

# SPLN PSD

## 2<sup>nd</sup> Quarterly Meeting

### Date and Time

- Monday, January 22, 2024
- 11:00 – 12:00 pm

### Attendance

#### Committee Officers

1. Tearney Woodruff- Chair
2. Cynthia Pierfax – Vice Chair
3. Jeantyl Norze- Secretary

#### Committee Members

- |                     |                      |
|---------------------|----------------------|
| 1. Sarah Baughman   | 8. Stacey McCullough |
| 2. Kristi Carpenter | 9. Tia Gregory       |
| 3. Bethany Eigel    | 10. Eleana Baker     |
| 4. Brian Faries     | 11. Ktina Jones      |
| 5. Diann Simmons    | 12. Richard Roberta  |
| 6. Brandi Berven    | 13. Lola Adedokun    |
| 7. Julie Robinson   | 14. Rick Avery       |
|                     | 15. Cheryl Newberry  |

### Call to order (11:03 am)

**Review of agenda:** The meeting agenda was read to the audience for approval.

**Review of minutes and approval:** The attendees were asked to review the past minutes and approve the meeting agenda.

**Officer Updates:** We will no longer do the traditional verbal call. We will be using the Zoom feature to check for attendance. All members will be asked to add the following to the Zoom chat.

- Name
- Job title
- Affiliation
- Membership status (if you are new)

**Committee member feedback:** a short live poll was conducted during the meeting to bring a group consensus on whether to continue the breakout rooms during our quarterly meetings and conduct a tour during the annual meetings. The results indicated a high level of support among the committee members for the breakout rooms and the tour.

## **Breakout Rooms**

To facilitate greater engagement and participation, the participants were encouraged to join a breakout room that is closely related to their areas of expertise or interest. The breakout rooms were facilitated by the committee officers. The following includes information that was discussed in each of the following breakout rooms:

- Program Development
- Staff Development
- Evaluation
  - Discussed the importance of feedback at the program level and the challenges of meeting various funder requirements.
  - Discussed Kentucky's new plan of work process, focusing on collective impact and common indicators.
  - Discussed the need to develop consistent questions for evaluation across different programs.
  - Discussed PEARS transition at UADA Extension and the challenges of aligning grant data collection with extension requirements
  - Discussed the use of AI models for data evaluation and the development of chatbots for educators and the use of online servers for storing data and the collaboration with Oklahoma State on a national AI model.
  - Highlighted the importance of protecting privacy and confidentiality in data collection

## **Report from Administrative Advisors**

- The annual conference will be held in Atlanta and the theme of the conference is going to be called strengthening Cooperative Extension for community impact.
- They were looking for a speaker who knows what extension is, or who works in extension that can deliver with more impact.
- If you all have ideas or insight on that that you'd like our PLC reps to share at those meetings, please send it to Cynthia and Lola

## POW Updates

The last item on the agenda was POW updates. The key contact persons of each working group provided updates on the assigned items (see Table below).

### Annual Plan of Work September 1, 2024 – August 31, 2025

Item to Accomplish	Responsibility (Names of people assigned to item)	Goal Date (Anticipated completion date)	Updates (October 15,2024)	Updates (January 22, 2025)
Host a virtual summer school in collaboration with NAEPSDP with the topic to be determined via needs assessment. Continue promotion efforts through committee and organization leadership.	Julie Robinson, Armenta Lockhart, Cheryl Newberry, Matt Bengé*	August 2025	Nothing to report. Matt was out of the country.	Our first meeting was scheduled in the fall, but our Florida hurricanes postponed it. Our first meeting will be Jan 31 <sup>st</sup> . I've been in contact with the Professional Development Chair of NAEPSDP (Beth Hawkyard) regarding VSS, and she will be at our meeting next week.
Host a Leadership Lunch and Learn webinar series.	Dave Herpy, Kristi Carpenter, Brandi Berven, Steve Siegelin, Eleanor Baker, Cheryl Newberry, Bethany Cleveland, Julie Robinson*	August 2025	This is happening but Julie was not on the call to provide updates.	We still have space if anybody wants to do a book review for July, August, September and October. Please contact Julie to sign up and/or any advice on how to market
Promote Resource Database and partner with NAEPSDP.	Cheryl Newberry, Matt Bengé*, & Tia Gregory*	August 2025	Nothing to report	NAEPSD conference attendees were invited to upload their materials
Host a monthly Extension reporting system showcase.	Meredith Weinstein, Sarah Baughman, Tia Gregory, Karen Franck, Jeantyl Norze, Lola Adedokun, Meggan Franks* & Brian Faries*	August 2025	Drafted emails to send out Drafted a schedule for everyone to sign up.	LSU presented their reporting system including data, metrics, and internal workflow process.

Item to Accomplish	Responsibility (Names of people assigned to item)	Goal Date (Anticipated completion date)	Updates (October 15,2024)	Updates (January 22, 2025)
			Brian is scheduled for November and all other states will follow	
Update inventory of reporting through the southern region.	Nesma Osman, Karen Franck, Sarah Baughman, Meggan Franks, Brian Faries, Lola Adedokun, Jeantyl Norze, Lola Adedokun, Meredith Weinstein* & Tia Gregory*	August 2025	Nothing to report	An inventory survey shared with the committee for feedback. We are waiting for their feedback.
Conduct an inventory of online resources for Extension program development.	Kisha Faulk, Matt Benge, Joan York, Diann Simmons, Armenta Lockhart, Cynthia Pierfax, Sarah Baughman*	August 2025	Drafted survey to send out. Planned to meet relatively soon.	Nothing to report. Need more people to assist with this POW.
Conduct an inventory of online resources for Extension staff development.	Darryl Johnson, Brandi Berven, Armenta Lockhart, Bethany Cleveland* & Steve Siegelin*	August 2025	Steve and Bethany were not on the call to provide updates.	Steve and Bethany were not on the call to provide updates.
Craft guidelines and strategies for effective recruitment of targeted audiences for Extension positions.	Dave Herpy, Cindy Canfield, Brandi Berven, Steve Siegelin, Hannah Gerken**, Eleanor Baker* & Bethany Eigel*	August 2025	Just had their meeting. Drafted meeting calendar for the year but no actions yet. Had conversations about digging a little bit deeper on effective internship programs as recruitment tools.	Just our meeting canceled because of poor timing. We have recently discussed the real value of recruiting from the internship programs that we have already established in our states.

\*Key contact person of each working group or person who will serve as a key contact for item.

\*\* New to the group.