



**2014 Southern Region Joint Meeting
Program and Staff Development Committee**

August 19-21, 2014

MINUTES

Call to Order – Kenneth Jones, August 19th, 2:32 pm

Members Attending:

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| Ken Jones (KY) | Amy Harder (FL) |
| Laura Downey (MS) | Joyce Martin Sherrer (OK) |
| Celeste Allgood (GA) | Scott Cummings (TX) |
| Donna Peterson (MS) | Anne Adrian (AL) |
| Johnnie Westbrook (NC) | Julie Robinson (AR) |
| Tyrone Miller (TN) | Virginia White (AL) |
| Herb Byrd (TN) | Marcie Simpson (GA) |
| Rich Poling (AR) | Diane Mashburn (AR) |
| Nick Place (1862 Advisor) | Debra Davis (LA) |
| Melissa Cater (LA) | Ayanna McPhail (GA) |
| Karen Ballard (AR) | Crystal Clark (SC) |
| Ronnie White (MS) | Kyleen Prewett (AR) |
| Mike Lambur (VA) | Vernon Jones (1890 Advisor) |
| Della Baker (SC) | Steve Meadows (SC) |
| Carrie Baxley (SC) | |

Review of Agenda

REPORT/DISCUSSION	
Ken reviewed the agenda.	
MOTIONS, RECOMMENDATIONS, & FOLLOW-UP	

Review of Minutes and Approval from the July 16, 2014 PSD Committee Quarterly Meeting

REPORT/DISCUSSION	
No changes were noted.	
MOTIONS, RECOMMENDATIONS, & FOLLOW-UP	Mike moved to accept the minutes. Joyce seconded the motion. The minutes were accepted.

Overview of Committee Events for the Week

REPORT/DISCUSSION
Committee Education Tour
Need to be in the lobby at 8:30 am. Scott stated the need to be there at 9:00 am to Fort Worth Stock Show Headquarters. Topic: How they utilize volunteers. Tour will last a couple of hours.

REPORT/DISCUSSION
Committee Night Out
Scott looked at BBQ places downtown. Risky's is the suggested place. Meet at 5:45 pm in the lobby.

POW Updates

Staff Directory - MARCIE SIMPSON			
Marcie had hosted the directory on her own space. The purpose was to have an online presence to make connections and network. Marcie states that in about 6 months she expects to have an initial directory online. Will get information from Rachel to begin the structure. From this point Marcie will make changes and corrections.			
ACTION ITEM			
PERSON RESPONSIBLE	Marcie Simpson	DEADLINE	February 2015

SHARING EDUCATIONAL RESOURCES - DEBRA DAVIS AND VIRGINIA MORGAN WHITE			
ACTION ITEM	Virginia reported they are looking the information over in create due to the ease and user friendlier capabilities. A community has been created but you must have an eXtension ID to join the Southern Region Program and Staff Development group. Go to create.extension.org. Virginia asked members of the group to provide resources if they have any information. She asked to receive the information by January 2015.		
PERSON RESPONSIBLE	Debra Davis and Virginia White	GOAL DATE	August 2015

TRAINING SESSIONS/EXCELLENCE IN EXTENSION TEACHING SERIES - KAREN BALLARD			
Scott discussed the training sessions are ongoing. They are looking at having at least 6 next year but probably increasing that to 9 sessions. Karen asked the committee to indicate on a roster what training areas or areas of expertise they would be willing to facilitate. An additional resource is the Learn site on eXtension (learn.extension.org).			
ACTION ITEM	Develop training sessions/excellence in extension series.		
PERSON RESPONSIBLE	Karen Ballard, Scott Cummings	GOAL DATE	August 2015

CENTENNIAL CELEBRATION	
Thanks to Della for bringing items for the table exhibit.	
ACTION ITEM	Centennial Exhibit

PERSON RESPONSIBLE	Ken Jones and Laura Downey	GOAL DATE	August 2014
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PLC Representatives

SCOTT CUMMINGS - 1862
Conference duties are done. Evaluation will come out at the end of the week. Next year will be in Orlando. Some discussion about the rotation and breaking the rotation and allowing other schools to host. Discussions are still ongoing.

GAIL LONG - 1890
Gail's term is ending. Tyrone Miller is willing to serve as the rep. Rich moved to accept Tyrone. Della seconded. Tyrone was voted in as the 1890 PLC representative.

Administrative Advisors

VERNON JONES - 1890
Vernon discussed the content of the AEA meeting in the Virgin Islands and how they can work with Caribbean Island institutions. In 2015, the 1890s will be spearheading the 125 th year of the Smith-Lever Act. More information will be upcoming.

