



CAREER EQUITY RESOURCE CENTER



EQUITY ACTION PLAN TEMPLATE

Step 1. Define the Equity Problem

Brainstorm potential equity issues, consider the people, culture, and climate of your school/district/program/classroom:

Step 2. Assess Your Program/Class

Potential Components of Program/Class Assessment	Necessary Tools/ Resources	Due Date
Analyze enrollment and completion data	Relevant data sets	
Assess classroom environment and school climate	Classroom observations for equity; Curriculum review guides	
Assess textbook and other instructional materials	Textbook review guides	
Conduct your own interviews/surveys with current students, alum, etc.	Survey and/or interview guides	
Assess facility and classroom through an equity lens	Facilities assessment summary	
Utilize end of course evaluations to gather equity information	Evaluation questions and results	
OTHER		

Step 3. Address the Problem

Goal 1:

Objective 1-A

Task	Description	Due Date	Person(s) Responsible
1-A.1			
1-A.2			
1-A.3			

Objective 1-B

Task	Description	Due Date	Person(s) Responsible
1-B.1			
1-B.2			
1-B.3			

Goal 2:

Objective 2-A

Task	Description	Due Date	Person(s) Responsible
2-A.1			
2-A.2			
2-A.3			

Objective 2-B

Task	Description	Due Date	Person(s) Responsible
2-B.1			
2-B.2			
2-B.3			

Step 4. Evaluate

Review each goal and determine the response and follow-up course of action.

Goal 1:

Question	Response	Follow-up Actions
Has the problem been addressed?		
Have your outcomes changed?		

Goal 2:

Question	Response	Follow-up Actions
Has the problem been addressed?		
Have your outcomes changed?		

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