

August 20, 2019

Call to Order & Introductions

Julie Robinson called the meeting to order at 10:33 a.m.

Participants:

- Julie Robinson, University of Arkansas
- Doug Bohner, University of Tennessee
- Amy Harder, University of Florida
- Damona Doye, Oklahoma State University
- Nancy Calix, Kentucky State University
- Cheryl Newberry, Oklahoma State University
- Natalie Cook, Oklahoma State University
- Doze Butler, University of Arkansas-Pine Bluff
- Diane Mashburn, University of Arkansas
- Ken Jones, University of Kentucky
- Eugenia Gwynn, North Carolina A&T University
- Celeste Allgood, Fort Valley State University
- Susan Guynn, Clemson University
- Carmalita Pollard, Tuskegee University
- Karen Vines, Virginia Tech
- Kristie Farner, University of Georgia
- Marina Denny, Mississippi State University
- Todd Hurt, University of Georgia
- Sarah Baughman, Virginia Tech
- Doris Heath, Virginia State University
- Vonda Richardson, Florida A&M University
- Meredith Weinstein, North Carolina State University
- Karen Ballard, University of Arkansas

Review of Agenda

Note: one correction to the agenda – typo should be corrected to read “1862 PLC Representative.”

Julie provided an overview of the agenda. Amy Harder reminded participants to submit any outstanding state reports by the end of the day so they could be aggregated and shared with the group before tomorrow’s state reports.

Reviews of Minutes and Membership List

Need to add OSU and Clemson participants, plus Nancy and Kristi, to July 2019 minutes.

Karen Vines moved to approve minutes as amended; Marina Denny seconded. Motion passes.

Julie asked participants to review the list of PSD members on behalf of their states.

Committee Night Out

Julie took a count to see how many people wanted to attend State's Night Out; 13 participants indicated that they intended to go. More details will be forthcoming.

Officer Reports

Julie Robinson, Chair

Julie solicited feedback on the opening panel of PLN with Drs. Angle and Steele. Discussion included a possible focus on micro-credentialing, the POW item of a common training database, and more of a national approach versus state approach. A brief overview was provided on JCEP's core competency framework efforts; the committee charge was shared with the PSD committee via the listserv. Discussion was suspended for Dr. Angle.

Dr. Scott Angle, Director of NIFA

The most important thing happening at NIFA is the transition to Kansas City. Employees are in the process of moving and being hired to fill positions in the new location. NIFA's performance impacts state-level Extension system. Dr. Angle described multiple strategies to fill positions. There were 350 people in NIFA; they will be down to 50 people following the transition. There may be some delays in the arrival of funding. Dr. Angle discussed the "once in a lifetime opportunity" to change a government agency; he's determined to make positive outcomes from the present situation. Eventually, stakeholders will have an opportunity to provide input into how NIFA moves forward. Dr. Angle addressed concerns about flat funding for Extension and indicated a desire to increase funding to bring back agent positions. Dr. Angle indicated the proposed changes to the AREERA reporting system impacting Extension were going to be reviewed. The focus on NIFA now is on new efficiency, helping communities, and increasing funding.

A small workforce – 6-8 program liaison officers – will be left in DC to work on building new funding partnerships and to meet with state partners when they are in town. These are new positions created as a result of the Kansas City move. NIFA is actively trying to recruit senior/seasoned employees from universities to help with the short-term transition until the agency can rebuild the loss of experience.

The more popular location for relocating NIFA amongst present employees was Raleigh-Durham; the Secretary chose Kansas City. Dr. Angle indicated there is a lot of interest from new people in filling those jobs. However, training will take time. Sub-contractors have limited areas in which they can provide work. Program leaders will have more responsibilities during the transition than what they normally would. Dr. Angle shared plans to hire NIFA retirees who can telecommute from DC; those plans are still pending approval.

Broadband in rural communities is an on-going discussion and may offer opportunities for Extension in the future. Language accessibility is a need. Having Big Data experts at NIFA

would be very useful. Extension could do a better job of accessing integrated program grants; Big Data would be a concept that could be covered by this.

Reports from Administrative Advisors

Vonda Richardson shared that 1890s have been focusing on 1890 professional development academy. Several cohorts have been trained, including some participation in the eXtension Impact collaborative. On the administrative director level, there's also a need for training due to turnover. As a part of ECOP, there's a new orientation session for onboarding new administrators. This may be an opportunity for the PSD committee to engage with that process. The Association of Extension Administrators (1890s) 2020 conference will be next June (2020). Everyone is invited and registration should be coming out soon. The 1890 Centers of Excellence – 6 centers were authorized in the last Farm Bill – the next funding cycle will authorize 3 centers. There was a convening of 4-H program leaders to discuss needs unique to 1890 programs, including funding support, messaging, and marketing. The Regional Excellence in Extension awards need nominations and evaluation is a critical component of determining excellence.

Damona Doye shared updates about administrative personnel changes in the Southern Region (Stephenson, Hyde). Rick Cartwright intends to retire next year (Arkansas). Damona seconded the need to nominate good people for awards nationally. ECOP is advertising hiring a new full-time Executive Director. A liaison, Dr. Al Wysocki from UF, has been selected for a trial one-year session as ACOP liaison to ECOP. The Southern Region needs to support NIFA during the transition. PSD members should be contributing to the landgrantimpacts.org database. The PSD committee was commended for its good work over the year.

Question for advisors: Who should be contacted when state liaisons to NIFA have left?

Question for advisors: Have the SR advisors discussed opting out of the landgrantimpacts.org database? The NE Region has opted out.

Question for advisors: Are LGUs still actively opposing the move?

Answer: No, LGUs are not officially working against the move anymore. Since the decision was made, it is now in LGUs best interest to support NIFA and their people.

Officer Reports continued

Nancy Calix

Nothing to report.

Amy Harder

Nothing to report.

POW Sub-Committee Check-Ins

Members were encouraged to check-in with their groups for POW items to determine what would be reported out in the afternoon.

Adjourn for Lunch

Plan of Work Reports 2018 – 2019

Succession Planning Research

Ken Jones shared and discussed a handout (see Appendix A) summarizing the results of the succession planning assessment. This POW item was completed in July 2019. Discussion included possible ways to disseminate the results; an abstract has already been submitted to NAEPSDP. Also, interest was expressed in replicating this research with a focus on succession planning at the county level, but also getting county agents to move to state positions. A suggestion was made to get a clearer definition of how respondents defined succession planning. Generalized discussion about succession planning and retention followed.

Action item: Julie will share Appendix A with Damona and Vonda to share with their administrative peers.

Virtual Summer School

Diane Mashburn shared and discussed a handout (see Appendix B) summarizing topics covered during VSS and participation data. Information about VSS was provided to JCEP and they endorsed it, but feedback indicates that the respective association presidents did not share with their membership. This POW item was completed in July 2019.

Competency-based Resources Database

Scott Cummings was the key contact on this POW item but was unable to attend due to personal reasons. The sub-committee indicated little progress had been made over the past year; infrastructure is an issue. A suggestion was made to possibly seek grant funding for this POW item if it is going to move forward. Review/vetting of resources, population of resources, and expiration of resources are all logistical challenges to realizing this POW item. If the POW item is proposed again for next year, the POW item for the next year could be the review of the database and that could become a recurring POW item.

Action item: Follow-up with Scott to determine if TAMU AgriLife Extension still intends to have an online database that could be used for this purpose.

Culturally and Linguistically Appropriate Resources for Programs and Evaluation

Nancy Calix shared that there is a great resource on civil discourse that's been piloted in ~20 states, available from Rachel Wellborn. Nancy indicated her willingness to share a list of resources that would be useful; she leads a field experience to improve awareness each May and PSD members are invited. UGA and Fort Valley State are going to explore creating a similar experience for their agents. A list of resources is available in Appendix C.

Communications Committee Competencies Review

Julie Robinson distributed handouts covering the SR-PLN Recommendations for Communications Competencies and Objectives. The Communications Committee wanted feedback from the PSD Committee on their work; the focus is on their approach rather than specific wording or listing of competency statements. Questions were asked regarding the Communications Committee's intentions and goals for their recommendations. Concerns related to timelines for learning the content; a suggestion was made to add priority level to the different items. Concerns also related to the inclusion of evaluation in several of the areas and who would actually do (and be qualified to do) the communications trainings. Another recommendation was made to add ADA compliance, inclusion, and language accessibility as a domain for training.

Action item: Amy will send resource on writing learning objectives to Todd to share with the Communications Committee.

Update from Todd and Meredith on 8/21: The Communications Committee wants to create an online course. Approximately 25% of the Communications Committee reported not having a PSD staff member at their university; they will need help making the online course modules and especially with writing assessments. Discussion noted there are multiple logistical challenges facing the implementation of their vision, but the PSD group generally supports their efforts.

Reports from PLC Representatives

Celeste Allgood

Nothing to report.

Meredith Weinstein

Conference location for 2020 is Fort Worth, TX from August 24-27. 2021 is undecided. St. Petersburg, FL was suggested. Using a professional conference planner was also suggested. Suggestions for future pre-conferences were solicited. Evaluations are the best tool for creating change in the structure of PLN, so participants need to strongly frame their comments. The committee leadership meeting could be pushed back in the schedule to better utilize people's time.

Other Items

The pre-conference on disasters received mixed feedback. Participants felt the content did not match their expectations and did not emphasize best practices to the extent that was desired.

NEROAC is likely to have a very different format in 2020, given the changes occurring at NIFA. People should be flexible in their expectations and review the agenda carefully to determine if it still fits their needs.

Meeting is adjourned at 4:41 p.m.

August 21, 2019

Julie Robinson called the meeting to order at 8:17 a.m.

2018 – 2019 Plan of Work

Nancy Calix confirmed the completion data for the resource availability item was August 2019. Most 1862 LGUs have diversity offices; most 1890 LGUs do not. One possible reason is that 1890 LGUs are already dedicated to working with underserved audiences.

2019 – 2020 Plan of Work

Todd Hurt reported that he'd been in contact with Scott Cummings. TAMU is changing their database structure and will not be ready to support the 2018 – 2019 POW item until they finish their restructuring.

Proposed action item: Explore current evaluation training materials or create an evaluation training and evaluation instrument for communications. The goal date will be January 2020 to have a draft instrument and training resources summary.

Meredith Weinstein proposed reviewing the different definitions of contacts in each state. There are observable discrepancies between how states are reporting, when considering state size/personnel and reported contacts. Social media contacts seems to be a common issue, as are contacts for shared events.

Proposed action item: Compare and contrast current state policies and procedures for reporting educational contacts for the purpose of developing a common list of recommended best practices. Possible key contacts are Meredith Weinstein or Donna Peterson. Possible team members include Diane Craig and Diane Mashburn.

Diane Mashburn presented information about potential topics for the 2020 Virtual Summer School. General discussion covered a variety of topics and narrowed to focus on diversity and inclusion.

