



# Welcome to Division of Extension's All-Institute Meeting



“A good plan today is better than a perfect plan tomorrow.”

- **George S. Patton**



# MEETING OBJECTIVES

- Create a shared vision, understanding and connection to Extension programming focus and priorities.
- Advance Extension program planning processes and progress.
- Contribute to a positive organizational climate.

# MEETING AGENDA

## MONDAY, NOVEMBER 18

**12:00 pm - 1:00 pm**

Lunch- provided

**1:00 pm - 4:30 pm**

Break-Out time by Institute

**4:30 pm - 5:00 pm**

Release Stress and Decompress:  
30 Minute Wellness Session

*Stephanie Hintz, Grand Terrace*

**4:30 pm - 6:30 pm**

Poster Sessions and Program  
Sharing Social Hour

## TUESDAY, NOVEMBER 19

**8:00 am - 12:00 pm**

Break-Out time by Institute  
continues

**12:00 pm - 1:00 pm**

Lunch- provided

**1:00 pm - 2:00 pm**

Cross-Institute Initiatives Overview  
and Discussion

**2:00 pm - 3:30 pm**

Cross-Institute Break-Outs

**3:30 pm**

Adjourn



Provost Karl Scholz



Dean Karl Martin

# OBJECTIVES FOR THIS MORNING (and beyond)





# PURPOSE

to which  
we commit...

WE TEACH, LEARN, LEAD AND SERVE, CONNECTING PEOPLE WITH THE UNIVERSITY OF WISCONSIN—MADISON,  
AND ENGAGING WITH THEM IN TRANSFORMING LIVES AND COMMUNITIES.

# VISION

of what we want  
to become...

A THRIVING, WELL-KNOWN AND SOUGHT-OUT EDUCATIONAL  
RESOURCE THAT REFLECTS THE RICH DIVERSITY OF THE STATE.

# VALUES

we strive to live by...

## COMMUNITY

We empower others and ourselves by listening to, learning from, and respecting local knowledge. We value our partnerships and believe community voices are critical to success. We work in community with one another to build a culture

## DISCOVERY

We promote lifelong learning, unbiased transformational education and excellence through our scholarly work. We integrate University research with community-based knowledge to explore new solutions and their practical applications. We encourage innovation in teaching, research and outreach to serve the public good.

## INCLUSIVENESS

We recognize, appreciate and honor the differences, similarities and contributions of all people and communities. We are intentional in our efforts to ensure equity, justice and fairness. We embrace new ideas and approaches in our work.

## RELATIONSHIPS

We foster positive relationships through honesty, open communication and accountability. We meet educational needs by creating linkages among cultural, economic and environmental contexts. We recognize and trust the essential and interconnected nature of all roles within Extension.

## RESPECT

We appreciate and serve as stewards of our state's resources. We honor and value each other's time and talents. We seek to maintain a balance between life and work priorities.



Extension

UNIVERSITY OF WISCONSIN-MADISON





**COMMUNITY**

**DISCOVERY**

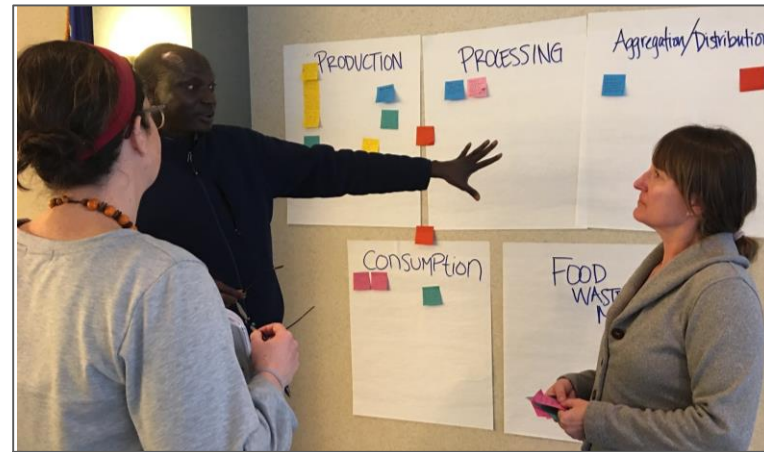
**INCLUSIVENESS**

**RELATIONSHIPS**

**RESPECT**

# THE WORK AHEAD

- Create Extension Program Plans
- Centered on Equity
- Communicate Value



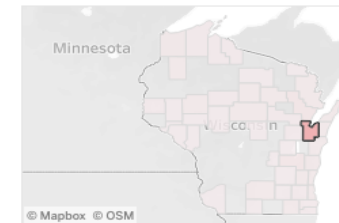
## Extension Impacts Across Wisconsin

The University of Wisconsin-Madison Division of Extension operates in each county in Wisconsin to see highlighted impacts and activities from that county.

