

# Kentucky Community and Technical College System (KCTCS)

## 1) INSTITUTIONAL DEI INITIATIVES (GENERALLY)

### a) DEI Officers:

- i) Please provide a complete list, organized by department and office, of each individual who is employed by the institution:
  - (1) Whose job title or description includes the word "diversity," "equity," "equality," or "inclusion";
  - (2) Is employed by an office, division, program, or other agency with a name or title that includes the word "diversity," "equity," "equality," or "inclusion"; or
  - (3) Holds a job or position with responsibilities that include developing, implementing, or promoting diversity, equity, and inclusion initiatives.
  
- ii) For each employee listed in response to subparagraph i) of this section, please provide:
  - (1) The employee's name,
  - (2) The job title and duties of the employee;
  - (3) The amount of the employee's annual compensation;
  - (4) The organizational chart of the office, division, or other agency of his or her employment.

**The requested information above on DEI Officers is enclosed in Appendix 1.a with the exception of the organizational chart, which is listed in Appendix O.**

- b) **DEI Offices:** For each office, department, or program of the institution that includes the word "diversity," "equity," "equality," or "inclusion" in its title or is responsible for developing, implementing, or promoting diversity, equity, and inclusion initiatives, please provide the following:
  - i) The name of the office, department, or program;
  - ii) The duties and responsibilities of the office, department, or program;
  - iii) The organizational chart of the office, department, or program;
  - iv) The name and amount and rate of compensation of each employee of the office, department, or program; and
  - v) The annual budget of the office, department, or program and the source of those funds.

**The requested information on DEI Offices is enclosed as follows:**

Item	Appendix
i)	Appendix 1.b
ii)	Appendix 1.a
iii)	Appendix O
iv)	Appendix 1.a
v)	Appendix 1.b

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- c) **DEI Events:** For each program or event planned by a DEI office over the past 12 months, please list:
- i) The name and date of the event or program; ii) The hosting office, department, or organization; iii) The mission or purpose of the event; iv) The location of the event;
  - v) The total budget of the event and the source of those funds;
  - vi) A copy of any marketing materials or social media posts used by the institution or an organization affiliated with the institution to promote the event; and
  - vii) The estimated number of attendees.

**DEI events offered through KCTCS colleges in the 2023-2024 academic year are provided in Appendix 1.c. Marketing materials for events utilizing flyers and/or social media promotions are provided in Appendix 1.c.vi.**

- d) **Admissions and recruitment:** Please describe any recruitment and admissions policies that are focused on promoting and increasing the representation and participation of individuals from groups that have historically been underrepresented for the institution. Please provide the same for each program or department within the institution, including:
- i) The purpose of the policies; ii) The total costs of implementing the policies and the source of those funds; iii) A copy of any marketing materials or social media posts used by the institution or an organization affiliated with the institution to promote the policy; and
  - iv) The efficacy of those policies and the methods the institution uses to determine that efficacy.

**KCTCS does not have recruitment and admissions policies that are focused on promoting and increasing the representation and participation of individuals from groups that have historically been underrepresented for the institution.**

- e) **DEI Spending:**
- i) Please provide a comprehensive analysis of the expenses related to DEI officers, DEI offices, DEI programs and events, DEI-related scholarships, DEI trainings and training materials, DEI recruiting efforts, and other DEI initiatives of the institution, including the total annual budget amount and actual expenses related to each; and
  - ii) The information required by subparagraph i) of this subsection shall include the annual DEI budget and actual DEI expenses of the institution as a whole and a breakdown of the annual DEI budget and actual DEI expenses of each department/office of the institution.

**The requested information above on DEI Spending is enclosed in Appendix 1.e.**

- f) **Institutional missions:** Please provide a complete list of the full written mission of: i) The institution; ii) Each office and department within the institution; and iii) Each organization affiliated with the institution, including support foundations.

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The requested information above on Institutional Missions is enclosed in Appendix 1.f.

## 2) STUDENT-CENTERED DEI INITIATIVES:

### a) Academic DEI Instruction:

- i) For each classes/course related to diversity, equity, and inclusion initiatives or that include instruction on theoretical concepts related to the existence of power dynamics based on racial, ethnic, or gender stereotypes, please provide:
  - (1) The title and course code of the course;
  - (2) The course description and syllabus;
  - (3) A list of the degrees or certificates that require successful completion of the course;
  - (4) The General Education requirements that the course fulfills; and
  - (5) The number of students that were enrolled in the course during the 2023-2024 school year;
- ii) Are there any general education quotas that would require students to participate in a course related to ideological activism, such as critical race theory and DEI, to obtain a degree?

