



UCF



SDS DIVERSITY EDUCATION

PROGRAM CATALOG

**Student Development
& Enrollment Services**

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INTRODUCTION



“To be more inclusive and diverse is one of the key goals of the university. Our diversity work is guided by the core values anchored in the tenets of the UCF Creed: Integrity, Scholarship, Community, Creativity and Excellence. SDES is committed to challenging ourselves daily to live the creed. The SDES Diversity Education program is a way for us to strengthen our commitment to the core values that guide our conduct, performance and decisions. I would like to thank the DEU Planning Committee and all SDES employees for their commitment to this very important initiative.”

**Maribeth Ehasz,
Vice President
Student Development and Enrollment Services**

FRAMEWORK & LEARNING OUTCOMES

SDES Diversity Framework

The Student Development and Enrollment Services Division at the University of Central Florida is committed to providing a culturally competent and safe environment in which all employees and students embrace the similarities and differences we share. Diversity and inclusion are critical to an individual's holistic development. SDES provides the framework for creating and fostering a campus-wide inclusive environment. We endeavor to foster an inclusive environment through our hiring processes, trainings, self-exploration opportunities and the development of culturally competent SDES faculty, staff and students. SDES provides facilities and continuous programs supportive of the UCF community. Our diversity work is guided by the core values anchored in the tenets of the UCF Creed: Integrity, Scholarship, Community, Creativity and Excellence.

SDES Diversity Education Units Learning Outcomes

- **INTEGRITY:** Will acknowledge the diversity of a person's thoughts and actions within the work environment.
- **SCHOLARSHIP:** Will actively commit to the continuous learning and engagement of diverse communities.
- **COMMUNITY:** Will be able to understand and apply the importance of respecting diverse people and perspectives.
- **CREATIVITY:** Will be able to create a personal diversity education plan.
- **EXCELLENCE:** Will commit to achieve excellence by completing a minimum of 8 Diversity Education Units annually.

WAYS TO EARN DIVERSITY EDUCATION UNITS

1. Attend diversity workshops offered by Student Development and Enrollment Services or the Office of Diversity & Inclusion course offerings.
2. Attend a diversity related conference. Must submit a reflection paper and connect your experience to a learning outcome or the diversity framework. (Reflection papers should be 1 page in length, 12-point font, and double spaced. Reflection papers must be submitted no later than 30 calendar days after the event date.)
3. Facilitate a diversity related presentation at a conference. (Provide a copy of your program proposal for review.)
4. Publish a diversity related article(s) in an academic journal(s). (Provide a link to the published article or email the article to: SDESDEU@ucf.edu)
5. Participate in diversity related webinar(s). (SDES employees may be required to complete a post quiz and/or submit a 1 page summary.)
6. Participate in campus diversity celebration(s) or event(s), such as workshops during Diversity Week, LGBTQ+ History Month, Hispanic Heritage Month and Black History Month. (Submit reflection paper.)
7. Participate in SDES sponsored courses (i.e., Safe Zone Series, Accessibility and Inclusiveness Series, and selected NASPA webinars or any course offering from Office of Diversity and Inclusion listings).

FREQUENTLY ASKED QUESTIONS

? Why are SDES employees expected to participate in DEU trainings?

UCF stands for opportunity. Diversity and inclusion are key factors that make our university such a great success story in higher education. To be more inclusive and diverse is one of the key goals of the university. Diversity benefits all of us.

? What is the purpose of Diversity Education Training?

The purpose of Diversity Education Training is to increase SDES employees' cultural awareness, knowledge, communication and respect for individual similarities and differences. This will help to promote a better campus environment for employees

? How many DEUs are required annually?

Each employee is expected to complete 8 hours of DEUs annually (January through December).

? Will DEUs earned prior to 2016 be eligible to be counted towards the 8 annual DEU expectation?

For Phase II certification, DEU will only accept credits taken for trainings after 2013.

? Who will be responsible for tracking DEUs?

Each employee will be responsible for ensuring all courses/trainings completed are reflected within their training transcript. If a course is not entered, employees should contact: SDESDEU@ucf.edu for assistance.

FREQUENTLY ASKED QUESTIONS

? How will the verification process work for DEUs?

SDES employees should send training transcripts to their supervisor. Supervisors will forward the training transcript to the DEU program for verification. Once the employee has achieved the required number of DEUs for each level completion, a verification email will be sent to the employee and supervisor.

? Can SDES employees earn DEU credits for work related presentations?

Employees may not earn DEUs if the presentation is a function of their current job responsibilities.

? What if I am unable to complete 8 DEUs annually?

Employees should work with their supervisor to find a reasonable solution and develop a reasonable plan towards earning the 8 DEUs annually. Please note: Failure to meet the DEU standards may be reflected in an employee's annual performance appraisal.

