EXTENSION
College of Agriculture,
Biotechnology & Natural Resources

Program Team Guidelines

August, 2021

Program Team Guidelines

Vision

The Program Team structure provides a mechanism for faculty to surface statewide needs and priorities within their area, and engage community partners to develop new statewide programs and educational resources to increase Extension's reach and impact.

Program Team and Working Group Structure

Program Team Overview

There are five Program Teams that align with state legislative mandates and regional and national priorities. They include:

1. Urban – led by Southern Area Director, Eric Killian
2. 4-H Youth Development – led by State 4-H Director, Carrie Stark
3. Families, Youth, Health & Nutrition – led by Associate Director, Shannon Horrillo
4. Community & Economic Development – led by TBD
5. Agriculture, Natural Resources & Horticulture – led by Northern Area Director, Holly Gatzke

Program Teams are responsible for identifying statewide needs and priorities in their respective areas, and establishing working groups to address these priorities. Each Program Team develops a five year Plan of Work (see template below) that includes a compilation of each Working Group's Work Plan. Program Teams meet at least annually to review and revise, as needed, program team priorities and the Plan of Work. Programs Teams are comprised of academic faculty with *subject matter expertise*, and select administrative faculty for program areas that do not have academic oversight. Individuals may affiliate with one or more Program Teams.

Program Team Chair

The Program Team Chair is selected by the Associate Director of Extension, in conjunction with the Associate Dean for Engagement/Director of Extension. The lead should, ideally, be the contact for the state in the respective program area to help connect efforts to broader regional and national priorities and resources and reduce duplication of efforts.
The Program Team Chair will:

- Provide leadership for the Program Team and facilitate meetings
- Form a Needs Assessment Task Force (NATF) and identify the technical expert from the Needs Assessment Support Team (NAST)
- Ensure the needs assessment progresses in accordance with the planned timeline
- Convene the Program Team at least annually

- Ensure every Working Group has a chair
- Ensure each Working Group has a Work Plan
- Compile Work Plans across Working Groups to develop a Plan of Work for the Program Team. The Associate Director of Extension will compile Program Team Plans of Work to form the State Plan of Work.
- Support the Working Group chairs and ensure forward progress

Identifying Needs and Priorities

Program Teams conduct formal needs in accordance with the [Needs Assessment Framework Guide](). Each Program Team will form one Needs Assessment Task Force (NATF) responsible for creating and implementing the needs assessment. The NATF will include technical expert(s) to advise and support the process along with faculty from the Program Team. Based on the needs assessment the Program Team identifies Extension priorities.

Each Program Team is expected to conduct a comprehensive, formal needs assessment every five to seven years to inform change in Extension programming. However, the Program Team may conduct a non-formal needs assessment before the regular timeframe in case of a major internal (e.g., budgetary reductions) and/or external (e.g., political, economic, or societal change and natural disaster) event.

Working Groups Overview

Working Groups form organically based on priorities identified by the Program Teams. Working Groups are responsible for developing and implementing strategies to address identified needs and priorities. SNAP-Ed and Master Gardener will be standing Working Groups under the respective Program Team. Individuals chose which working group(s) to participate on based on their interests and expertise. Membership may include Extension faculty and staff, NSHE faculty and staff, personnel from agencies and NGOs, producers/growers, stakeholders, etc. Membership should be determined by the Working Group and the composition should position the Working Group for the greatest success.

Working Groups may be short-term or indefinite. The tenure of the group depends on the need or priority being addressed. Working Groups develop a Work Plan (see template below) that identifies how the need or priority will be addressed. If a Working Group would like to address issues that are multi-state they should apply to be a multi-state project through NIMSS and follow that process. Each member of a Working Group should have a meaningful role and independent contribution that can be clearly articulated on annual evaluations and tenure and promotion packets (if applicable).

Working Group Chairs

Each Working Group should have a chair or set of co-chairs that is assigned upon establishment of the Working Group, or after the first meeting. The chairs should have an Extension

appointment and selected in a manner determined by the Working Group. The standing Working Groups will be chaired by the respective state coordinator for the program.