County: Brown

Institute  
(All)

Program  
(All)



## Local Impacts & Activities

A day long training workshop for the greenhouse growers and their employees where they learn about greenhouse production, management, and safety practices in their work environment to enhance their professional skills

# YOUR PROGRAMMING IS EXTENSION'S PRODUCT

- We continue to rely on your insights and agency as a professional to determine and contribute to program development and delivery
- Our goal: provide resources, structure and supports to facilitate and add value to the programming work that all of you do





# ORGANIZATIONAL ROLES AND PROGRAMMING



Area Extension Director

Associate Extension Educator

Extension Educator

Extension Faculty

Program Coordinator

Outreach Specialist

Outreach Program Manager

# PROGRAM PLANS OF WORK

## Program Planning (WHY)

- Identifies collective outcomes
- Facilitates strategic planning and budgeting
- Engages affiliates in program development and decision-making
- Allows us to better tell our story and describe our impact

<b>Activities</b>	<b>Outputs</b>	<b>Outcomes/impacts</b>
<i>what activities the program undertakes</i>	<i>what is produced through those activities</i>	<i>the changes or benefits that result from the program</i>
e.g. development of materials, training programs	e.g. number of booklets produced, workshops held, people trained	e.g. increased skills/knowledge/measurable changes in the community



# TABLE DISCUSSION

- Think of a program\* that you are conducting or would like to conduct. What change do you hope to realize in a year?
- Spend five minutes thinking about the outcomes, activities, and outputs (in that order) that you would like to accomplish in the next year related to that program. Please take some notes.
- Partner with someone at your table, and spend 10 minutes comparing notes and providing feedback to each other.