Follow-up: Diane will share the notes from the discussion with the NAEPSDP representatives.

Proposed action item: 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. Key contact will be Diane Mashburn. Possible team members include Julie Robinson and Natalie Cook.

Nancy Calix presented more information about the immersive field experience focused on deepening understanding of the Civil Rights era. The field experience takes place in Alabama and includes multiple types of experiences designed to help participants increase their knowledge and reflect upon what they observed and felt each day. There was consensus that the experience is worthwhile but not a POW item.

The idea of repositories was revisited. The possibility of NAEPSDP housing resources was mentioned. Several ideas are at an impasse without access to a repository. eXtension is another

possibility. A handout was distributed on the listserv with instructions to a database that was created in 2016 for PSD in eXtension. Diane Mashburn reported that eXtension has a notice posted that the create sites are being discontinued. Todd Hurt shared there are older resources within the site; there are questions of continued accessibility, particularly for LGUs who have opted out of eXtension sponsorship.

Proposed action: Continue exploration of the potential use of a database or repository for sharing competency-based resources. Key contact: Todd Hurt. Potential team members include Scott Cummings and Karen Ballard.

POW items were reviewed, revised, and approved.

State Reports

University of Tennessee

Doug Bohner shared that UT Knoxville and UTIA have been unified as of June. Listening sessions with employees and stakeholders are taking place to determine how to make the unification successful. Dr. Cross is no longer Chancellor, but Senior Vice President and Senior Vice Chancellor. NSF guidelines influenced the change in titles because of how research rankings are determined. 4-H is separating from the Department of Agricultural Leadership, Education, and Communication; they are actively searching for a new 4-H program leader as well as a new FCS program leader. SUPER is the system that's used for multiple purposes for Extension, including volunteer management and reporting. UT is looking for an Extension specialist to do the Federal report; it is a non-tenure position. Accomplishments for the year include a leadership program (Lead 95), upcoming rollout of SUPER 2.0, restructuring new agent orientation, and alignment of critical issues for Federal POW between UT and TSU. There's a heavy emphasis on increasing minority recruiting, attending 1890 LGU career fairs to improve diversity of the agent population. They also conducted a salary equity analysis across the southern region; county funding is the biggest influence on variability between agents. UT is piloting a racial discourse program. Directions for 2020 include assessing the mentorship program, a focus on civil rights, continued emphasis on diversity and inclusion, and rollout of the new 2020-2030 strategic plan.

University of Florida

Amy Harder shared information about a new journal that will be published in January, focused on human capacity development. More details will be shared closer to the end of the year. Additional information can be found in the State Reports Appendix.

Kentucky State University

Please see the State Reports Appendix.

University of Kentucky

Please see the State Reports Appendix. Kentucky is experiencing a lot of change at the state administrative levels.

Oklahoma State University

Please see the State Reports Appendix.

Questions

1. Do other states have professional associations for support staff? Answer: generally, no. OSU is looking for any concerted professional development efforts targeted to support staff. Arkansas has a fraternity.
2. Is there a unified approach to onboarding across program areas in other states? Answer: it varies. Please share approaches with OSU. Discussion covered the difficulty finding enough time to train new agents without overloading them or causing counties to complain about their absence.
3. What are successful Extension models that have gone through and adapted to change? Answer: Contact Minnesota, as they've published a book and articles about their organizational change. Jones Laughlin was also suggested, as was Craig Edwards.

Adjourn for lunch

Action Items and ROA

Please see the appropriate appendix.

2019 – 2020 POW

Todd Hurt reported the IT committee would like the PSD committee to determine what our expectations and requirements are for the repository. Lengthy discussion ensued about possibilities and eXtension. The decision was made to take off any mention of any other committee from this POW item.

State Reports continued

University of Arkansas

Please see the State Reports appendix.

Virginia State University

Please see the State Reports appendix.

University of Georgia

Please see the State Reports appendix. Additional discussion focused on the mentoring program. MSU Extension funds their mentors at \$1200 per year. UGA currently does not have an incentive system but is considering adding awards. Todd Hurt will share a powerpoint presentation via the listserv that is used in their onboarding program.

Mississippi State University

Please see the State Reports appendix.

Fort Valley State University

A new Dean for the College of Agriculture, Family Sciences, and Technology started in July. Dr. Ralph Noble comes from North Carolina A&T University and Tuskegee University. He specializes in animal sciences and reproductive physiology. In anticipation of needing to respond to the Civil Rights review, they hired an individual to work with limited English clients and population. She is the Minority Communications and Outreach Coordinator, tasked with building relationships, translating materials, and acting as a liaison for working with specific populations. UGA recently completed major update to the shared data collection system, GA Counts. In response, it revealed gaps in knowledge for utilizing the system. Celeste Allgood has created and piloted new training materials and methods for the staff at FVSU. It is much more interactive and reduces anxiety related to asking questions; Poll Everywhere is the main tool used for this. Goose Chase is a scavenger hunt app that was successfully used for a research and extension joint event. People who want to use this app should plan to make more activities than they think are necessary; experience shows teams work through them quickly.

Virginia Tech University

Please see the State Reports appendix.

North Carolina State University

Please see the State Reports appendix.

North Carolina A&T

NC A&T's progress report was distributed on behalf of Eugenia Gwynn.

Meeting concluded in the late afternoon.

Respectfully submitted,

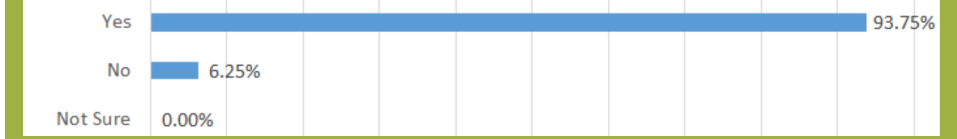
Amy Harder, University of Florida

Secretary

2019 Southern Region Succession Planning Assessment

All respondents were Extension administrators, in charge of or had the influence to lead succession planning efforts.

Are there staff/faculty within your Extension system ready to successfully assume leadership positions?



25% reported that no institutional/organizational knowledge was currently being documented and shared with others.

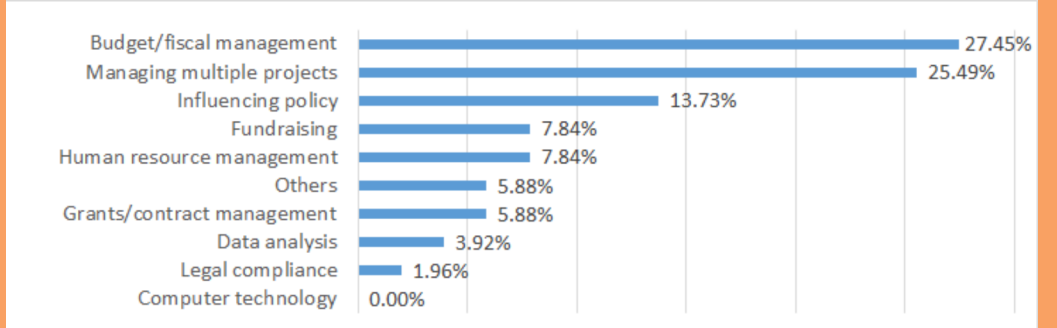
Additional skills, competencies, and experiences that current leaders want the next administrator to possess.

- A strong understanding of the importance of the Extension mission to the public.
- High capacity to successfully adapt and manage an increasing level of change
- Fundraising acumen
- Person of integrity, passion for people, team player, ethical and embraces diversity, technology, innovation and great communicator.
- Political ability, fundraising ability
- Passion for Extension

WHEN does succession planning take place within your Extension system?

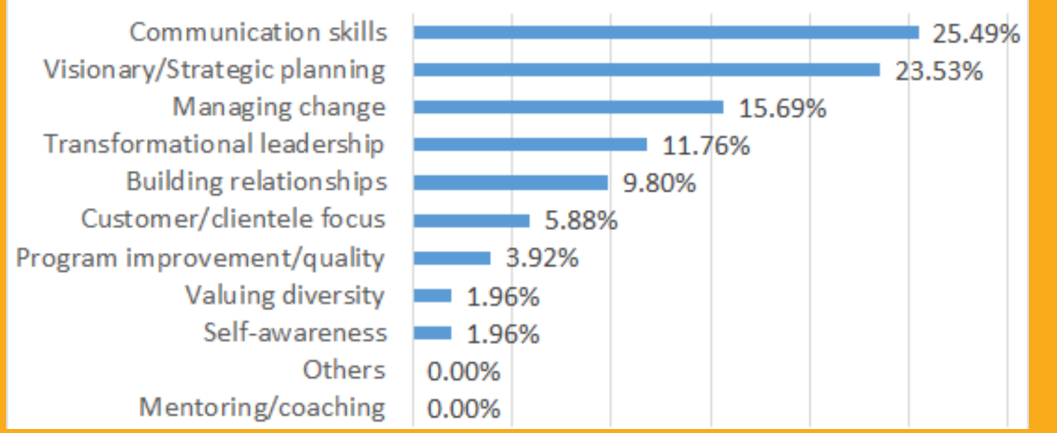
- 19% - Just before the current administration announces his/her decision to leave or retire.
- 25% - After the current administrator has announced his/her decision to leave or retire.
- 56% - A while before the current administration announces his/her decision to leave/retire and it is an ongoing activity.

Technical competencies most relevant for today's Extension leader.

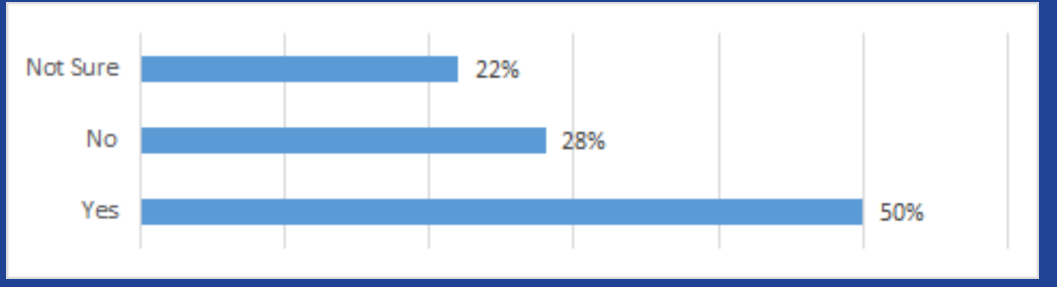


- Other comments:
- Clear communication of organizational vision
 - Historical perspective of Extension and program development
 - Understand clientele needs

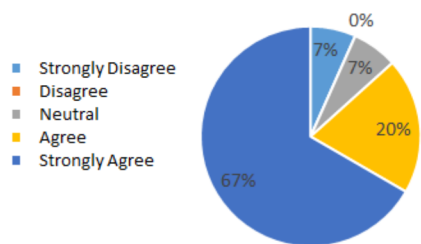
Personal/core competencies most important for today's Extension leader.



