Northeast Weekly Summary (NEWS)
January 5, 2015

In This Issue:
- Happy New Year
- Family Addition
- Colleague Performance Feedback Survey
- Extension Website Training
- 2015 4-H Professionals Update Call for Presenters/Proposals
- Register to attend Promotion in Extension Workshop
- RiV and Associated Documents Due January 15
- Please Remember
- NAE4-HA RFP Due January 15
- Staff Career Development Grant Applications
- Turn Your Everyday Work into Packaged Curriculum

Happy New Year . . .
Dear Colleagues,

I wanted to wish you a very happy New Year! I believe we had a wonderfully successful 2014 and am looking forward to an even better 2015. Thank you for all you do every day to improve the lives of Ohioans. With the New Year just beginning, it’s a great time to set your goals (both personally and professionally) for 2015. I drafted my plan for research, teaching, and service and also began my pilgrimage to the gym (running last night and T25 this morning). I have also added a column on my weekly time map to include balancing work/life activities. What do you have in mind for the New Year? Please let me know if I can be of assistance.

Family Addition . . .
Congratulations to Danae Wolfe, Summit County Ag. and Natural Resource Educator and her husband, Scott, on the birth of their son, Milo Grey Wolfe, born Tuesday, December 23rd at 2:58 a.m., weighing 8 lb. 13 oz. and was 21.5 inches in length. Everyone is doing well and they are so excited about their first child.

Colleague Performance Feedback Survey . . .
Many educators received an email on December 29 soliciting feedback on your colleagues for the performance review process. Immediately after launching the survey, the college server crashed and the survey was not accessible. We have set up a new version of this feedback survey with an extended deadline. Sorry for any confusion this may have caused. You should receive another invitation (with new link and deadline). If you received this request(s), please complete as soon as possible. The deadline for feedback is January 26.

And as a reminder, if you were identified by multiple colleagues to provide feedback, you should have received multiple email invitations. The educator’s name for which you are providing feedback will be listed at the top of each survey. Each individual feedback has a unique URL.

We apologize for the quick turnaround time and any inconvenience that this might have caused. If you have difficulties accessing the survey, please contact Vicki at myers.26@osu.edu.

Extension Website Training . . . (Source: Cheryl Buck)
Thank you again for your patience as we migrated the OSU Extension website content this fall. The site builder for each county website was a key team member to help us get content moved in a timely manner; and again, I appreciate you giving them some time to work on this project. I am still working with a number of counties on content clean-up and miscellaneous questions as we get the sites fully up-to-speed, so I’ll likely be connecting with your site builder as necessary during the next few weeks.
As I mentioned in my all-Extension message, we are ready to start training other staff members in the county office who need to be able to update site content. HOWEVER, **users must be trained in Drupal 7 before they are given access to the county site.** We will hold several training sessions around the state, starting in mid-January. These will be three-hour training sessions, one held in the morning and one in the afternoon at each location (and date) listed below.

- Jan 13 – Columbus (Kottman)
- Jan 15 – Columbus (Kottman)
- Jan 21 and Jan 22 – Wood County
- Jan 27 – Wooster
- Jan 28 – Piketon
- Jan 29 – South East Regional Office (Caldwell)
- Feb 10 – Clark County
- Feb 17 – Columbus (Kottman)
- Feb 19 – Columbus (Kottman)

The new training sessions will be offered to those who have not been trained to date, and the sessions will be filled on a first come, first-served basis. If any spaces are open at a particular site after registration closes, site builders in the vicinity who want a refresher course may be able to attend. This will be determined on a site-by-site basis. After this concentrated round of training, CFAES Communications will be adding a regular training for the Extension websites on the 2015 training calendar. These training sessions will be open to new hires or counties where someone new will begin handling the web content for a county.

At this time, I need a list (from the CEDs) of the staff members who should be trained from your county. I need the first name, last name, and dot # for each person, so we can send each individual an email with a link to complete the training registration survey. He or she will be asked to select his or her preferred date and location. **CED, please send your list of staff Drupal trainees directly to me by Monday, January 5 at buck.19@osu.edu**

### 2015 4-H Professionals Update Call for Presenters/Proposals . . .

(Source: Rhonda Williams)

Need a break from RIV? Before you head out for the holidays, submit your proposal. This is a great opportunity to obtain a peer review (or two!).