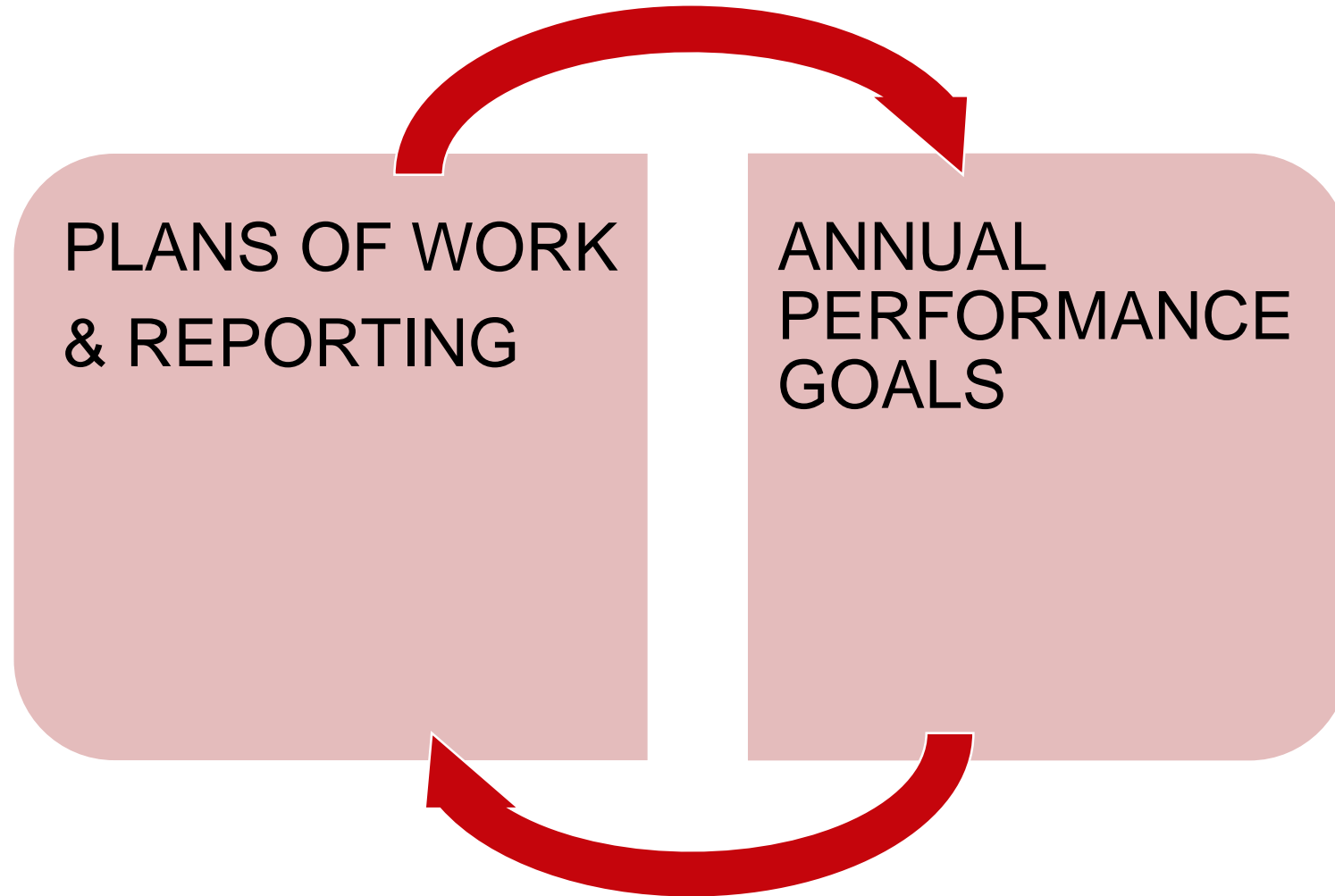
\*NOTE Program is a general term that includes organizational responses to local and statewide issues and includes educational, outreach, and/or research responses to issues

Activities	Outputs	Outcomes/impacts
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# PROGRAM AFFILIATION

- Individual programming plans should be related to primary program affiliations
- Affiliates are expected to participate in program planning processes within their primary program

# PROGRAM PLANNING, REPORTING AND ANNUAL REVIEWS



# GOALS FOR ONGOING TIMELINE

## January - March

- Annual Performance Reviews
- Quarterly Reporting

## July – September

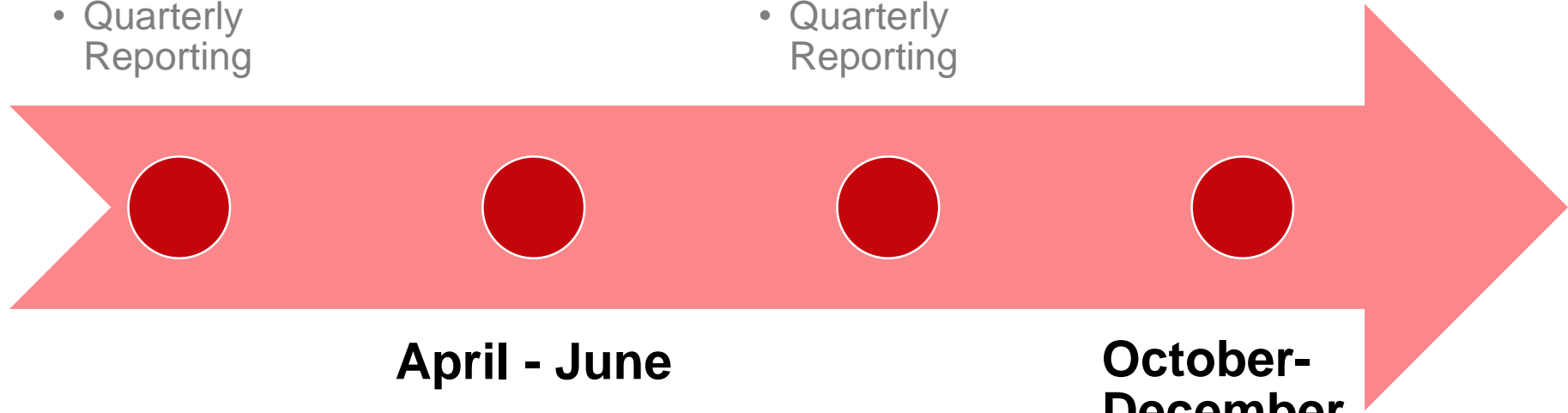
- Performance check-in
- Quarterly Reporting