The Working Group Chair(s) will:

- Provide leadership for the Working Group and facilitate meetings
- Convene the Working Group regularly as determined by members. Each Working Group must meet quarterly at a minimum. Groups should meet at least monthly as they are developing their initial Work Plan or addressing an emergent need.
- Ensure the Working Group develops a Work Plan, and submit to the Program Team lead annually by the due date. The Work Plan must be reviewed and updated annually at a minimum.
- Communicate any significant changes in the Working Group to the Program Team lead, including any changes in the chair and Work Plan.

Expectations and Role Statements

Academic faculty should participate in one Program Team aligning with their subject matter expertise and at least one Working Group. Academic faculty should include their planned service, teaching, and/or research related to the Program Teams and Working Groups in their role statements. Accomplishments should be included in annual evaluations and promotion documents under the respective sections. Additionally, Extension Educators may want to showcase how they have provided access to the programs and resources to constituents in their county. Administrative faculty could include their engagement and planned activities in their IPOs and highlight accomplishments in their annual evaluation.

During the annual evaluation, the Area Director and Extension Director will be looking for alignment of the academic faculty's work with the State Plan of Work, and the faculty's independent and meaningful contributions to the Working Group beyond service.

Launch Timeframe
1) Late Summer 2020 – Urban Program Team
2) Fall 2020 – 4-H Youth Development Program Team
3) Spring 2021 – Agriculture, Natural Resources & Horticulture Program Team
4) Fall 2021 – Family, Youth, Health & Nutrition Program Team
5) Winter 2022 – Community & Economic Development Program Team

Annual Reporting Timeline
1) Working Group Work Plans due – September 30
2) Program Team Plans of Work due – October 31
3) State Plan of Work completed – November 15

Program Team Plan of Work (5 Year Plan)

The Program Team Plan of Work must be submitted to the Associate Director of Extension by **October 31**. *Please attach all the Working Group Work Plans for the Program Team.*

1) Program Team Name:

2) List the Working Groups in the Program Team:

3) Program Team Overview *(summarized from the Working Group Work Plans)*
   a. Description of the issues
   b. Description of what will be done to address them

4) Identifying Program Team Needs/Priorities
   a. Describe how environmental scans, needs assessments, stakeholders, and/or other methods will be/were used to determine needs and priorities within the Program Team.
   b. Describe actions that will be/were taken to seek stakeholder input, methods used to identify individuals and groups, methods for collecting stakeholder input, and a statement of how the input will be considered.

5) Plan of Work *(summarized from the Working Group Work Plans)*
   a. Goal(s)
   b. Objectives
   c. Outputs/Activities - What educational resources/programs/workshops are planned? Describe how your activities will lead to the outcomes described in the goals or objectives.
   d. Who are your target audiences and how will they benefit?

6) Outcomes *(summarized from the Working Group Work Plans)*
   a. Expected Changes in:
      i. Knowledge (Learning)
      ii. Behavior/Action
      iii. Condition

7) What are the elements that are new or different about the Plan of Work this year *(if applicable)*?

Working Group Work Plan

Please forward to the Program Team Chair. All Working Group Work Plans must be submitted to the Program Team Chair by **September 30**.

1) Working Group Name:

2) Working Group Chair(s):

3) Working Group Members:

4) Working Group Overview
    a. Purpose
    b. Description of issue or need to be addressed
    c. Term – short (<1 year), medium (1-5 years), long term (5+ years)

5) Identifying Working Group Needs/Priorities
    a. Describe how environmental scans, needs assessments, stakeholders, and/or other methods will be/were used to guide the Work Plan.
    b. Describe any additional actions that will be/were taken to seek stakeholder input, methods used to identify individuals and groups, methods for collecting stakeholder input, and a statement of how the input will be/was considered.

6) Work Plan
    a. Goal(s)
    b. Objectives
    c. What educational resources/programs do you plan to develop or deliver? Describe how your activities will lead to the outcomes described in the goals or objectives.
    d. Who are your target audiences and how will they benefit?

7) Outcomes
    a. Expected Changes in:
        i. Knowledge (Learning)
        ii. Behavior/Action
        iii. Condition

8) Describe plans to evaluate and measure these outcomes.

9) What are the elements that are new or different about the Work Plan this year *(if applicable)*?