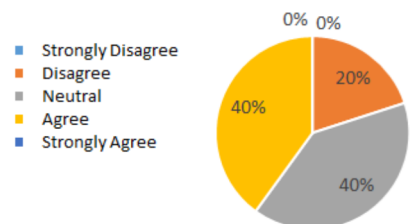
Does your Extension system currently have individuals in all the key positions necessary to support continuity? (In other words, are people in these key positions qualified to step into higher level roles?)



I believe I have a role to play in Extension's succession planning.



My Extension system is very effective in mentoring talented individuals for future administrative positions.



What do you perceive to be the most challenging issue in regard to succession planning within Extension?

- 19% - Perceived favoritism of certain individuals within the system.
- 12% - Not having a qualified internal candidate.
- 19% - Lack of interest by current employee(s).
- Other Challenges:
 - Too Demanding
 - Not enough qualified employees
 - Our system doesn't provide the experience needed to become the Extension Director
 - It may be against all HR rules
 - University policy/processes
 - Time to work on it
 - Positions can seem overwhelming; limiting interest
 - Heavy work demand

If your current Extension administrator left tomorrow, how long do you think it would take to place a permanent hire (non-interim) in the position?

- > 1 year - 19%
- = 1 year - 56%
- < 6 months - 25%

Does your Extension system have a plan to replace talented, highly-valued administrators (if those individuals voluntarily leave)?

- Yes - 56%
- No - 31%
- Not Sure - 13%

Is your Extension system currently preparing a specific person to become the next administrative leader (Assistant/Associate Dean, 1890 Administrator, Dean, University level administrator, etc.)?

- Yes - 12.5%
- No - 75%
- Not Sure - 12.5%

Succession Plans proposed by Extension systems in the Southern Region:

- Name a capable interim and then searching nationally for the next leader in these positions (requires 12 - 18 months to complete).
- Certain individuals have been recruited and supported by administration in attending/participating in a variety of leadership opportunities and programs.
- We advertise the position
- A group of talented professionals in programmatic leadership roles are currently in positions that groom (future leaders) to assume administrative leadership roles as they become vacant.
- Pull from within Mid-Management ranks (District, Regional and Unit Leaders - those individuals who have been identified and have completed some advanced leadership and management training).
- Some in current roles are being evaluated, matched with others in the organization.
- Hire the best talent possible for the position
- Follow the organization chart; national search process

Extension Administrators' Perceptions of Succession Planning (within their Extension System)

#	Items	Mean	Std Deviation
1	I believe a new administrator must be able to hit the ground running in order to move Extension forward.	3.93	0.77
2	I believe I have a role to play in Extension's succession planning.	4.40	1.08
3	I am sought out for my opinion on strategies for succession planning.	4.13	0.72
4	I believe other administrators value my opinion on succession planning.	4.20	0.65
5	There is a high level of job satisfaction among those in position to move into administration.	3.93	0.68
6	There is a high level of engagement (serving on committees, volunteering to lead initiatives, etc.) among those in position to move into administration.	4.13	0.50
7	My Extension system is very effective in mentoring talented individuals for future administrative positions.	3.20	0.75

Note. Scale ranged from 1 (Strongly Disagree) to 5 (Strongly Agree)

VIRTUAL SUMMER SCHOOL 2019
**ONBOARDING TO
SUCCESSION PLANNING**



NAEPSDP/SRPLN Program & Staff Development Committee

Virtual Summer School: Onboarding to Succession Planning

July 15-19, 2019

Zoom Sessions Hosted by Michigan State University Extension

Call for Proposals- Deadline May 31, 2019

Proposals Submitted: 13

Proposals Accepted: 6

Total Registrations: 291

Total Live Participants: 207

Monday, July 15, 2019, 12:00-1:00 PM (EDT)

SESSION TITLE: *“Creation of a Portfolio System for Agent On-boarding”*

PRESENTER: Joe Hunnings, Director, Planning and Reporting, Professional Development and Civil Rights Compliance, Virginia Tech

SESSION DESCRIPTION: *Virginia Cooperative Extension will be rolling out a Canvas CMS-based portfolio system as a means of facilitating and monitoring Agent on-boarding. In this webinar we will share details about the development, structure, and function of the portfolio.*

- Registrants: 59
 - Live Participants: 51
 - Attendance Rate: 86%
-

Tuesday, July 16, 2019, 12:00-1:00 PM (EDT)

SESSION TITLE: “*An Innovative New Staff Orientation Experience Online*”

PRESENTERS: Kim Fleming, Professional Development and Volunteer Involvement Specialist, Cornell University, and Leslie Bobby, Interim Coordinator Southern Regional Extension Forestry, University of Georgia

SESSION DESCRIPTION:

Part 1: New Staff Orientation Online- *Kim Fleming, Cornell University*

Cornell Cooperative Extension Administration at Cornell University gathered input from current staff, new staff, and directors to design an online orientation course intended to help new employees to better understand our organization and the resources and supports that are in place for them during their first few months on the job. This training, ready on demand, prepares new staff to be able to explain the purpose and breadth of Cornell Cooperative Extension to others; locate system-wide resources including policy and procedures; identify professional development opportunities, and connect with others building collegial networks that will assist with current work.

**Part 2: Seeding Success-National Onboarding Program for Forestry and Natural Resources
*Leslie Bobby, University of Georgia***

A national team planned and launched an online onboarding program for early career Extension forestry and natural resources professionals. The course was launched for a live cohort, via webinars, and are now being turned into e-learning modules for future use. <https://sref.info/seeding-success/about>

- Registrants: 62
 - Live Participants: 49
 - Attendance Rate: 79%
-

Wednesday, July 17, 2019, 12:00-1:00 PM (EDT)

SESSION TITLE: “*Better Together: Mentoring Team vs Mentor*”

PRESENTERS: Kristi Farner, Program and Staff Development Specialist, University of Georgia, and Kelle Ashley, 4-H Extension Agent, University of Georgia

SESSION DESCRIPTION:

A positive mentor experience can be helpful for retaining new employees during the onboarding experience for new agents while providing opportunities for mid-career and veteran staff to have leadership opportunities, but it is often hard to find one person to be the perfect fit for a mentee. In this session hear about how one state changed their mentor program to have mentor teams instead of a single mentor for each new agent. Data indicates by splitting the mentor role into two distinct roles mentees and mentors feel more supported. The pool of mentors has grown outside of a program area and mentors increase collaboration by working on a team.

- Registrants: 62
 - Live Participants: 43
 - Attendance Rate: 69%
-

Thursday, July 18, 2019, 12:00-1:00 PM (EDT)

SESSION TITLE: Constructing Cohorts that Enhance Employee Engagement in Extension

PRESENTERS: Amber Shanahan, Extension Educator; Nancy Hegland, Program Leader-Youth Development; and Trish Sheehan, Extension Educator, University of Minnesota; Celeste Carmichael, Program Development & Accountability Specialist, Cornell University

SESSION DESCRIPTION:

Part 1: Constructing Cohorts that Enhance Employee Engagement in Extension- *University of Minnesota*

The University of Minnesota Extension's Center for Youth Development has rolled out a long-term cohort learning format that heavily supports staff as they're onboarded via hybrid learning, and continues on with each two additional cohort series as staff transition into the next season of their work. The cohort learning provides continuous connectivity with both experienced staff and new peers, building strong relationships that influence employee engagement throughout the trajectory of their role. This session will outline the construction and development of the three cohort series (Onboarding, Anchor, and Sustain) and will outline the processes used to enhance the leadership components of these trainings (participatory leadership, action learning, and more).

**Part 2: Program Development Leadership Cohort Builds Community, Skills and Experiences
*Celeste Carmichael, Cornell University***

This in-depth program planning experience is intended for staff with major program leadership responsibilities. The intent is to strengthen skills related to building: program plans & proposals, inclusiveness and diversity, evaluation, and mentoring relationships with colleagues. Graduates are demonstrating continued success - writing proposals and modelling the program development process to colleagues - serving as mentors and support. PDLC is a 4 month commitment that includes two face to face events, online learning topics, and zoom meetings.

- Registrants: 58
- Live Participants: 32
- Attendance Rate: 55%

Friday, July 19, 2019, 12:00-1:00 PM (EDT)

SESSION TITLE: “*Looking to the Future - Succession Planning Panel*”

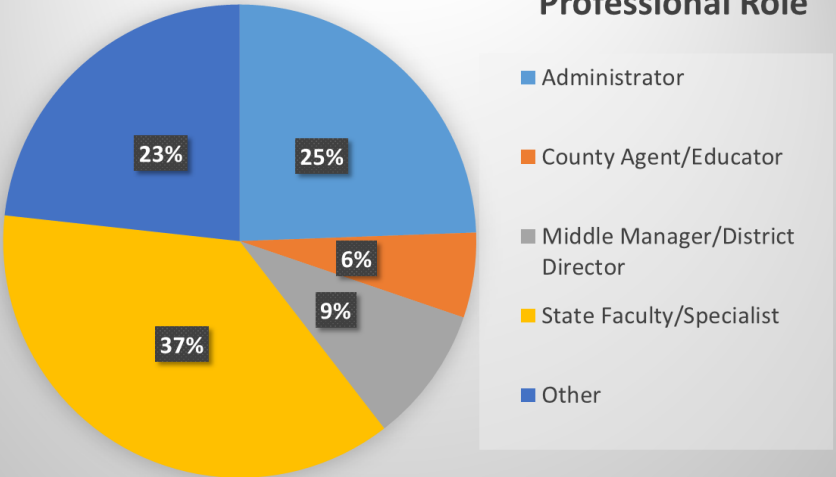
MODERATOR: Kenneth Jones, Director - Program and Staff Development, University of Kentucky

SESSION DESCRIPTION: *In 2018, the Southern Region-Program Leadership Network Program & Staff Development Committee began an assessment of the strategies being undertaken across the Southern Region related to succession planning. As lead, Dr. Ken Jones will facilitate a panel discussion of those efforts identified thus far and where Extension can go from here. Panel members include:*