? What is the process for submitting trainings/presentations for DEU credit?

To receive credit for DEU trainings and activities, you will need to complete the DEU certification form located under the forms section of the DEU website at: www.sdes.ucf.edu/deu.

? How will I know if my conference presentation counts towards DEUs?

To verify DEUs, employees can submit a copy of the program proposal and presentation for review and submit the DEU certification form to: SDESDEU@ucf.edu. Allow 14 business days for approval process.

FREQUENTLY ASKED QUESTIONS

? Where can I find the Diversity Certification Form?

The Diversity Certification Form is located under the forms section of the DEU website at:
www.sdes.ucf.edu/deu

? If an employee completes the same training each year, can they earn units each time?

Employees may only earn DEUs once for a specific training course.

STAFF CURRICULUM

PHASE I & II

Phase I: Core Courses

Phase I core courses are the foundation for the SDES Diversity Education Curriculum. Phase I core courses are offered by the Office of Diversity & Inclusion in partnership with the Division of Student Development and Enrollment Services

- ABCs of Diversity (3 hours) *required*
- Diversity Certificate Series (8 hours) *required*
- Inclusive Communication (3 hours) *required*
- Understanding Power and Privilege (3 hours) *required*
- New Employee Orientation (On-line Module)
- Two Electives from Phase II (SDES) or ODI Course Offerings

Phase II: Diversity Education Unit Levels

Phase II of the SDES Diversity Education Curriculum allows participants a flexible approach to continue diversity and inclusion training. DEUs will be awarded to staff and students who complete diversity training options. Participants will earn 1 DEU for each hour completed. Phase II course offerings may be taken from the SDES Phase II curriculum and ODI course offerings. Employees and students will receive incentives for earning DEUs each semester.

- Bronze: Phase I (Core Courses)
- Silver: 8 hours DEUs
- Gold: 16 hours DEUs
- Black: 24 hours DEUs
- Platinum: 32 hours DEUs

Note:

- SDES requires 8 hours of DEUs annually [1 hour=1 DEU]
- Attending a diversity related conference session (cannot request more than 4 DEUs from the conference)
- Read a written work that pertains to diversity and inclusion (cannot request more than 2 DEUs)

STAFF CURRICULUM (1 OF 4)

OVERVIEW

☐ **SAFE ZONE SERIES**

LGBTQ+ 101* DIV033

The LGBTQ+ 101 training is the first in the series and is designed for all levels of knowledge about LGBTQ+ issues. In this 2-hour training, participants will be presented with general information about individual and societal concerns related to LGBTQ+ identity. This training serves as an introduction to these issues. LGBTQ+ 101 must be taken as an entry point before any other Safe Zone workshops are taken.

- 8/29 | 1:00p.m. – 3:00p.m. | SU 218C
- 9/11 | 3:00p.m. – 5:00p.m. | SU 218C
- 9/19 | 9:00a.m. – 11:00a.m. | Live Oak Garden Room
- 10/4 | 9:00a.m. – 11:00a.m. | BYC 140 (en Español)
- 10/16 | 3:00p.m. – 5:00p.m. | BYC 140
- 11/6 | 1:00p.m. – 3:00p.m. | BYC 140
- 11/29 | 9:00a.m. – 11:00a.m. | SU 218C

Advocates* DIV241

This 2-hour training is the second in the series and was created to further individual knowledge and understanding of LGBTQ+ issues. The training is geared toward helping attendees explore, identify, and expose cultural biases and acquire skills necessary for advocating for marginalized populations.

- 9/4 | 1:00p.m. – 3:00p.m. | SU 218C
- 9/13 | 9:00a.m. – 11:00a.m. | BYC 140
- 10/9 | 3:00p.m. – 5:00p.m. | Live Oak Garden Room
- 10/18 | 9:00a.m. – 11:00a.m. | BYC 140
- 10/30 | 1:00p.m. – 3:00p.m. | BYC 140

Coming Out* DIV242

The Coming Out workshop explores the process and challenges of coming out as Lesbian, Gay, Bisexual, or Transgender. Participants will learn more about theories and concerns about the coming out process for LGBTQ+ individuals. The workshop will allow those who attend to explore their LGBTQ+ identity or to support a family member or friend who may be coming out.

- 9/27 | 1:00p.m. – 3:00p.m. | BYC 140

STAFF CURRICULUM (2 OF 4)

OVERVIEW

☐ **SAFE ZONE SERIES CONT.**

GOLD* DIV232

The GOLD workshop aims to provide education on topics concerning language specific to gender and sexual/romantic orientation within the LGBTQ+ community. Participants will learn more about contemporary ideas of gender, sexual orientation, biological sex, romantic orientation, and gender presentation.

