

**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](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



**Office of Diversity  
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?