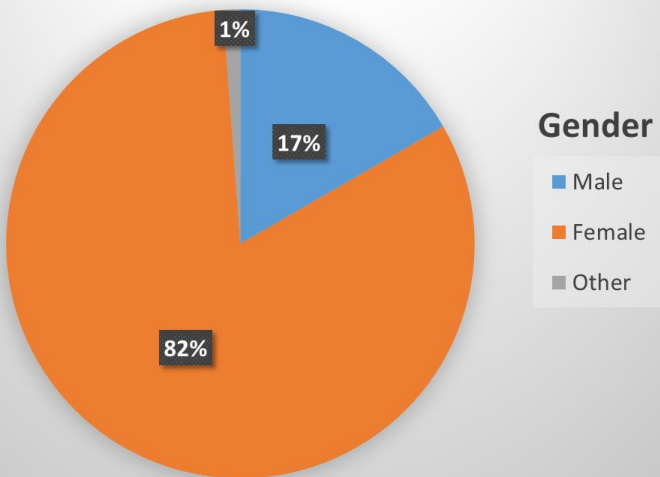
- *Dr. Deacue Fields – Dean, Bumpers College of Agricultural Food and Life Sciences, University of Arkansas*
 - *Dr. Rochelle Sapp - Leadership Development Specialist, University of Georgia Extension*
 - *Dr. Jeffrey Young - Director of County Operations, University of Kentucky Cooperative Extension Service*
- Registrants: 50
 - Live Participants: 32
 - Attendance Rate: 64%

Demographics

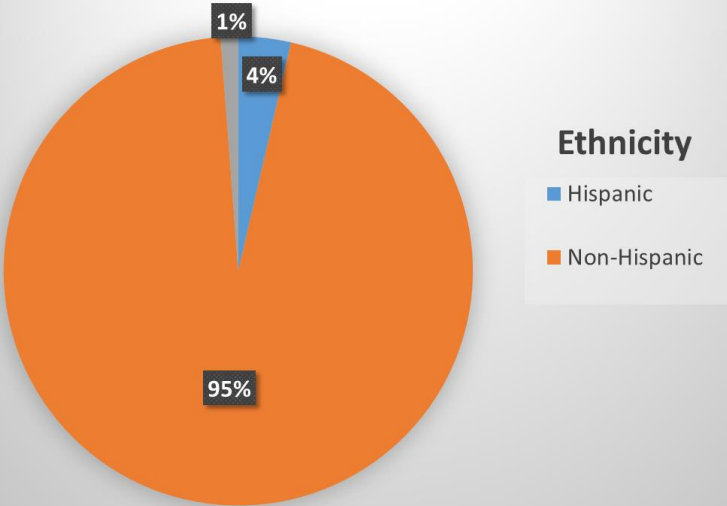
Professional Role



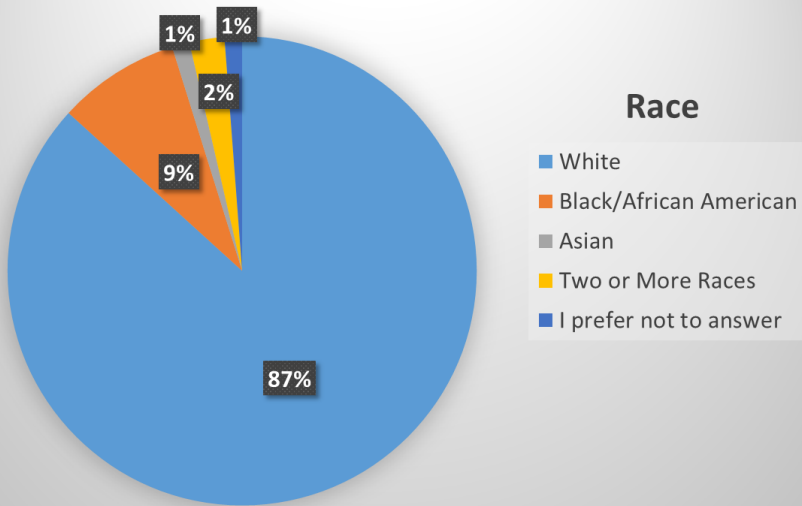
Gender



Ethnicity



Race

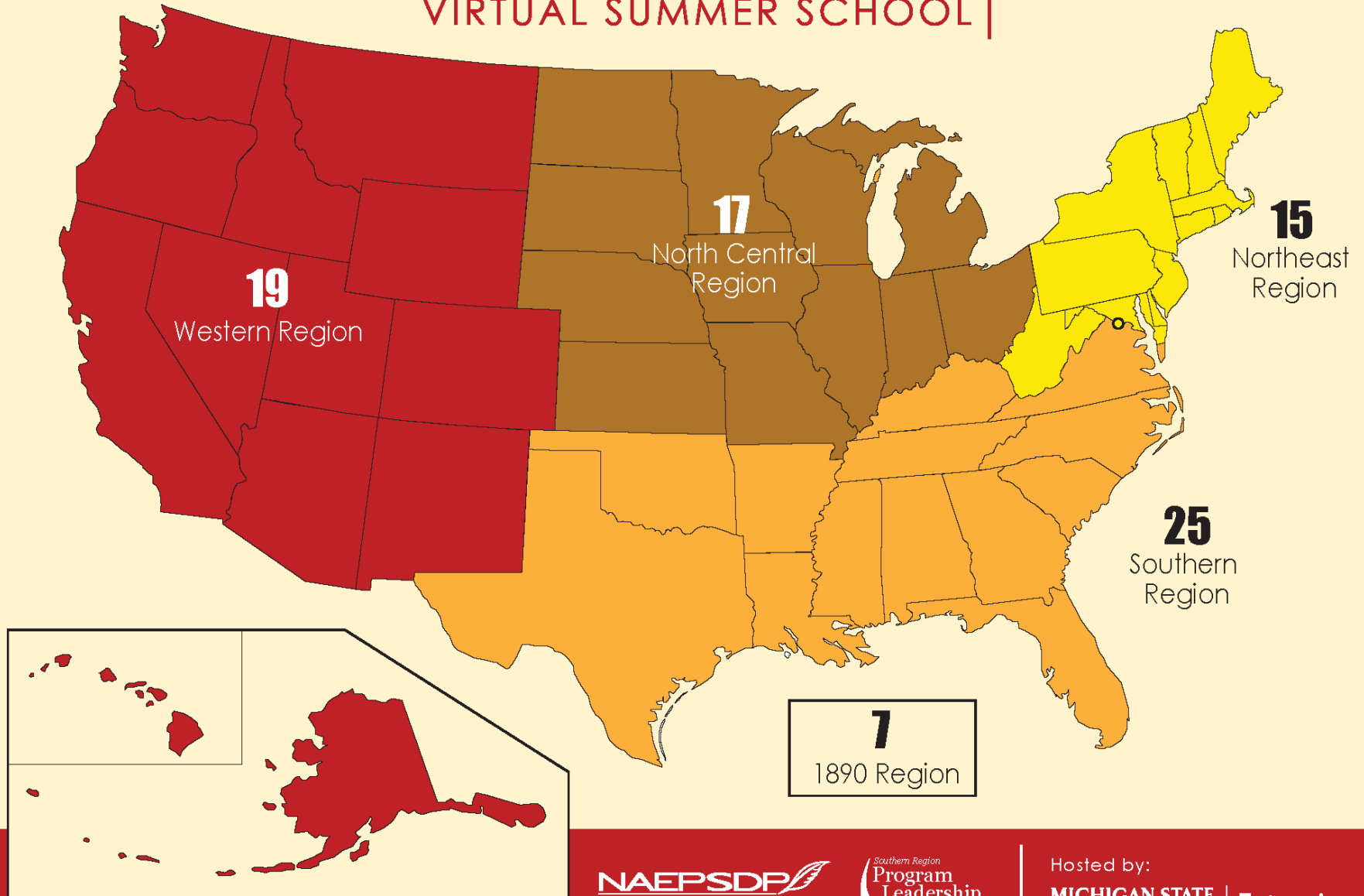


Unduplicated Live Participant Counts by Region

ONBOARDING TO SUCCESSION PLANNING

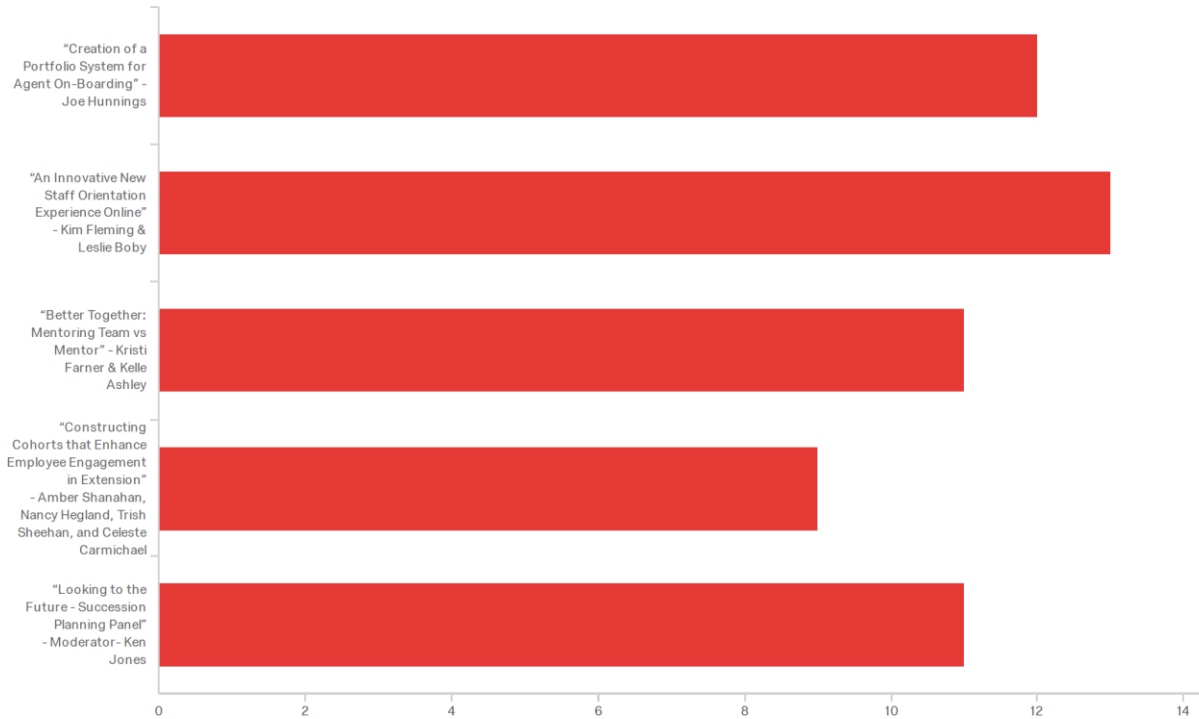
VIRTUAL SUMMER SCHOOL

2019 Summary Report

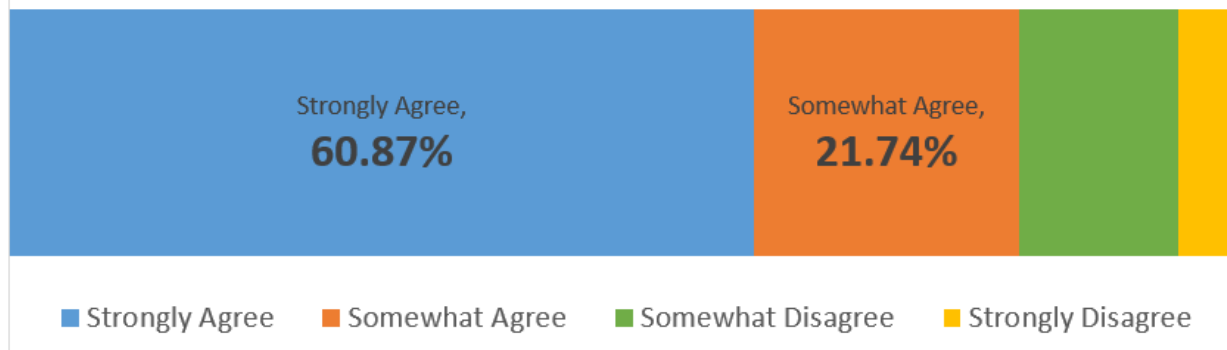


Evaluation Results

Indicate which 2019 Virtual Summer School session(s) you participated. (Selected all that you attended.)