- 11/20 | 1:00p.m. - 3:00p.m. | BYC 140
-

☐ **RELIGIOUS DIVERSITY**

Interfaith Dialogue SD0217

Join this positive interaction between individuals of different religious traditions, faiths, spirituality, and humanistic beliefs to promote greater understanding within the UCF community.

- 9/20 | 12:00p.m. - 1:00p.m. | '63 South Meeting Room
- 10/18 | 12:00p.m. - 1:00p.m. | '63 South Meeting Room
- 11/15 | 12:00p.m. - 1:00p.m. | '63 South Meeting Room

STAFF CURRICULUM (3 of 4)

OVERVIEW

☐ **HISPANIC HERITAGE MONTH PROGRAMMING**

Maria: One Year Later

This event will bring the UCF and Central Florida community together to discuss their experiences in responding to Hurricane María and its effects on the Puerto Rican population. The first panel will include students, faculty, and administrative personnel involved in UCF's response in accommodating students displaced by the hurricane. The second panel will consist of members of the media and their perspectives in covering the hurricane and its aftermath. A third panel will discuss elected officials' perspectives on the hurricane. A lunch will follow to celebrate the newly established Puerto Rico Research Hub at UCF.

- 9/19 | 9:00a.m. - 1:00p.m. | SU Key West 218
 - 9:00a.m. - 9:15a.m. | Welcome Remarks and Overview of the event
 - 9:20a.m. - 10:05a.m. | Panel 1-UCF Response
 - 10:15a.m. - 11:00a.m. | Panel 2-Media Coverage
 - 11:10a.m. - 11:55a.m. | Panel 3-Local Government and Community Groups
 - 12:00a.m. - 1:00p.m. | Lunch

Latinidad and LGBTQ+ Identity* DIV399

In acknowledgment of the overlap between Hispanic Heritage Month and LGBTQ+ History Month, this workshop will explore the lived experiences of the Latinx community. The discussion will be led by representatives from QLatinx, a grassroots racial, social, and gender justice organization dedicated to the advancement and empowerment of Orlando's LGBTQ+ Latinx community.

- 10/2 | 1:30p.m. - 3:00p.m. | Barbara Ying Center 140

☐ **LGBTQ+ HISTORY MONTH PROGRAMMING**

LGBTQ+ History Month Opening Ceremony

- 10/3 | 2:30p.m. - 4:00p.m. | RWC @ Ferrell Commons

UCF Employee Registration: MyUCF under Employee Self Service (request training enrollment), course number DIV033 (LGBTQ+ 101) and DIV241 (Advocates).

STAFF CURRICULUM (4 of 4)

OVERVIEW

WEBINARS

Undocumented and DACAdmented Students: Creating Connections to Support Success (1.5 Hours)

Abstract: Undocumented students feel more vulnerable than ever in America and on college campuses today. Given their many concerns that include financial stability, the battle for citizenship and deportation, discrimination, and finding community, educators need to connect with this population to support their success. This session will draw from research and professional experiences to discuss this population, their concerns, and will explore methods of engagement to create connections focused on mentorship, resiliency, and grit. (Source: NASPA Annual Conference 2018)

September 13, 2018 | 11:30 a.m. – 1:00 p.m. | Student Union, Cedar Key, Room 223

Learning from Each Other: Working Collaboratively with Administrative Support Staff (Modeling Inclusive Learning and Leadership Practices)(1.5 Hours)

Abstract: Student affairs administrators are often provided more opportunities for professional development than administrative support staff. While student affairs staff come and go, administrative staff often serve as the backbone of our organizations. Finding ways to motivate and develop new and seasoned staff is important to our profession and the students with whom they interact frequently. In this session, we will explore ways to better work collaboratively and supportively with administrative staff. (Source: NASPA Annual Conference 2018)

October 9, 2018 | 12:30 a.m. – 2:00 p.m. | Student Union, Egmont Key, Room 224

Racial Battle Fatigue: Shift Campus Culture & Challenge Racism on Your Campus (1.5 Hours)

Abstract: Your students, faculty and staff members of color are counting on you to provide them with the support they need to avoid experiencing Racial Battle Fatigue. For many people of color, persistent and degrading racial micro aggressions have taken a physical, psychological and emotional toll. Manifesting as fatigue, generalized anxiety, stress and a myriad of other ills, Racial Battle Fatigue is a very real problem for not only students at Predominately White Institutions, but also for faculty and staff of color, as well. (Source: PaperClip Communications 2018)

November 20, 2018 | 1:30 p.m. – 3:30 p.m. | Student Union, Egmont Key, Room 224



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GOT DEUs?

Diversity Education Units



**Student Development
& Enrollment Services**