**The 16 colleges of KCTCS completed a comprehensive review of all courses offered in 2023-24 to identify those related to diversity, equity, and inclusion or that include instruction on theoretical concepts related to the existence of power dynamics based on racial, ethnic, or gender stereotypes. A total of 71 courses were identified.**

**The list of these courses, including the title/course code, course description, the degrees or certificates that require each course, the general education requirements each course fulfills, and student enrollment in 2023-24 are provided in Appendix 2.a. Example syllabi for each course listed are provided in Appendix 2.a.2.**

**KCTCS does not have any general education quotas that require students to participate in a course related to ideological activism, such as critical race theory and DEI, to obtain a credential (certificate, diploma, degree). However, KCTCS does require Associate of Arts/Associate of Science (AA/AS) students to complete one cultural competency course to facilitate critical thinking and to develop an understanding of diversity, equity, and inclusion. KCTCS students can meet this requirement without completing a course that includes instruction on power dynamics, ideological activism, and critical race theory. The goal of these courses is to better enable students to interact with individuals from other cultures and to see the world from a broader perspective, consistent with accreditation guidance from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).**

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- See SACSCOC [Position Statement on Diversity, Equity, and Inclusion](https://sacscoc.org/app/uploads/2019/08/DiversityStatement.pdf), available at: <https://sacscoc.org/app/uploads/2019/08/DiversityStatement.pdf>

**Some KCTCS healthcare programs are also required by programmatic accreditors or state coordinating boards to cover issues such as ethics, morals, and implicit bias in program curriculum. For example, The Kentucky Board of Nursing and the Accreditation Commission for Education in Nursing require 1.5 contact hours in implicit bias training. Courses covering subjects of this nature are included in Appendices 2.a and 2.a.2.**

- b) **Student DEI Trainings:** student orientations and trainings related to diversity, equity, and inclusion initiatives.
- i) Does the institution require a DEI training or sensitivity training as a degree, certificate, or program requirement?
  - ii) New student and transfer student orientations:
    - (1) How are diversity, equity, and inclusion and DEI initiatives addressed in these trainings? Please provide copies of any relevant materials used during trainings held during the 2023-2024 school year.
    - (2) Do these trainings educate students on the principles of free speech, debate, open inquiry, and viewpoint diversity on campus? Please provide copies of any relevant materials used during trainings held during the 2023-2024 school year.
    - (3) Are orientation and training materials published to the institution's website? If so, please provide a link.
  - iii) For each required student training, including program-specific trainings, please provide:
    - (1) The name of the training;
    - (2) The purpose of the training;
    - (3) The number of students that participated in the training during the 2023-2024 school year; and
    - (4) The cost of the training and the source of the funds to cover that cost.

**KCTCS does not require students to complete a diversity, equity, or inclusion training or sensitivity training as a degree, certificate, or program requirement. KCTCS does not require training related to diversity, equity, and inclusion in its new student or transfer orientation programming. Some of the 16 KCTCS Colleges make their orientation materials available online, but not all. Some of the materials are specific to the dual credit programs at those Colleges.**

**Please see Appendix 2.b.ii.3 for a list of the Colleges and the related online location for their orientation materials.**

- c) **Student Diversity Statements:** diversity statements or oaths an institution, or department of an institution, requires students or admissions applicants to submit. i) Please provide a

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complete copy of the institution's admissions application.

- ii) Please provide a written list of all diversity statements or oaths offered to any student or prospective student by the institution or a program or department of the institution. For each, please state:
  - (1) The subject and purpose of the statement or oath;
  - (2) The consequences for an individual that declines to submit a statement or oath; and
  - (3) Any mechanisms in place to prevent retaliation based upon an individual's decision to decline submitting a statement or oath.

**KCTCS colleges do not request or require a diversity statement or oath for admissions. A complete copy of the KCTCS admissions application is provided in Appendix 2.c.**

### **d) Scholarship awards**

- i) For each scholarships administered or distributed by the institution that are distributed based on race, ethnicity, religion, sex, sexual orientation, or other immutable characteristic or that use criteria related to race, ethnicity, religion, sex, sexual orientation, or another immutable characteristic to distinguish between candidates (excluding athletic scholarships), please provide:
  - (1) A copy of full application for a scholarship;
  - (2) A description of the number and amount of each available scholarship award; and
  - (3) The total amount of scholarships issued during the 2023-2024 school year and the source of those funds.
- ii) For each scholarships administered or distributed by the institution that includes any type of diversity statement or oath, please provide:
  - (1) A copy of full application for a scholarship;
  - (2) A description of the number and amount of each available scholarship award;
  - (3) A statement of how the oath or statement is used to evaluate scholarship candidates;
  - (4) A description of the number and amount of each available scholarship award; and
  - (5) The total amount of scholarships issued during the 2023-2024 school year and the source of those funds.