If offered, I would attend advanced level training on this subject.



Item to Accomplish: Explore availability of resources related to culturally and linguistically appropriate programs and evaluation.

Accomplishment: There are several resources that various universities and entities offer. Some are listed below. It is recommended that the universities support the civil dialogue for race relations set forth as a result of the Rapid Response Team (contact: Rachel Welborn). The initiative allows for an opportunity to build authentic relationships overcoming divisiveness through dialogue. The initiative is widely supported by the directors and administrators. In addition, the subcommittee also recommends that Extension professionals engage in experiential learning opportunities such as the educational civil rights experience, *The Movement*, that is put together by Kentucky State University Cooperative Extension Program. This professional development opportunity/experience is for educators and community members, and volunteers who wish to cultivate a deeper understanding of this era in American history and apply this historical knowledge to the present and in their communities for positive change.

Civil Dialogue

<https://civildialogue.extension.org/about-the-civil-dialogue-team/>

http://srdc.msstate.edu/civildialogue/2019_meeting.html

- Train-the-trainers: team of 3 per state (should reflect the diversity of the state)
- State level leadership and training for statewide training to Extension professionals and the community.
- October 7-11, 2019 - Crowne Plaza Aire MSP Airport - Mall of America, Bloomington, MN 55425

Contact: Rachel Welborn, rachel.welborn@msstate.edu

The Movement: Civil Rights Educational Field Experience

Contact: Nancy Calix, Assistant Extension Administrator for County Operations

Kentucky State University

Nancy.calix@kysu.edu

A civil rights educational field experience in Birmingham and Selma, Alabama. (The experience is modified and sites may be added depending on topic.) The modern civil rights movement took place mainly during the 1950s and 1960s and it embodied the struggle for social justice and the pursuit of legal equality that the Constitution of the United States guarantees to all individuals. The movement was made of many people who worked really hard in the pursuit of a just and equitable society. During the experience, individual visit sites in Birmingham and Selma, Alabama where they explore and learn about what life was like for people who lived in this era and why many of them risked their lives, went to jail, participated in protests and boycotts, and engaged in many acts of civil disobedience. Exploring and learning what life was like for these brave Americans help us understand their actions and the impact on society. In addition to tours, this experience includes morning and evening sessions for reflection and facilitated discussion. Participants are asked to complete a pre-departure assignment.

and how you can make changes that create a positive impact in our communities and for future generations.

4-H

<https://wellconnectedcommunities.extension.org/equity-toolkit/>

Juntos Program in North Carolina

<http://juntosnc.com/en-espanol/>

Limited English Proficiency

<https://www.lep.gov>

Language Access Team – University of Wisconsin Extension

<https://blogs.extension.wisc.edu/languageaccess/overview/>

University of Kentucky Office of Diversity – Mia Farrell, Assistant Dean and Director of Diversity <https://diversity.ca.uky.edu>

Alabama Urban Extension. <https://www.aces.edu/blog/category/urban-extension/>

University of Arkansas

<https://diversity.uark.edu>

University of Florida Extension

Café Latino <https://cdo.ufl.edu/find-resources/support/cafe-latino/>

University of Georgia College of Agricultural and Environmental Sciences Diversity Affairs

<https://www.caes.uga.edu/departments/diversity-affairs.html>

LSU AgCenter

https://www.lsuagcenter.com/portals/administration/about-us/human-resources/diversity_center

Mississippi State University

<http://extension.msstate.edu/publications/publications/the-need-for-diversity-and-inclusion-extension-efforts>

Texas AgriLife

<https://agrifileas.tamu.edu/hr/diversity/diversity-resources/>

Virginia Tech

<https://www.cals.vt.edu/about/diversity.html>

1890s Institutions

There are 19 universities designated with land-grant status under the Morrill Act of 1890. Historically black colleges and universities (HBCUs) that are land-grant universities are listed below:

- Alabama A&M University
- Alcorn State University
- Central State University
- Delaware State University
- Florida A&M University
- Fort Valley State University
- Kentucky State University
- Langston University
- Lincoln University
- North Carolina A&T State University
- Prairie View A&M University
- South Carolina State University
- Southern University System
- Tennessee State University
- Tuskegee University
- University of Arkansas Pine Bluff
- University of Maryland Eastern Shore
- Virginia State University
- West Virginia State University

In addition, there are two HBCUs designated under the Morrill Act of 1862.

- University of the District of Columbia
- University of the Virgin Islands



New Committee Officers and Key Contacts
September 1, 2018 – August 31, 2019
(See submission instructions at end of document)

Committee Name	Program and Staff Development	Submission Contact Name:	Nancy Cálix
Chair	Julie Robinson (AR)	Submission Contact E-mail	Nancy.calix@kysu.edu
Vice-Chair	Nancy Calix (KY)	Submission Contact Phone	502-382-6415
Secretary	Amy Harder (FL)	Date of Submission	August 23, 2018
PLC Representative 1862	Meredith Weinstein (NC)	PLC Representative 1890	Celeste Allgood (GA)
1862 Advisor	Damona Doye (OK)	1890 Advisor	Vonda Richardson (FL)

Annual Plan of Work
September 1, 2018 – August 31, 2019

Item to Accomplish	Responsibility (Names of people assigned to item)	Key Contact (Person who will serve as a key contact for item)	Goal Date (Anticipated completion date)	Completion Date (to be filled in when completed)
Assess southern region on strategies for succession planning.	Ken Jones, Karen Vines, Nancy Cálix, Doug Bohner, Kristi Farner, Eugenia Gwynn	Ken Jones	August 2019	July 2019
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, Marina Denny, Nancy Cálix, Diane Mashburn	Diane Mashburn	August 2019	July 2019

Item to Accomplish	Responsibility (Names of people assigned to item)	Key Contact (Person who will serve as a key contact for item)	Goal Date (Anticipated completion date)	Completion Date (to be filled in when completed)
Explore the potential use of a database for sharing competency-based resources. Pilot with PSD, IT, and Communications committees.	Donna Peterson, Todd Hurt, Scott Cummings, Meredith Weinstein, Angela Hurt (COM) Stacy Herrick (COM), Neal Vines (IT), Diana Morian (IT)	Scott Cummings	August 2019	Ongoing
Explore availability of resources (people, programs, financial) related to culturally and linguistically appropriate programs and evaluation.	Paul Waddy, Nancy Cálix, Meredith Weinstein, Doug Bohner, Eugenia Gwynn, Julie Robinson, Rachel Welborn (CRD), Thelma Barnes	Nancy Cálix	August 2019	August 2019

Quarterly Conference Call Schedule: (Dates/Times – Please indicate time zone)

January 16, 2019 – 1:00 p.m. (CST)/2:00 p.m. (EST)

April 17, 2019 – 1:00 p.m. (CST)/2:00 p.m. (EST)

July 17, 2019 – 1:00 p.m. (CST)/2:00 p.m. (EST)

Zoom meeting link (recurring): <https://uaex.zoom.us/j/570476907>

To add more lines, if needed: Place curser in last box of the last row. Hit “tab.” Another row should appear.

Submission instructions:

- Rename the document with your committee name initials (ANR, CRD, COM, FCS, 4H, ITS, MM, PSD, PLC) such as: ANRplanofwork.doc
- Email document to rachel.welborn@msstate.edu
- If you have problems, contact Rachel Welborn at 662-325-5885 or rachel.welborn@msstate.edu.



New Committee Officers and Key Contacts
September 1, 2019 – August 31, 2020
(See submission instructions at end of document)

Committee Name	Program and Staff Development	Submission Contact Name:	Amy Harder
Chair	Nancy Calix (KY)	Submission Contact E-mail	amharder@ufl.edu
Vice-Chair	Amy Harder (FL)	Submission Contact Phone	352-273-2569
Secretary	Marina Denny (MS)	Date of Submission	August 21, 2019
PLC Representative 1862	Meredith Weinstein (NC)	PLC Representative 1890	Celeste Allgood (GA)
1862 Advisor	Damona Doye (OK)	1890 Advisor	Vonda Richardson (FL)

Annual Plan of Work
September 1, 2019 – August 31, 2020

Item to Accomplish	Responsibility (Names of people assigned to item)	Key Contact (Person who will serve as a key contact for item)	Goal Date (Anticipated completion date)	Completion Date (to be filled in when completed)
Explore current evaluation training materials and create an evaluation instrument to support the Communications Committee online training modules.	Todd Hurt, Amy Harder, Marina Denny, Meredith Weinstein	Meredith Weinstein	January 2020	
Compare and contrast current state policies and procedures for reporting educational contacts for the purpose of	Diane Mashburn, Diane Craig, Meredith Weinstein, Donna Peterson	Donna Peterson	August 2020	

Item to Accomplish	Responsibility (Names of people assigned to item)	Key Contact (Person who will serve as a key contact for item)	Goal Date (Anticipated completion date)	Completion Date (to be filled in when completed)
developing a common list of recommended best practices.				
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.	Natalie Cook, Julie Robinson, Diane Mashburn, Karen Vines	Diane Mashburn	July 2020	
Continue exploration of the potential use of a database or repository for sharing competency-based resources.	Karen Ballard, Scott Cummings, Cheryl Newberry, Todd Hurt, Karen Vines	Todd Hurt	August 2020	

Quarterly Conference Call Schedule: (Dates/Times – Please indicate time zone)

January 14, 2020 - 2 pm EST

April 14, 2020 - 2 pm EST

July 14, 2020 - 2 pm EST

To add more lines, if needed: Place curser in last box of the last row. Hit “tab.” Another row should appear.

Submission instructions:

- Rename the document with your committee name initials (ANR, CRD, COM, FCS, 4H, ITS, MM, PSD, PLC) such as: ANRplanofwork.doc
- Email document to russ.garner@msstate.edu
- If you have problems, contact Russ Garner at 662-325-0153 or russ.garner@msstate.edu.

