024.1(b))	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clarify the tool through which exit interviews will be conducted and recorded.			
Professional development, mentoring, support and leadership opportunities for new employees. (53024.1(e))	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
No specific plans for PD, mentoring, support, and/or leadership opportunities were submitted though the district indicated intent to engage with this strategy. District should describe the explicit programs, opportunities, and activities planned for offering professional development, mentoring, support, and/or leadership opportunities.			
Timely and thoroughly investigate all harassment & discrimination complaints & take appropriate corrective action in all instances where a violation is found. (53024.1(h))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None			
If needed: list and evaluate district-specific, original post-hiring strategies below			
Post-Hiring Strategies	No Feedback	Minimal Feedback	Extended Recommendations
Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.			

Proceed to the next page to begin assessing Components 1 through 12

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Components 1-12	No Feedback	Minimal Feedback	Extended Recommendations
Component 1: Introduction. [Recommended]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None			
Component 2: Definitions. (53001) [Recommended]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None			
Component 3: Policy Statement. (53002) [Recommended]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None			
Component 4: Identification of District Officer with Delegated Responsibility and Authority to Implement and Enforce the EEO Plan. 53003(c)(3) [Required]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None			

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Component 5: EEO Advisory Committee. 53005 [Recommended]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None			
Component 6: The Procedure for Filing Complaints Pursuant to Section 53026. 53003(c)(4) [Required]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None			
Component 7: The Process for Notifying All District Employees of the Provisions of the EEO Plan and District Policy Statement. 53003(c)(5) [Required]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None			
Component 8: The Process for Ensuring that District Employees Who Participate on Screening or Selection Committees Receive Training. 53003(c)(6) [Required]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
District may want to consider providing a refresher summary of the trainings at the beginning of each recruitment to ensure information is fresh for members. Note that the cited section of title 5 should be 53000 not 5300.			

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Component 9: The Process for Providing Annual Written Notice to Community-Based and Professional Organizations. 53003(c)(7) <small>[Required]</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None			
Component 10: A Process for Gathering Information and Periodic Longitudinal Analysis of the District's Employees and Applicants. 53003(c)(8) <small>[Required]</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None			
Component 11: A Process for Utilizing Data to Determine Whether Monitored Groups Are Underrepresented Within District Job Categories. 53003(c)(9) <small>[Required]</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None			

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Component 12: Methods for Addressing Underrepresentation. 53003(c)(10) [Required]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Component is very thorough, excellent. District may want to consider moving some of the strategies in Component 12 to Component 13.			
Additional Comments			
Components 10-12: There is a reference to additional data in Attachment C, however no link or additional document was provided.			

Proceed to the next page to begin assessing Component 13 Pre-Hiring Strategies

Note: Should a submission have more than 13 components, enter the component number and name into the Additional Plan Components form located after the Component 13 Post-Hiring Strategies section. Assess each component in accordance with the instructions for review.

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Component 13 Feedback			
Pre-Hiring Strategies	No Feedback	Minimal Feedback	Extended Recommendations
Provide training to employees, students & trustees.* (53024.1(d)) <small>*This applies if you are planning training that goes beyond mandatory training for hiring committees.</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None			
Convey in publications and website the district's commitment to diversity & EEO. (53024.1(j))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None			
Review and update District EEO/DEI policy statement.* (53024.1(k)) <small>*Cross-reference Plan Component 3</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A			
Providing EEO/diversity enhancement resources and assistance to other districts. (53024.1(m))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A			

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Addressing diversity issues in a transparent and collaborative fashion. (53024.1(o))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A			
Recurring activities related to improving student access and student success—with a nexus to EEO hiring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A			
Inclusion of (lawful) EEO deliverables in CEO and other administrator performance goals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None			
If needed: list and evaluate original, district-specific, pre-hiring strategies below			
Pre-Hiring Strategies	No Feedback	Minimal Feedback	Extended Recommendations
Collect additional data and drill down in	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None			

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Additional Comments

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments

The 4 selected pre-hiring strategies are well noted as opportunities to gather necessary data and advance DEIAA, however the district may consider 1-2 more strategies that focus on addressing underrepresentation analysis such as Latinx faculty recruitment through focus engagement with graduate schools.

