

Some of the content in this checklist derived from:

Design Principles for Equity and Excellence at Hispanic-Serving Institutions
Malcom-Piqueux, L. & Bensimon, E. "Perspectivas: Issues in
Higher Education Policy and Practice." Spring 2015. Retrieved from
https://cue.usc.edu/files/2016/01/30207-PerspectivasPolicyBrief_Issue4-2.pdf.

For questions or to schedule a HSI consultation:

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Hispanic Serving

Institution Checklist

Defining the SERVING in Hispanic Serving Institution



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and Inclusion**

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Principle 5

Engaging Latino/a students with culturally sustaining practices is central to promoting and supporting Latino/a student success.

UCF was federally recognized as a Hispanic-Serving Institution (HSI) by the U.S. Department of Education in January 2019. As of fall 2019, 16,839 (28.3%) of UCF undergraduate students identify as Hispanic/Latino.

This checklist is provided by the Office of Diversity and Inclusion as a conversation guiding tool. The questions asked are not an exhaustive list of topics to consider. Use these design principles and questions to think about what it means to SERVE Latinx students in your area.

#VamosKnights

- Yes No Does your department coordinate outreach to Latino families or include Latino families in programming efforts?
- Yes No Does your department provide information (verbally/written) in the Spanish language?
- Yes No Have you demonstrated an interest in learning the Spanish language?
- Yes No Do you attempt to pronounce Spanish names in the most accurate way possible?
- Yes No Do you promote Latino-based programs/organizations to students?
- Yes No Do you include readings by Latino authors in your syllabus?
- Yes No Do you quote Latino professionals when lecturing?
- Yes No Do you incorporate Latino guest speakers as part of your curriculum?
- Yes No Does your department offer a study abroad program in Latin America?
- Yes No Do you provide Latino students with the opportunity to share their experiences/assets in the classroom?

Principle 4

Promoting Latino/a student success and ensuring equity in outcomes requires ongoing reflection and action by institutional leadership and individual practitioners.

- Yes No Do you or anyone in your department attend the Association of Hispanic Serving Institution Educators Annual Conference?
- Yes No Do you or anyone in your department attend the Hispanic Association of College and Universities Annual Conference?
- Yes No Do you or anyone in your department attend Excelencia in Education's Accelerating Latino Student Success Institute?
- Yes No Do you or anyone in your department attend American Association of Hispanics in Higher Education Annual Conference?
- Yes No Do you subscribe to LatinoinHigherEd.com?
- Yes No Do you subscribe to the Hispanic Outlook on Education Magazine?
- Yes No Have you participated in a webinar focused on Latino student success?
- Yes No Have you requested a departmental training focused on Latino student success?
- Yes No Have you advocated for a colleague's Latino focused research agenda?
- Yes No Do you offer to write at least one (1) letter of recommendation for a Latino student every semester?

Principle 1

Hispanic-Serving designation is reflected in the institutional identity, mission, and priorities, as well as in the goals of campus divisions, departments, and units.

Can the words "Hispanic Serving Institution" or "HSI" be found in your division, academic college, or department:

- Yes No University Strategic Plan?
- Yes No Division or College Goals?
- Yes No Departmental Institutional Effectiveness Plan?
- Yes No Departmental values?
- Yes No Departmental website?

Do the following in your division, academic college, or department mirror the student population?

- Yes No Vice Presidents/Provosts?
- Yes No Deans?
- Yes No Faculty?
- Yes No Student Advisors?
- Yes No General staff?

Principle 2

Latino/a student success is a shared value among institutional leadership, faculty, and staff.

- Yes No Have you reached out to your institution's HSI Director to request resources that highlight best practices in Latino student success?
- Yes No Have you secured institutional funds for a Latino centered project?
- Yes No Do you attend events on campus hosted by Latino centered organizations?
- Yes No Has your department contributed financially to Hispanic Heritage Month?
- Yes No Is your institution present at Latin American festivals in the Central Florida community?
- Yes No Does your institution market to the Latino community via Spanish language radio or television?
- Yes No Have you reached out to local Latino centered nonprofits in the community to partner on a project/initiative?
- Yes No Do you intentionally recruit Latino students to serve as teaching/student assistants?
- Yes No Does your department intentionally recruit Latino faculty in an effort to attract Latino students to your academic program?
- Yes No Do you advocate for the inclusion/consideration of Latino students at meetings/forums?

Principle 3

Examining equity in educational outcomes for Latino/a students is central to institutional assessment processes and practices.

- Yes No Are performance benchmarks set for Latino students?
- Yes No Are equity metrics for Latino students routinely reported?
- Yes No Does your department disaggregate student outcome data by race/ethnicity?
- Yes No Do you know what the high-risk prerequisite courses are for Latino students?
- Yes No Do you know what upper-level courses in your department have the highest rates of D/F/W for Latino students?
- Yes No Are Latino students completing the minimum number of credits required for on-time graduation?
- Yes No Have you utilized data reports by *Excelencia* in Education to frame a discussion on Latino student success in your department?
- Yes No Have you utilized data reports by the Pew Hispanic Center to frame a discussion on Latino student success in your department?
- Yes No Does your department conduct focus groups with Latino students to learn about their experiences in your academic program?
- Yes No Does your department consult with outside equity minded data experts to assist with data interpretation?