Southern Region PLN: PSD Committee

Arkansas Report

August 20, 2019

1. Current program and staffing situation.

Effective September 1, 2019 PSD will be merged with the Community and Economic Development Program Area, creating a new department which will be named Community, Professional and Economic Development.

The PSD department is responsible for:

- NIFA Planning, Reporting & Accountability
- Instructional Design & Development
- Program evaluation support
- Onboarding
- New Agent Mentoring Program
- Mentables
- Special Projects & Grants
- Support Staff Conference
- Tech Tuesdays
- Communications College
- Support for internal impact reporting and accountability

Current faculty and staff include:

Karen Ballard (Professor)

Julie Robinson (Associate Professor)

Diane Mashburn (Instructor)

Lynn Wilson (Mentoring Program Coordinator & other Administrative Assignments)

Armenta Lockhart (Instructional Designer)

Diedre Young (Soybean Science Challenge Project Manager)

Rita Watson (Virtual Education Specialist)

2. Briefly describe your program highlights for 2019, including collaboration activities & funding sources.

We survived the 2019 gantlet of our own making . . . we even have T-Shirts!

Within four weeks we coordinated and managed:

- Statewide Support Staff Conference (160 participants)
- Hackathon (56 participants)
- Check-In & Tune-Up (75 participants)
- Communications College (18 participants)
- Young AG Leaders Tour (28 participants)

Grants include:

- Arkansas Soybean Promotion Board funding the Soybean Science Challenge & online nematology course
- Arkansas Corn Board funding online nematology course
- NRCS funding virtual field trips
- One-time state funding for Young AG Leaders tour and Hackathon

3. What plans and new directions do you intend to pursue in 2020?

- 50% Commitment to Project One Change Management by Karen Ballard
- Re-align internal reporting system back to traditional Extension program areas
- Continue development of online courses and expand virtual field trip delivery
- Determination of how to downsize scope of PSD responsibilities in light of unfilled positions
- Expansion of Extension Support Staff Conference to include all Division of Agriculture support staff (research & extension)
- How to become a new department and get along with a new director

4. Include any additional information/attachments you want to share with the group.

Kentucky State University

1. Briefly describe your program and staffing situation –
Dr. Johnnie Westbrook has assumed a new role in the College of Agriculture as Associate Extension Professor/Director of Small Farms and Secondary School Outreach.

Dr. Courtney Owens has been appointed as the Interim Associate Extension Administrator. Dr. Owens will be responsible for the day-to-day leadership and management of the University's Cooperative Extension Program and all Educational Outreach in the College of Agriculture, Communities, and the Environment. Dr. Owens will also provide leadership to Extension Education and Educational Outreach staff in overall program design, development, and delivery.

Nancy Cáliz was named Assistant Extension Administrator for County Operations effective July 1, 2019.

Kentucky State University (PSD Unit)

Christianah Adeola Ogunade – Extension Associate

Catherine Croft – Extension Assistant

Jackie Owens – Administrative Assistant to the Associate Extension Administrator

The department is responsible for:

State reporting system (KERS); evaluation of Extension programs; preparation of annual reports (state, federal), professional development of extension staff

2. Briefly describe your program highlights for 2019, including collaborative activities & funding sources.

Extension in-service for Extension professional

Involved in the AEA systemwide training

In-depth training on Success Stories

Hosted State Extension Council Meeting

Facilitated the Small Farm Conference

Mississippi State University PSD

1. Briefly describe your program and staffing situation

The department is responsible for:

- Program Development and Evaluation
 - o Assisting with the development of program plans and evaluation tools for the statewide program planning process with Extension specialists and agents.
 - o Coordinating the submission, review, approval, and posting of state-wide programs (specialist-delivered; agent-delivered; and competency development).
- Staff Development
 - o Developing tools for and facilitating new agent and faculty orientation, agent mentoring, and agent annual performance evaluations and promotion.
 - o Developing and conducting training for staff and faculty on program planning, evaluation, teaching methods, reporting, writing impact statements, advisory committees, soft skill competencies, etc.
- Other
 - o Overseeing the evolution of Digital Measures for quarterly and annual reporting.
 - o Collecting and compiling data for annual submission of the federal report of accomplishments.

Current faculty and staff include:

- Michael Newman, Director and Professor, School of Human Sciences
- Laura Downey, Associate Extension Professor
- Donna Peterson, Associate Extension Professor
- Marina Denny, Assistant Professor
- Re-C Carter, Extension Associate

2. Briefly describe your program highlights for 2019, including collaborative activities & funding sources.

MSU CALS uses Digital Measures for reporting. We've been working on pieces of it for the last few years with specialists being required to use the system for faculty annual performance reviews. January 2019 was the first time Extension agents to use DM for their quarterly reporting. Over the past few years, we had been pulling data from two different systems and merging it for all reporting purposes. With the addition of this latest group and our few years of using it with other groups, we've seen where changes/additions are needed on the DM data entry screens and in the various reporting templates -- and we've started making those changes/additions. We're also doing training on how to use DM -- which goes back to the "what/how do we capture and report what we do?" question. Seeing the data from DM and the remaining confusion with how to count direct and indirect contacts led Extension Administration to charge us with gathering information from other institutions about how they count contacts. Meredith's email request was so timely for MSU as we have the same question!

- Face-to-face orientation sessions for new faculty with Extension appointments (since Oct 1, 2016) and agents (since Jan 1, 2018) planned for October.
- Continuing agent mentor program – piloting a group mentor model; modified mentor training to focus more on reflective conversations and confrontation.
- Updated agent promotion policy and guidelines – moving to digital submissions and external reviews. More emphasis on articulating needs assessment findings and program outcomes and impacts.
- Finished white paper on the scholarship of community engagement for university faculty and staff (not just Extension); Working on P&T guidelines for faculty with Extension appointments.
- Working with administration to revamp Regional Extension Specialist position to remove “regional,” add promotion ranks, and redefine job responsibilities and qualifications.
- Transitioning a Principles and Practices of Extension Education course into a multi-module onboarding training for new hires.
- Finished 3rd year of Extension undergraduate apprenticeship program; hired a graduate assistant; received continued NIFA funding for 4 more years; starting the recruiting process for 2020.
- Putting standardized needs assessment form on Qualtrics for agents and specialists to use with stakeholders – struggling to figure out an accountability structure that promotes communication between agents and specialists and takes me (for the most part) out of the equation.

3. What plans and new directions do you intend to pursue in 2020?

More time will be spent training Extension personnel on the use of DM. We are also working with a group of our Division of Ag, Forestry, and Vet Medicine to improve the faculty annual performance evaluation tool -- to better/more accurately have Extension's work pulled from DM.

4. Include any additional information/attachments you want to share with the group.

1. Briefly describe your program and staffing situation

The department is responsible for: Accountability (including NIFA report, impact statements, and success stories), program evaluation, data collection and interpretation for various projects/programs outside of Extension but within CAES (e.g. strategic planning and employee engagement).

Current faculty and staff include: Dr. Eugenia Gwynn, Program Development and Evaluation Specialist

2. Briefly describe your program highlights for 2019, including collaborative activities & funding sources.

- Launched Innovation Station, a 60-foot mobile learning experience. Accommodates 15 students and has provided introductory and advanced STEM lessons for more than 2,000 children since 10/18.
- Developed plasticulture and handwashing how-to videos. Handwashing video shows proper handwashing techniques as well as demonstrates how to create a simple economic handwashing station.
- Received funding from the Golden Leaf Foundation and the Tobacco Trust Fund to provide production workshops for small, limited-source farmers.
- Partnered with N.C. A&T College of Education and the Department of Mathematics to sponsor Get STEMed Up: Aggie Educator Institute.
- The leadership team along with the Dean of CAES and NCA&T Chancellor conducted a tour of Eastern North Carolina. The tour highlighted extension's outreach and made stops in eight counties.

3. What plans and new directions do you intend to pursue in 2020?

- Still developing at this time but there are several new curricula in the works along with mascots to accompany our Speedway to Healthy exhibits.

4. Include any additional information/attachments you want to share with the group.

I will share Mission Possible in Motion—our annual report of accomplishments. It is only available in hard copy.

SR-PLN PSD 2019 State Report – NC State Extension**Org Development**

- We are in the final stages of filling our Org Development Leader position
- Statewide annual conference in November

Evaluation & Accountability

- Implemented LEP plan & statewide training – NC Cooperative Extension adopted an LEP plan and it has been distributed to the field. A web portal has been setup with information about serving limited English proficient audiences and more information continues to be added. County Extension directors are currently being trained on how to conduct 5 factor analyses and are expected to have their county analysis completed within 12 months. All employees will receive LEP training by the end of 2019.
- Development of civil rights training for campus TT Extension faculty – An online training for tenure track faculty is being developed. This group has traditionally only received traditional campus EEO/Title IX type training from the University. The training being developed is focused on the requirements expected from NIFA of federally funded programs rather than training focused on employment or interaction with students.
- Development of new performance appraisal, plan of work (county & individual), and title promotion process & new IT systems. The state of NC moved to a 3 point rating system with 3 goals. We are currently working on development of performance goals to fit this model. We are also modifying the plan of work and promotional process to align better. IT systems will be rewritten to reflect changes and old systems have reached End of Life.
- Federal Plan of Work....
- Testing Remark Office OMR software with 4-H camp surveys this summer. So far pretty happy with results. Our 4 camp locations scan surveys on their copiers and email me pdf file each week. Found that respondent needs to fill in bubble dark or scans needs to be darkened for software to pick up mark.
- Results of TEconomy economic impact study – \$2.1 Billion impact 27:1 ROI \$33 Million in tax revenue generated. <https://www.ces.ncsu.edu/how-extension-works/extension-impacts/>

State Report: OSU Extension – Oklahoma State University

1. Briefly describe your program and staffing situation

The department is responsible for:

Program & Personnel Development:

- Providing guidance and direction for an Extension professional development program.
- Developing an onboarding program for new hires.
- Coordinating the Biennial Extension Conference in even years and County Extension Director Conference in Odd Years. (may also have responsibilities for Administrative Support Specialist Conferences in the future.)
- Coordinating committees to revise/restructure the mentoring program.
- Oversee the OSU Extension Summer Intern Program.
- Work cooperatively with evaluation specialist to insure these programs have sound evaluation strategies in place to help move progress forward.

Evaluation:

- Monitor and analyze program outcomes to document impact, enhance programming and improve program accountability.
- Develop and implement evaluation plans.
- Design and conduct assessments of programs within OCES.
- Gather and analyze quantitative and qualitative data.
- Build assessment and evaluation capacity within OCES.
- Develop tools and templates that can be used by individuals and teams in conducting program evaluation.
- Provide in-service educational programs related to Extension program accountability and evaluation for state, area, district and county educators, faculty, staff and volunteers to enable them to assist with and conduct program evaluation.
- Serve as resource to faculty and staff seeking to design and evaluate programs.
- Collaborate with evaluation staff from other program areas.
- Develop accountability reports for state and national Extension stakeholders.
- Coordinate with extension faculty and educators in the submission of OCES evaluation tools and Extension programs for review by the Internal Review Board (IRB) when appropriate.
- Work with the DASNR Agricultural Communications Services to develop strategies for communicating the mission and effectiveness of OCES.