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Hiring Strategies	No Feedback	Minimal Feedback	Extended Recommendations
Consistent and ongoing training for hiring committees. (53024.1(c)) *Cross reference Plan Component 8.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None			
Maintain updated job descriptions and job announcements. (53024.1(f))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A			
Board of trustees receives training on elimination of bias in hiring and employment at least once every election cycle. (53024.1(g))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None			
Assess "sensitivity to diversity" of all applicants. (53024.1(l))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None			

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Maintaining updated curricula, texts, and/or course descriptions. (53024.1(n))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A			
Dedication of specified staff to EEO.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None			
Incentives for hard-to-hire areas/disciplines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A			
Focused outreach and publications.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None			
Procedures for addressing diversity throughout hiring steps and levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A			

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Recruitment efforts and strategies such as: <ul style="list-style-type: none"> • Use of demographic data • Job Fairs • CCC Registry • Relationships with external organizations & colleges 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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N/A

If needed: list and evaluate original, district-specific, hiring strategies below

Hiring Strategies	No Feedback	Minimal Feedback	Extended Recommendations
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments

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Post-Hiring Strategies	No Feedback	Minimal Feedback	Extended Recommendations
Conduct campus climate surveys & use this information. (53024.1(a))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A			
Conduct exit interviews & use this information. (53024.1(b))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A			
Professional development, mentoring, support and leadership opportunities for new employees. (53024.1(e))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None			
Timely and thoroughly investigate all harassment & discrimination complaints & take appropriate corrective action in all instances where a violation is found. (53024.1(h))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A			

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Survey applicants who decline offers & use the information. (53024.1(p))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A			
Describe strategies developed to address any adverse impact identified in the process of carrying out the requirements of Component 10 of the EEO Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A			
Describe strategies developed to address any underrepresentation identified in the process of carrying out the requirements of Components 11 & 12 of the EEO Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A			
If needed: list and evaluate original district-specific, post-hiring strategies below			
Post-Hiring Strategies	No Feedback	Minimal Feedback	Extended Recommendations
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Comments			

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Additional Plan Components (if applicable)	No Feedback	Minimal Feedback	Extended Recommendations
Component Persons with Disabilities <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None			
Component Graduate Assumption <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None			
Component	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None			
Component	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None			
Component	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None			
Component	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None			
Component	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None			
Additional Comments			

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Signatures			
Reviewer Signature:	<div style="text-align: center; font-family: cursive; font-size: 1.2em; margin-bottom: 5px;">Dahir nasser</div> <div style="font-size: 0.8em; color: #0070C0; text-decoration: underline;">Dahir nasser (Feb 27, 2024 22:51 GMT+3)</div>	Date:	Feb 27, 2024
Reviewer Signature:	<div style="text-align: center; font-family: cursive; font-size: 1.2em; margin-bottom: 5px;">Fermin Villegas</div>	Date:	Feb 27, 2024
DEIA Strategy Consultant Signature:	<div style="text-align: center; font-family: cursive; font-size: 1.2em; margin-bottom: 5px;">Krystal Henderson</div> <div style="font-size: 0.8em; color: #0070C0; text-decoration: underline;">Krystal Henderson (Feb 27, 2024 12:18 PST)</div>	Date:	Feb 27, 2024
<p>Comments:</p> <p>This is a very thorough and highly detailed EEO plan. Congratulations on the excellent work your institution is doing; the very minimal feedback outlined in the form is intended to further refine specific plan components, should you wish to adopt them.</p>			
Visiting Executive of Educational Excellence and Equal Employment Opportunity Program Signature:	<div style="text-align: center; font-family: cursive; font-size: 1.2em; margin-bottom: 5px;">  </div> <div style="font-size: 0.8em; color: #0070C0; text-decoration: underline;">Abdulmalik Buul (Feb 27, 2024 12:21 PST)</div>	Date:	Feb 27, 2024
<p>Comments:</p> <p>The CCCCCO highly appreciates your institution's willingness, consistency, and commitment toward this work. You are highly encouraged to adopt the feedback in this form.</p>			