## April - June

- Program Plan of Work
- Individual Plans of Work
- Quarterly Reporting

## October-December

- Impact Reports
- Quarterly Reporting



# KEY TAKEAWAYS FOR THIS YEAR

## • **Reporting**

- Same timelines
  - Quarterly participant records
  - Semi-annual narrative reports
- Additional Program Specific Instructions

## • **Plans of Work**

- Improved support and instructions
- 18 Month timeline
- Moving toward longer-term, multiyear

## • **Same Platform – Knack**

- Increased Access
- More to come in 2020!



## Division of Extension Planning and Recording Portal

[Home](#)[Policy & Requirements Help](#) ▾[Visualizations and Reports](#)

### Extension Planning and Recording Portal

The Planning and Recording Portal is a platform to support the secure access to & storage of data about UW-Madison Division of Extension educational programs. The site is where every Extension employee records and shares key information about their work.

#### Search

Search the portal by searching for a colleague and reviewing their work or by searching each of the individual collectors.

[Search The Portal](#)

#### Plans of Work

Starting with the 2019 calendar year, Plans of Work will be collected here in the Planning and Recording Portal. All employees are encouraged to create a Plan of Work.

[Add Plan of Work](#)

#### Recording Results: Reporting Our Activities and Outputs

[Add Participation Record](#)[Add Organizations/Partnerships](#)[Community Events & Media Outreach](#)

#### Recording Results: Organizational Learning & Sharing Outcomes

[Add Outcome Statement](#)[Add an Expanding Access Record](#)[Add Scholarly Work](#)

#### Reporting for Integrated Staff & Integrated Faculty

Employees who are appointed by a partner UW-campus department are considered "Integrated" staff or faculty.

Extension colleagues who are integrated faculty and staff are required to report their outcomes, scholarly output, direct educational contacts and indirect educational contacts, if applicable.

Starting 2019, integrated colleagues are reporting into this system, at the end of the year. More information will be provided in Fall 2019.

#### External Reporting Systems & Applications

[4H-Online](#)[PEARS \(FoodWise\)](#)[Parity Calculator for Participation Data](#)



# RESOURCES AND SUPPORT

## Engagement and Coaching

- Program Managers
- Evaluators assigned within institute

## Information and Learning

- Zoom office hours
- Org-wide professional development
- Web-site “Help Page”





*WE ARE INTENTIONAL IN OUR EFFORTS TO  
ENSURE EQUITY, JUSTICE, AND FAIRNESS*



**RACE/ETHNICITY IN WISCONSIN**

**HOUSING**

**INCOME**

**ACCESS TO FOOD**

**DEBT INCARCERATION**

**EMPLOYMENT Education**

**CIVIC ENGAGEMENT**

**CLEAN AIR MORTALITY**



# Office of Access, Inclusion, and Compliance (OAIC)

Dominic J. Ledesma  
Interim Director



## VISION STATEMENT

*The Office of Access, Inclusion, and Compliance (OAIC) is charged with shaping and implementing an organizational strategy for promoting inclusive excellence within Extension as a workplace, and in all spaces where Extension carries out its public-service mission.*

## OUR FOCUS AREAS

**Access**

**Inclusion**

**Compliance**



# EXTENSION & INCLUSIVE EXCELLENCE: A 22<sup>ND</sup> CENTURY PERSPECTIVE

- Better data
- Aligning our administrative structures and resources to guide programming goals and priorities
- Strengthening our talent development pipeline
- Understanding the intersections of “our” contexts
  - Situating ourselves within our work
  - Relationships within our respective communities
  - Cross-disciplinary collaboration
  - Culturally responsive practices
- Scaffolded forms of integrated support



How can you phonetically  
pronounce “O.A.I.C.” ...?

[O'WEIK']



What to expect in  
the next two days

<http://bit.do/CROSSEXT>