**NOTES**

**2:10 p.m.**

1. **Creating a CEOCC Workplan**
   1. Discussion: How will we bring value to the new Associate Director of Extension?
   2. Quality over quantity!
   3. Resource sharing is really important (within URI, externally)
   4. Working regionally with other Extension is a priority of Dean Kirby
      1. Extramural funding allows us to do more; chances to get more funding are more likely when you partner with another Extension (Sarah)
      2. Going after larger grants is what makes regional collaboration feasible, but also requires us to do additional work that is outside of our scope (Rebecca)

**2:35 p.m.**

1. **Program Evaluation**
   1. Prioritize asking questions 4, 5, 8 and 9 on example written by Dr. Sheely, at least
   2. Adapt questions based on program areas
   3. Do we need IRB approval for internal evaluation purposes only? (Debby, Sarah)
      1. EFNEP and SNAP-Ed have exempt IRB approval because data is for internal use and federal reporting only
   4. Two types of questions:
      1. Process measures
         1. To help to improve your program
      2. Outcome assessment
         1. Increase knowledge, attitudes → post-test
         2. Change in behavior → post+post-test 3-12 months later
   5. Next Steps:
      1. Edit template into process measures and outcome assessment sections, with clear timeline for evaluating (Kate, Debby)
      2. Coffee w/ CoopExt // May 20: Evaluation session with Dr. Sheely
      3. Coffee w/ CoopExt // June \_\_: Survey design with measurable outcomes, barriers to survey design and collection session with Dr. Amin? (Kate to schedule)
2. **Coffee with CoopExt Communications:**
   1. Session 4 w/ Dr. Sheely on May 20 at 10:00 a.m. (Program Evaluation)
3. **Next CEOCC meeting(s):**
   1. Tuesday, June 22, 2021 at 2:00 p.m.

*Report of Accomplishments:*

* Communications and Marketing team
* CEOCC