



## Program and Staff Development Committee

### Quarterly Meeting via Zoom

#### Minutes

October 14, 2020

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#### **Call to Order**

Meeting called to order at 10am Eastern time by Amy Harder.

#### **Review of Agenda**

Amy Harder reviewed the agenda. Members were encouraged to check out loom.com as a means to share highlights and work throughout the year. Please let us know if you'd like to put together a state highlight so we share our good work and ideas more than once a year.

#### **Review of Minutes & Approval**

Marina Denny motioned to approve; Scott Cummings seconded. Minutes approved.

#### **Officer Reports**

Chair – Officers have been meeting to focus on making quarterly meetings valuable to members.

Changes for 2021 PLN meeting also being considered. Please share ideas.

Reminder that there is a google drive for PSD. Chair will send information out on the google drive.

Vice Chair – Nothing to report

Secretary – Nothing to report.

#### **POW Updates**

Collaboration with Communications Committee - Todd Hurt has reached out to communications committee and is waiting on response from a sub-chair.

Update Inventory of SR procedures for reporting contacts - Donna Peterson is working on taking initial discussion to the committee for further work.

Virtual Summer School - Diane Mashburn reported that topic suggestions will be requested at NAEPSPD. Committee will use suggestions from 2020 evaluations and NAEPSPD to determine 2021 topic.

Development of resource repository - Scott Cummings reported that the repository site is being updated and clean-up. Goal is to begin testing with pilot states by the end of the year.

Online delivery platforms & measurement - Kimberly Williams shared that since the work of this team will likely become part of the SRPLN Virtual Programming Workgroup, a team meeting was held to identify our expectations and start work before the larger workgroup meets. Virginia Brown and Kimberly Williams have been invited to participate in the regional workgroup.

**Team identified expectations:** to create a product that will help us perform better at our respective jobs which can be used in all the Southern Region states

**Product:** A Decision Tree

The starting question will be: "Do you have learning objectives?" If no – full stop: this online program cannot be evaluated. Links to resources will be provided to get them started in developing learning objectives, but this team is not responsible for providing further help at this time

Resources will be provided for the top five synchronous and asynchronous platforms with the goal of getting someone from where they are to where they need to be. Resources will include: ways to measure impact, range of data analytics available and how to record/collect, and range of demographics that can be collected.

We will provide overall best practices and platform specific best practices for identifying audience, measuring teaching effectiveness, new ways to use existing platforms, response rate, incorporating existing program/curriculum evaluations, etc.

A five-question survey to learn what is currently happening in the southern region states has been created and revised. After the first SRPLN virtual programming workgroup meeting tomorrow the team will meet to discuss any necessary changes and determine when to release the survey.

The team decided to have one response per state to encourage better data quality and a higher response rate. Target respondents will be identified through the PSD committee.

### **Reports from PLC Representatives**

Meredith Weinstein & Renysha Harris

Meredith Weinstein has nothing to report.

### **Reports from Administrative Advisors**

Vonda Richardson & Damona Doye

Vonda Richardson submitted a report indicating that the new federal directive around Diversity, Equity and Inclusion trainings is being discussed by the 1890 institutions to determine ramifications.

Damona Doye reported good participation in a session promoting racial understanding among Extension Directors and Administrators at NEDA. ECOP is considering continuation of the Coming Together for Racial Understanding initiative. Southern Region Directors are participating in a virtual CTRU program through a series of online sessions. Chris Watkins, Cornell University, is the new chair of ECOP. ASRED elected Laura Johnson (GUA) chair for 2021 and Rich Bonanno (NCSU) chair-elect for 2021.

Thank you for collaborative efforts in both sharing and developing resources. They are valued, especially by those of us with limited personnel. I look forward to seeing progress on Plan of Work items and am excited about your planned contributions on evaluating online delivery of educational material.

### **Other Business**

Core competency trainings/onboarding materials – Reminder that Cheryl Newberry is collecting materials for core competency training and onboarding. Please share any materials with Cheryl. Discussion about OSU mentor modules and what might cut across institutions. Amy Harder will follow up with Cheryl.

Civil Rights review checklists - Amy Harder is requesting states share any civil rights review checklists. USDA NIFA sent an updated review schedule. Members discussed new NIFA staff and current policy stances. Recommendation to members to sign up for email updates from Jessica Creighton. Her email is Jessica.Creighton@usda.gov

### **Announcements:**

- Amy Harder announced that The University of Florida will be hiring a new Extension director.
- Marina Denny announced that The Journal of Extension is moving to Clemson Press for housing and editing. Brief discussion of JOE transition and mission.
- Donna Peterson announced that the Journal of Human Sciences in Education is also working on speeding up the review process and will be switching to an online review form in the future.

- Scott Cummings announced that Texas Agrilife is hiring an employee development position in his department

**Roll Call**

Karen Ballard, Sarah Baughman, Marina Denny, Kimberly Williams, Kristi Farner, Damona Doyle, Amy Harder, Tom Archibald, Todd Hurt, Virginia Brown, Scott Cummings, Meredith Weinstein, Donna Peterson, Julie Robinson, Diane Mashburn, Obadiah Njue, Celeste Allgood, Renysha Harris

**Upcoming Meetings (10am EST)**

January 13, 2021

April 21, 2021

July 14, 2021