

URI Cooperative Extension and Outreach Coordinating Committee
March 30, 2021

Present: Dr. Debby Sheely, Dr. Sarah Amin, Dr. Tolani Olagundoye, Elizabeth Herron, Deborah Imondi, Jessica Meuleners, Kate Venturini

Not Present: Shannon Brawley, Quahna Mars

AGENDA

1. Welcome back, Dr. Amin!

2. Demographic Data Collection Instructions

1. Review (see attachment) for posting on [TIEEP webpage](#)
 - i. *NIFA: How will we consider Hispanic or Latino individuals since that option is captured under Ethnicity and not Race? [Dr. Brown]*

3. CELS Faculty and Professional Staff 4/27/21 meeting presentation

1. Discussion: What are our most significant accomplishments this year?
 - i. *Communications - webpage with marketing and communications resources, using dashboard analytics to learn more about our stakeholders, commitment to staying connected and learning about what our CELS and CE community is working on through Coffee sessions*
 - ii. *JEDI efforts - collect demographic data, webpage resources for practitioners, raising internal awareness of our land grant history*
 - iii. *Invite researchers to Coffee sessions?*

4. Creating a CEOCC Workplan

1. Discussion: How will we bring value to the new Associate Director of Extension? Let's capture the various ideas we have about what the committee could work on in the next year.
 - i. *Our Charge:*
 1. *The Cooperative Extension and Outreach Coordinating Committee shall have the responsibility for advising and assisting the Dean, Associate Dean for Outreach, and the Associate Director of RI Cooperative Extension in planning and reviewing Cooperative Extension and other Extension related programs of the College, for formulating policies in broad areas of Extension, making recommendations for allocation of Cooperative Extension facilities, personnel and resources and for advising the Dean on personnel and educational needs of staff.*
 - ii. *Membership:*
 1. *The Cooperative Extension and Outreach Coordinating Committee shall be composed of two (2) elected faculty or senior staff members actively engaged in Cooperative Extension from different departments, three extramural cooperators, the Cooperative Extension program leaders and the Associate Dean for Outreach who shall serve in an, ex-officio capacity. The extramural members of the committee shall be appointed by the Dean for staggered three-year terms. Faculty member terms will be consistent with the language for the rest of CELS committees per Section 9 of these bylaws.*
 - iii. *Chairperson:*
 1. *The Cooperative Extension and Outreach Coordinating Committee shall elect its own chairperson at the beginning of the academic year. Ex-officio members may not serve as chairperson.*

Creating a CEOCC Workplan (cont'd)

iv. Roles and Responsibilities - TBD

1. *Leadership team for Cooperative Extension*
2. *Liaison to CoopExt Communications & Marketing Team*
3. *Identify faculty/staff professional development opportunities*
 - a. *Best practices for program evaluation*
 - b. *Best practices for "fundraising"*
 - c. *Best practices for considering JEDI in your program*

v. Goals - TBD

1. *Consider alignment of CoopExt mission and goals with new URI President's goals*
 - a. *Develop briefing material?*
2. *Revisit 2018-2022 Strategic Plan*
 - a. *Progress check?*
 - b. *Role in developing 2023-2028?*
3. *Revise Internal Operations Plan?*

5. Coffee with CoopExt Communications:

1. Session 3 w/ Dr. Menezes on April 15 at 10:00 a.m. (IncSciComm)
2. Session 4 w/ Dr. Sheely on May 20 at 10:00 a.m. (Program Evaluation)

6. Next CEOCC meeting(s):

1. Tuesday, May 4, 2020 at 2:00 p.m.
2. Agenda:
 - i. Refine CEOCC Workplan
 - ii. Review program evaluation template