NICK PLACE - 1862
Nick stated that they appreciate the work of PSD. Nick discussed the Excellence in Extension database and how to improve the use of the database. Striving for 100% participation in the database. He referenced how to integrate success stories into the database. From ASRED, they are putting emphasis on collaboration across states. Also, they would like to see an increase in sharing resources and how to share resources. ASRED is looking to have a discussion regarding what the next 100 years will look like for Extension. There was discussion regarding turn over in Extension and the cost of training. North Carolina and Virginia are engaged in a collaboration activity.

Review of 2014-15 Plan of Work

INFORMATION AND ACTION ITEMS
Laura gave a brief description of action items versus information items particularly for the benefit of newcomers. We also need accomplishments. Information item regarding number of people from program and staff development who are members of NAEPSDP. Can we get verification of training completion from eXtension? You can get verification but it will be listed by email address. Can we address intellectual property? Can those completion systems become automated? Debra asked about an action item to encourage the committees to discuss what their needs are from eXtension. The strategic plan used surveys for input.

State Reports

Texas: Piloted a new data collection system that will be rolled out. Revamping the strategic plan. Georgia: Accountability office is being revamped. New personnel have been added. Created a two session leadership program. Continue to work with impact training. Arkansas: Completed the first combined report. Virginia: Has hired new personnel in leadership. The district program leadership team developed a system of agents training agents regarding programming. Completed situation analysis report review. Uses program teams and aligned
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them with strategic plan objectives. Created a conversations blog to identify program training needs. Mississippi: Conducted a state wide needs assessment. Developing teams around the emerging programmatic issues. Developed an impact rubric and standardized evaluation instrument. Implemented an organizational change survey. Florida: First year of a new strategic plan. Created coalition team to increase communication, program and evaluation implementation. Reporting system needs assessment. Modifying state faculty training. Matching professional development training with career stages. Standardizing assessments. North Carolina: Hired new agents. Formed committee to focus on onboarding with the large number of new hires. Both institutions used the same format for impact/story writing. Uses rubric for evaluating success stories. Conducted internal program review. Tennessee: Submitted combined plan and have begun conversation and planning for the combined report. Use the same reporting system. First full year with program leaders. New agents and specialists have been hired. Salary adjustments for faculty and agents. Have been combining the work with more integration of programming efforts. Six institutions are using standardized impacts and outcomes. Using the information to create specific impact reporting for districts/areas. Launching new master training program. South Carolina: Adopting the reporting system across the board. New president (Clemson) very supportive of extension. New extension director. Developing a new strategic plan. Four new program team leaders. New reporting hires. Established extension Hall of Fame. Developing a system to get impacts from extension and research. Developing on boarding and off-boarding processes and procedures. Alabama: Launch an onboarding website section. Creating face to face workshop to address practical work skills. Focusing on civil rights training. Added Tuskegee this past year for the combined report. Louisiana: The separate campus for extension and agriculture are beginning to merge. Most of extension faculty is adding instruction to their duties. Added some upgrades to their reporting system. Added introduction to extension undergraduate course. Had a civil rights review. Added an individualized evaluation component to the standardized statewide evaluation plan. Oklahoma: Had a large centennial celebration. Piloted a social media app at a conference. Continue with the professional development newsletter electronically. A new dean has been hired. Kentucky: A new dean has been hired. The staff has been writing more success stories and impacts. This has helped to increase the public value efforts. Hired two new middle managers. End of the first year of the new reporting system. In the process of revising the career ladder.

Nomination for Secretary

Melissa Cater was approved as the new secretary.
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Meeting Dates for Upcoming Year

January 14, 2015, April 15, 2015 and July 15, 2015
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Other Business

EXTENSION
Anne discussed some updates to eXtension. There is work on a new Extension model and some strategic planning. The model is changing eXtension. The changes will be discussed at the ECOP meeting and then the Extension directors would vote on the new plan. It will be more of a membership model. There will be a basic and premium membership levels. The new model will assist extension programs. How to keep Cooperative Extension employees'

professional development up to date. eXtension is looking at becoming more innovative. Anne discussed how eXtension is looking to aid in reducing duplication of resources and efforts. User groups are being created for big data. The committee stated that an action item is not needed.

NAEPSDP

Karen distributed membership forms. She discussed some of the benefits of the organization such as sharing resources. Marcie stated there is time to submit a session proposal – deadline September 2nd. Scott stated membership is at 105. The conference is December 9-11, 2014 in San Antonio, Texas. The keynote will discuss the history of Extension. Karen asked the group to encourage middle managers to attend the conference.

COMBINED REPORTING

There will be time in January meeting to discuss combined reporting.

The meeting was adjourned August 21, 2014 at 9:00 am.