**DEI scholarships offered through KCTCS colleges in the 2023-2024 academic year are provided in Appendix 2.d. Copies of scholarship applications are provided in Appendix 2.d.1.**

**KCTCS colleges do not request or require a diversity statement or oath for scholarship awards.**

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- e) **Student discipline:** How does the institution handle allegations of bias incidents committed by a student? Are students disciplined for non-criminal bias incidents?

**KCTCS College's adhere to System policies that govern prohibited harassment and discrimination. Administrative Policy 6.6 – Student Harassment or Discrimination Grievance Policy and its associated procedures prohibit illegal discrimination and harassment based on gender, race, color, religion (or lack thereof), national origin, age, disability, marital status, sexual orientation, gender identity, genetic information, pregnancy, veteran or social status, social origin, indigenous status, political or religious beliefs, political affiliation or any other characteristic, trait, or identification protected by law.**

**Student discipline is governed by the KCTCS Code of Student Conduct. Non-criminal bias incidents are not defined in the Code of Student Conduct or in the KCTCS Administrative Policy 6.6 – Student Harassment or Discrimination Grievance Policy. These administrative policies are included in Appendix 2.e.**

- f) **Student Centers:** Identify any student centers that provide services for an identified minority group.

**KCTCS serves all students, and our mission is to provide access to higher education for all. KCTCS offers services to all students including those in identified minority groups. Except for veteran centers, KCTCS does not have any centers that exclude students based on any facet of their identity.**

### 3) FACULTY-CENTERED DEI INITIATIVES

- a) **Faculty/Staff Diversity Statements:** diversity statements or oaths of an institution or department of an institution that faculty, staff, or job applicants are required to submit as a condition of employment, continued employment, promotion, contract renewal, or other benefit.
- i) Please provide a complete copy of the general employment application of the institution and any supplemental applications or documents required by the institution of any academic department of the institution.
  - ii) Please provide documentation of each diversity statement or oath offered to faculty, staff, or job applicants, and for each please state:
    - (1) The subject and purpose of the diversity statement or oath?
    - (2) What are the consequences for an individual that declines to submit a diversity statement or oath?
    - (3) What mechanisms are in place to prevent retaliation based upon an individual's decision to decline submitting a statement or oath?

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The employment application for KCTCS is enclosed in Appendix 3.a.  
KCTCS does not require a diversity statement or oath.

b) **Faculty and Staff DEI Trainings:**

- i) Does the institution require a DEI training or sensitivity training?
- ii) Does the institution or departments within the institution require trainings on the principles of free speech, debate, open inquiry, and viewpoint diversity?
- iii) Please provide a written list of all faculty and staff trainings required by an institution or department within an institution. For each, please provide:
  - (1) The title of the training;
  - (2) The basic subject matter of the training;
  - (3) The job titles of the individuals required to participate in the training; and
  - (4) The department or office that is responsible for issuing and/or enforcing the requirement.

**KCTCS requires annual compliance training on a variety of topics for every employee. This training is mandated by the System office and includes training on information technology security, student privacy, illegal harassment and discrimination, active shooter education, and more. The required Title IX training addresses gender equity and employees must acknowledge receipt of the Administrative Policy 3.3.1 – Anti-Harassment/Discrimination Policy which covers equity in compliance with Title VII and other federal and state protected classifications. Human Resources staff ensures compliance with employee completion of the mandated training. A complete list of the annual training required by the System office in Fall 2023 is outlined in Appendix 3.b.**

**As required by the Kentucky Council of Postsecondary Education (CPE), during the 2023-2024 academic year, Gateway Community and Technical College provided staff with additional educational offerings related to diversity, equity, and inclusion and allowed employees to determine which of the offerings they wished to participate in. A copy of the offerings provided is outlined in Appendix 3.b-GCTC.**

- 4) **Bias Incidents:** How does the institution handle allegations of bias incidents committed by faculty and staff?

**KCTCS Administrative Policy 3.3.1 – Anti-Harassment/Discrimination Policy prohibits illegal harassment and discrimination. If a bias incident constitutes illegal discrimination or harassment based on a protected class, KCTCS colleges utilize this Policy and associated procedures, and these are included in Appendix 4.**