

## COOPERATIVE EXTENSION AND OUTREACH COORDINATING COMMITTEE

### Meeting Notes

May 1, 2019; 10:30 a.m. - noon

**Purpose of the meeting:** Continue the Committee's work of planning and implementing a strategic vision for RI Cooperative Extension.

**Committee Members Present:** Alyson McCann (NRS); Rebecca Brown (PLS); Kristy Horan (4-H); Sarah Amin (EFNEP/SNAP-Education); Kate Venturini (Mallon Center Programs); Deb Imondi (RI 4-H Club Foundation); and Debby Sheely, ex officio

**Committee Members Absent:** Ken Payne (RI Agricultural Partnership); Shannon Brawley (RI Nursery and Landscape Association); Quahna Mars (Narragansett Indian Tribe)

- I. Welcome and Introductions
- II. Review purpose of the Committee; clarify term of each member:
  - o As stated in the CELS by-laws, the Cooperative Extension and Outreach Coordinating Committee shall have the responsibility for advising and assisting the Dean and Associate Dean 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.
  - o Alyson McCann will formally rotate off the committee on August 31 (as per the bylaws), as will Ken Payne; a new CELS committee member will be elected at the May 13 CELS faculty/staff meeting. Quahna Mars has joined as a new external cooperator. Rebecca Brown and Shannon Brawley will rotate off the Committee at the end of 2020.
  - o We had an extended discussion about the structure of the Committee, with questions about whether the current structure is optimal for ensuring that each major programmatic area has representation. It was suggested that we create a new Committee structure, with one representative from each of Cooperative Extension's five strategic areas of focus, which are as follows: 1) food systems and agriculture; 2) healthy lifestyles; 3) land stewardship; 4) water resources; and 5) energy literacy, plus three or more external cooperators. Current URI members of the Committee align with the new proposed structure as follows:
    - Food Systems and Agriculture: Rebecca Brown
    - Healthy Lifestyles: Sarah Amin
    - Land Stewardship: Kate Venturini
    - Water Resources: Alyson McCann
    - Energy Literacy: Kate Venturini
    - 4-H: Kristy Horan

- o 4-H is represented within several of the focus areas and should probably continue to have a representative of its own. Kate Venturini represents several programs including Master Gardener, Energy Literacy, Home Horticulture Certificate, etc. Under the proposed new structure, she currently represents Land Stewardship and Energy Literacy. We should decide whether we want a different person to represent each focus area.
- o We discussed the importance of having faculty on the committee in addition to professional staff, as well as the difficulty of convincing faculty to take on Committee assignments. We need to decide whether we're looking for a particular faculty:staff ratio on the Committee, and how flexible we're willing to be on that.
- o When the group reaches consensus on an ideal structure, we will take steps to have it changed in the CELS by-laws. Dean Kirby says we are welcome to structure the committee in a way that works best for us.
- Elect a Committee Chair
  - o Kate Venturini has agreed to be the Chair for one year beginning now.
- Proposed Issues
  - o Finalize Cooperative Extension Implementation Plan and Outcome Scorecards
    - The purpose of the Implementation Plan and Outcome Scorecards was discussed, specifically their value to the Dean's office. Debby also talked about the instructions that we expect to receive from USDA NIFA in the next few months about changes in planning and reporting on Cooperative Extension programs and how the Implementation Plan text should prove useful in meeting these new expectations.
  - o Develop recommendations for use of Implementation Plan and Scorecards
    - This item will not be discussed beyond their use in meeting new NIFA requirements, as mentioned above. Debby clarified with the Committee that although Implementation Plan text was written by Extension program owners, she edited it to create consistency across programs. She also stated that Extension program owners will decide what outcomes, metrics, and yearly targets to include in Outcome Scorecards.
  - o Develop plan for improving internal operations of Cooperative Extension
    - Triggered by our discussion of Outcome Scorecards, the group talked at length about marketing and communications related to Extension programs. We agreed that we would like to do this better and will make it a priority issue for future work.
- III. Next Steps, including frequency and scheduling of next meeting
  - o We talked briefly about holding a meeting at some point during the summer, but did not discuss dates.
- IV. Adjourn