- Serve as liaison with appropriate agencies and professional groups such as the American Evaluation Association.

Current faculty and staff include:

- Cheryl Newberry, Program & Personnel Development Specialist
- Natalie Cook, Program Evaluation Specialist

2. Briefly describe your program highlights for 2019, including collaborative activities & funding sources.

Program & Personnel Development position just began on July 11. Thus far, I have:

- Established committee for Biennial Conference and will begin meeting with them August 29.
- Revised applications and other materials for the internship program. Will be participating in the CASNR Career Fair September 19 and want to have the website ready to go to promote internships as well as Extension employment opportunities there.
- Working with administrative group to develop core competencies for Extension to bring consistency in our focus for professional and personal development. This will help guide the development of an overall in-service program, mentoring, onboarding, hiring and more.
- Working on putting committee together to begin working on mentoring program.

Evaluation position started in December 2018. Accomplishments to-date include:

- Developed and implemented an evaluation template for ANR programs.
- Created and implemented several program-specific evaluation instruments.
- Conducted an ANR evaluation needs assessment.
- Worked with the DASNR Agricultural Communications Services to develop a “one-pager” communicating OCES programs and impacts.
- Offered two virtual in-service trainings via Zoom, “Getting Started with Program Evaluation).
- Conducted several virtual, phone, and in-person one-on-one and county office evaluation planning consultations with ANR educators and specialists.
- Delivered two departmental presentations on faculty impact statements.
- Assisted with and evaluated OCES community engagement project, from facilitator training to community forum.

- Submitted successful conference proposal to present OCES community engagement project at American Evaluation Association (AEA) meeting.
- Collaborated on multiple grant applications and multidisciplinary research teams.
- Developed OCES evaluations working group, DASNR Impacts Group (DIG), who will participate in eXtension's Impact Collaborative (Newberry will join).
- Secured \$13,950 funding (Reinvesting in DASNR) to support OCES evaluation efforts.
- Began planning OCES Evaluation Academy to provide evaluation training.
- Started developing the first Evaluation Academy course, "Evaluation Essentials for .Extension Educators".
- Began serving on the 2020 Biennial Conference planning committee.

3. What plans and new directions do you intend to pursue in 2020?

Program and Personnel Development will focus on:

- Hosting the 2020 Biennial Conference in January 2020.
- Working with Mentoring Committee to revise/restructure handbook and other materials, training, and begin the mentoring program.
- Conduct interviews for interns, match county host sites with interns, provide orientation and oversee the program through the summer.
- Develop a committee to develop a comprehensive onboarding program for Extension.

The Program Evaluation Specialist plans to:

- Continue to promote and support evaluation activities in OCES.
- Implement participatory data analysis process (data parties) to engage communities around interpreting and utilizing forum data.
- Network and collaborate with other Extension Evaluation Specialists.
- Become an active participant in eXtension's evaluation community of practice.
- Evaluate successfully-funded grant projects.
- Lead a participatory process to co-develop an OCES organizational logic model.
- Recruit and train under/graduate students to support OCES evaluation efforts.
- Establish DIG newsletter to support OCES evaluation capacity building (communicating evaluation activities, highlight program success stories, provide evaluation tips and encouragement).
- Continue to submit faculty impact statements to the national database.
- Begin offering online classes for the OCES Evaluation Academy.
- Pursue funding to support and investigate Extension evaluation capacity building.

- Advance knowledge and inquiry on Extension evaluation via publications.

4. Include any additional information/attachments you want to share with the group.

1. Briefly describe your program and staffing situation

The department is responsible for: Tuskegee University Cooperative Extension (TUCE) in partnership with the Evans Allen Research Program, Carver Integrative Sustainability Center (USDA 1890 Center of Excellence) and other research, teaching and outreach units, continues its historical focus in Alabama Black Belt and adjacent counties that include Native American and Hispanic populations.

Current faculty and staff include: Administrator, Assistant Dean for Cooperative Extension, Director of County Operations, County Agents, Resource Specialist, Family & Consumer Science Coordinator (other coordinator positions to be filled), Research faculty serving joint appointments and administrative staff.

2. Briefly describe your program highlights for 2019, including collaborative activities & funding sources.

Tuskegee University Research and Extension is founded on the following planned programs: 1) Global Food Security and Hunger, 2) Food Systems and Food Safety, 3) Natural Resources Conservation Environmental Sustainability and Climate Change, 4) Human Nutrition, Well-being, Health and Obesity, 5) Community Development, 6) Family, Home and 4-H and Youth Development, and 7) Sustainable Energy. USDA/NIFA funded.

3. What plans and new directions do you intend to pursue in 2020?

Plans are underway to expand across the Black Belt counties, TU EXERT (Extension, Education and Research Tract) which is a youth program within TUCE that contains multiple activities and events throughout the programmatic year that addresses multiple NIFA approved outcomes related to STEM. EXERT activities include: EXERT Camp, a week-long, hands-on activity summer camp to enhance youth's overall well-being. The EXERT Youth Competition, a competition where high school students throughout some of the black belt counties compete in one of five available competitions. Elementary and high school educators along with TUCE coordinators and county agents are engaged in mentor/leadership programs during the academic year at many black belt county schools.

UF/IFAS Extension

1. Briefly describe your program and staffing situation.

The department is responsible for:

PDEC's mission is to add value to UF/IFAS Extension through improved program development and evaluation processes and the enhancement of professional competencies based on the science of Extension. The Program Development and Evaluation Center (PDEC) is primarily responsible for new agent on-boarding, in-service training registration, mentor training, county Extension director training, review of county-level programming, customer satisfaction survey, statewide annual reporting, and the Federal report. Faculty and staff also provide consulting and support to individual county and state faculty, particularly related to program development and evaluation.

Current faculty and staff include:

Tyann Haile – Program Assistant

Diane Craig – Research/Data Analyst

Glenn Israel – Professor, Evaluation

Amy Harder – Professor and Director of PDEC

Matt Bengé – Assistant Extension Professor, Professional Development

Various - .5 FTE Doctoral Graduate Assistant

2. Briefly describe your program highlights for 2019, including collaborative activities & funding sources.

Funding source: 100% state funded through the Dean of UF/IFAS Extension's budget

Highlights:

- Development of new strategic plan for PDEC
- Inventory of reporting indicators required by county government
- Article by D. Craig and R. Borger in *Journal of Human Sciences and Extension* special edition on Credible and Actionable
Evidence: <https://www.jhseonline.com/article/view/829/723>
- Creation of a website to share infographics highlighting Extension's impact and encourage others to submit their work here: <https://pdec.ifas.ufl.edu/credibleinfographics/>
- Advocated on behalf of the state Extension systems at NERAOC 2019 to make sure NIFA reporting system developers considered local needs
- 30 new Extension agents completed the Extension Faculty Development Academy, 44 participants completed the CED Leadership Short Course (FL and Virginia), and 17 new CEDs participated in the first CED Foundations program.

3. What plans and new directions do you intend to pursue in 2020?

PDEC will continue its normal responsibilities in 2020. Additional responsibilities and goals include modification of the Workload reporting system to support more frequent reporting and real-time mobile data collection; support of the 2023 strategic planning process for UF/IFAS Extension; and improving the rigor and resources of the new agent onboarding program.

4. Include any additional information/attachments you want to share with the group.

N/A

1. Briefly describe your program and staffing situation

The department is responsible for:

Program development, staff development and leadership development and provides training and support in all of these areas. In addition, this unit houses the expertise to manage and use data collected for reporting and impact demonstration.

Current faculty and staff include:

Mike Martin, Ph.D., Director of County Operations
Kristi Farner, Ph.D., Staff Development Specialist
Lauren Griffeth, Ph.D., Administrative Director Leadership Programs
Todd Hurt, Ph.D., Program Development Specialist
Rochelle Sapp, Ph.D., Leadership Development Specialist
Evaluation Specialist – Open position currently advertised
Maria Bowie, Program Coordinator
Bridget Rucci, Allyson Hester, and Cherie Wall administrative support

2. Briefly describe your program highlights for 2019, including collaborative activities & funding sources.

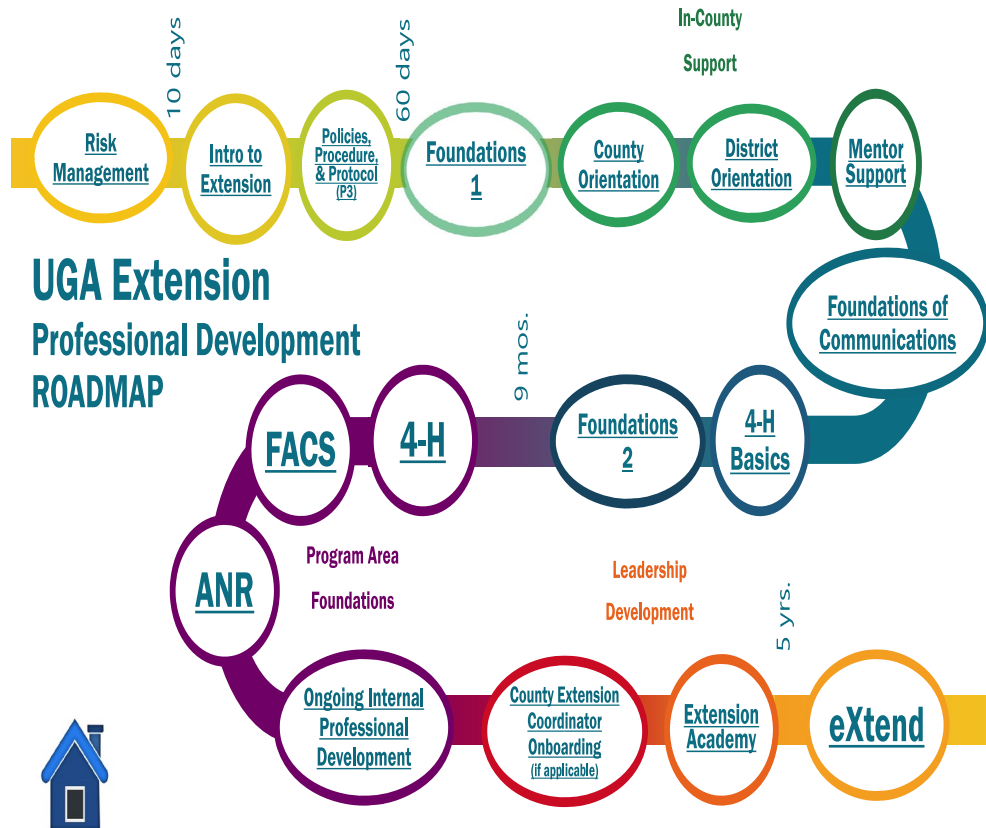
- Completed redevelopment of our accountability system (Ga Counts 4.0)
- UGA Extension Employee Engagement Survey (year 2 of 3)
- In FY2019, 40 New Extension Employees attended some/all of 300+ hours of Extension Foundations trainings.
- 321 Extension in-service trainings were conducted in FY2019
- Finished programmatic roadmap for foundational trainings
- Developed “Policies, Procedures, and Protocol” online classroom for all Extension Employees which will replace 6 face-to-face trainings a year.
- Director of County Operations was named our unit director
- College Conferencing functions were moved to Dean’s office
- Extension Evaluation Team developed
- Program Coordinator added to unit that oversees Employee Recruitment and Extension Internships Program
- Fully implemented new version of New Agent Mentor Program

3. What plans and new directions do you intend to pursue in 2020?

- 2020 Statewide Extension Conference to be held on Jan. 14-16 for approximately 450 attendees, 108 sessions, & >50 posters.
- Continued refinement of online classroom development to include a Specialist Foundations course

4. Include any additional information/attachments you want to share with the group.

Agent Professional Development Roadmap



1. Briefly describe your program and staffing situation –

University of Kentucky Extension (PSD Unit)

The department is responsible for:

Agent on-boarding (Core Training within first 12-18 months of employment); Professional Development for all county staff; Facilitates process for training opportunities provided by state Extension specialists; state reporting system (KERS); evaluation of Extension programs; preparation of annual reports (state, federal)

Current faculty and staff include:

Kenneth Jones – Director

Pam Sigler – Evaluation Specialist

Deborah Reed – Extension Associate

Pam Holbrook – Assistant to the Director, unit support staff

2. Briefly describe your program highlights for 2019, including collaborative activities & funding sources.

Completed community needs assessment for all 120 counties (the process resulted in rich data that will be pertinent to the development of 4-year county Plans of Work, which rolls out in the spring of 2020)

Worked with state Epsilon Sigma Phi chapter to create “ESP Leads”, a leadership certification program that aims to prepare mid-career Extension professionals for future leadership opportunities

New Associate Dean for Extension on board (Dr. Laura Stephenson)

New position – Director of Urban Program (Dr. Jeff Young)

3. What plans and new directions do you intend to pursue in 2020?

Embracing the restructuring of the UK Cooperative Extension system (despite the challenge of eliminated positions, the creation of new ones, and demands for higher levels of accountability, our PSD unit is looking forward to taking advantage of the opportunity to make our system even stronger)

4. Include any additional information/attachments you want to share with the group.

2019 Virginia Cooperative Extension SR-PLN Report
Developed by Karen Vines, Joe Hunnings, & Mike Lambur

1. Briefly describe your program and staffing situation

The department is responsible for:

We're a little different, we don't have a department. Mike Lambur is responsible for program development. Joe Hunnings is responsible for professional development, planning and reporting, and civil rights compliance. Karen Vines, Tom Archibald, Eric Kaufman, Tiffany Drape, and Kim Niewolny in the department of Agricultural, Leadership, & Community Education (ALCE), provide academic support to programs and aid in the development of undergraduate (pre-service) and graduate students (professional development).

2. Briefly describe your program highlights for 2019, including collaborative activities & funding sources.

District program leadership teams continue to lead new faculty through the program development process. All new faculty must participate in PDI (professional development institute) by the end of their second year on the job.

Joe has instituted a new agent on-boarding structure using Canvas and Portfolium. The Canvas system hosts the content. Portfolium provides connection to the reviewers. There are three agents currently testing the system. Joe had contacts from 20+ states following the NAEPSP Summer School to learn more about the system. He believes it will allow us to do a better job of tracking and making sure that critical pieces of onboarding are taking place. The system aids mentors, district directors, and others in the system in guiding the new agent as they learn their role through shared accountability.

We also have conducted a fully virtual Extension Winter Conference twice now in alternate years. The Conference provided three days of online workshops and presentations. Response has been favorable from both field and campus-based faculty due to the savings provided in terms of dollars and time.

We continue to develop and strengthen our program team approach. The program teams are adding programming time, including an upcoming program team retreat in September. This is part of revising the programming calendar to improve the function of the program teams. This

provides three meetings for the team each year. One addresses situation analysis. The second considers work to be done to address needs. And the third considers evaluation of the work.

The five-year situation analysis was completed in 2018. Data from 2004 to now is available in a searchable database (<https://apps.cals.vt.edu/cgi-bin/WebObjects/SituationAnalysis>). A graduate student from ALCE is working to evaluate situation analysis reports and help determine where training is needed to improve the outcomes of this project.

Diversity and inclusion fellows were identified a couple years ago and have now taken leadership for providing 2-days of training for all field-based faculty and staff in VCE.

3. What plans and new directions do you intend to pursue in 2020?

Mike and Joe are planning to retire in the near future so we are considering possible realignment.

We are also currently exploring new approaches to the Extension internship to increase student opportunities and connections beyond our traditional Extension faculty members. Through the process we hope to build more partnerships outside our college to increase community engagement university-wide and expose students in majors outside the College of Agriculture and Life Sciences to Cooperative Extension careers and roles.

The on-boarding program will be expanded to include core competency training for early career agents.

We also are planning to conduct a study similar to the previous early-career agent study working with mid-career agents this winter.

4. Include any additional information/attachments you want to share with the group.

1. Briefly describe your program and staffing situation

The Extension Program at Virginia State University (VSU) has an administrative staff of an 1890 Administrator, Operations Manager and a part-time Assistant Administrator of Programs. There is a staff of 14 specialists; two program associates and varied part-time staff. We also have a Small Farm Outreach Program with a staff of more than 25 full and/or part-time employees that includes a full-time Program Director. The above figures do not reflect administrative assistants, a marketing department, financial services and an event planner.

Two of the above-mentioned specialists are new as of August 2018, with a program focus of Forestry and STEAM.

The department is responsible for:

In the State of Virginia' Cooperative Extension program is mandated by the legislature to be a one system organization with both land grants providing support and direction. There are 108 extension offices with over 200 Extension Agents, FNP staff and administrative assistants which the VSU Specialists collaborate with Tech Specialists to develop programs, train Extension Agents and serve on appropriate Program Teams and Committees. Programs in Virginia are driven by way of Program Teams that consist of Extension Agents and Specialists that work together to identify needs, create programs to meet the needs, identify resources and funding opportunities.

The program focus at VSU is Aqua Culture, Aquaponics, Natural Resources and Forestry, Small Fruits and Vegetables, Marketing and Agribusiness, Sustainable Urban Agriculture, Small Ruminants, Culinary Demonstrations, Family and Consumer Sciences, 4H Youth Development and Small Farm Outreach.

Current faculty and staff include:

1890 Administrator, Operations Manager, part-time Assistant Administrator of Programs, Marketing and Communications, Aqua Culture, Aquaponics, Culinary Demonstrations, Marketing and Agribusiness, Natural Resources and Forestry, Small Fruits and Vegetables, Small Farm Outreach, Small Ruminants, Sustainable and Urban Agriculture, Family and Consumers Sciences, 4H Youth Development, Randolph Farm and Event Planner.

2. Briefly describe your program highlights for 2019, including collaborative activities & funding sources.

Our Health Specialist has partnered with VA Tech and received two CDC grants, one to address Type 2 Diabetes for the residents of the City of Petersburg. It is a yearlong lifestyle change

program to support persons with prediabetes or at high risk for type 2 diabetes. The goal is for participants to lose at least 5 – 7% of their body weight during the first six months and get at least 150 minutes of moderate physical activity each week. During the last six months they must lose or maintain the weight loss and continue their physical activity goals. Medicare and other insures will reimburse for the program.

Another project with VA Tech and funded through CDC is a High Obesity Prevention Grant (CDC 1809): Empowering Healthy Families to Reduce Obesity in the City of Petersburg or as they are calling it HOPPs (High Obesity Prevention Programs). Petersburg was the only community in the state that qualified for the grant. Virginia Tech Center for Public Health Practice and Research, VCE, Petersburg Health Department, City government, and many local partners came together to make this grant happen. Their focus is to increase the purchasing of healthier foods by residents and increase physical activity with an emphasis on walking, in a city that has an adult obesity rate of over 40% and health outcomes that place it last or next to last in state health rankings each year.

Her final project again with VA Tech and 5 other universities in Virginia is addressing the Opioid Crisis. In 2016, the Virginia State Health Commissioner declared the opioid addiction crisis a public health emergency in Virginia. In May of 2018, recognizing higher education had a role to play in addressing the opioid crisis, several universities gathered for a discussion. This resulted in the Virginia Higher Education Collaborative Approach to Address the Opioid Crisis. They are now working with Community Services Boards (CSBs) to assist with the development and implementation of a statewide and local community model of support. For extension, that may be a parenting or financial program. Whatever they can provide within our scope of programming.

Our Small Fruits and Vegetable Specialist held a Blueberry Conference with invited renowned speakers from their field of study to come to VSU and discuss how Virginia might grow their berry industry as compared to Georgia's huge industry. Our Governor happened to visit the campus a few weeks after this conference and this gave our specialist the opportunity to share his vision to grow the berry industry in Virginia.

Our 4H STEAM and Leadership/Citizenship Specialists hosted a STEAMFEST event that highlighted Dr. Mackie's STEM NOLA Project from New Orleans. It was possible with the assistance of more than 40 volunteers and area Extension Agents. There were more than 430 youth in attendance along with their parents and/or guardians. Some of the activities were car building/racing, robotics, alternative energy, entomology, levee demonstrations, engines, to name a few. Some of the results were 95% of youth reported "yes" or "sort of" when asked if they learned new things about engineering and 100% of youth reported "yes" or "sort of" when asked if they learned new things about science.

Our Small Ruminants Specialist has been successful in securing funding for a mobile slaughtering processing unit. The unit has been delivered and they are working out details to make it operational in accordance to state regulations.

Small Outreach will be hosting the Outreach and Agriculture Development Conference Sept 10 and 11 in Richmond, VA.

The Small Farm Outreach Program has conducted one farm tour, 95 workshops, 279 farm visits, thus far in 2019.

3. What plans and new directions do you intend to pursue in 2020?

The organization will be filling the Administrator of Programs position with a full time person; our marketing and communications department will fill a part-time position with a videographer, we hope to have all of the details worked out for the mobile slaughtering unit and have it fully operational for teaching and demonstration with growers. We still have an unfilled Wildlife Specialists position that we have been unable to fill for a few years and hope to be successful in making that happen. We also have a part-time Urban Forestry position is going full time and hope to have that filled as well.

4. Include any additional information/attachments you want to share with the group.

NO