**2015 4-H Professionals Update**

**Call for Presenters**

February 5, 2015

Nationwide & Ohio Farm Bureau 4-H Center

The Ohio State University

Columbus, Ohio

**Do you have a program or a topic that you would like to share with your fellow Ohio 4-H professionals? If so, consider presenting at the 2015 Ohio 4-H Professionals Update!**

The Ohio 4-H professionals update is designed to provide professional development to help rejuvenate and excite! Presentations are needed to provide ideas and tips in (a) working on new challenges, (b) developing program/lesson materials OR (c) highlighting successful programming.

The 2015 update will include 40 minute, break-out sessions.

Presentation topics for 2015 should focus on one of the following:

1.) Camp   7.) Community Clubs
2.) Junior Fair   8.) Teens & Older Youth
3.) Volunteers   9.) Cloverbud/Pre-Adolescent
4.) Shooting Sports   10.) Vita Development
5.) Working with Committees   11.) Core Competency Skills Management
6.) Fund Raising
Other proposal topics will be considered, especially those that are new and innovative, and have potential for state-wide applicability. The planning committee stresses the importance “take-away products” available from each session so that participants will have resources for immediate implementation. (Still in search of a peer review letter for your performance review? Here’s an opportunity to present and obtain that elusive peer review!)

All proposals will be peer-reviewed and are due by January 5, 2015 by electronic submission to: williams.418@osu.edu

If you have any questions please contact Kara Colvin, colvin.53@osu.edu or Rhonda Williams, williams.418@osu.edu.

Register to attend Promotion in Extension Workshop . . . (Source: Ken Martin)
Extension educators and faculty,

Do you have an interest in applying for promotion? Want to better understand the role of review committees, the review process, and performance expectations? Then plan to attend the upcoming Extension promotion workshop. You are encouraged to attend the workshop and learn more about developing your plan for promotion. Participants will learn how to make the creation and maintenance of the dossier a part of one’s work, turn the dossier into their personal story, engage a support network for building your dossier and develop a better understanding of the dossier review process and performance expectations. Extension professionals with all levels of experience with the process are invited. Promotion and Tenure and Administrative and Professional Committee members will also be attending. Click here for agenda.

The workshops will be held 8:30 AM – 4:00 PM, Agricultural Administration Building Auditorium, 2120 Fyffe Road, Columbus, OH

- **Tuesday, January 27, 2015** *(repeat of November)*

The $25 registration fee includes refreshments and lunch. If you are submitting payment by OSU chart field, approval from your supervisor is required to be submitted along with payment information when completing your registration.

**Visit the following link to register:**

- **Tuesday, January 27, 2015** – *Registration deadline is January 12, 2015*
  
  https://www.surveymonkey.com/s/PIEWRKSHOP012715

Mark your calendars and be sure to register. I look forward to seeing you at the workshop!

**RiV and Associated Documents due January 15 . . .**

The following items are **due to the Region Office by January 15**. Email items to Vicki Myers at: myers.26@osu.edu so she can print for your file.

- Electronic copy of RiV Performance Review (Word or PDF format)
- Copy of Teaching Table from the Dossier Version of the RiV (so I don’t miss your teaching)
- Copy of EEET Summary Table from Debby Lewis/PD&E
- Copy of Peer Letters of Teaching (you **only** need to submit these letters if we do not already have a copy you sent earlier in the year)

On another note, if you haven’t already done so, please consider granting Proxy rights to me (wilkins.201@osu.edu) in your RiV. This will allow me to view your file.

**Please Remember . . .**

As you are working on your Annual Reports, please remember all the tools that are available at the Program Development & Evaluation website: [http://pde.osu.edu/reporting-resources/research-view-riv](http://pde.osu.edu/reporting-resources/research-view-riv)
NAE4-HA RFP due January 15 . . .
The NAE4-HA Programs Committee invites you to submit a proposal to present at the 2015 NAE4-HA Annual Conference to be held in Portland, OR on October 25-29, 2015. **Deadline for proposals is January 15.** Proposals may be submitted for five types of presentations: Research and Evaluation Reports, Program Seminars, Competency Building Workshops, Poster Session, and Program Showcase E-Sharing.

Staff Career Development Grant Applications . . . *(Source: onCampus Today)*
The Staff Career Development Grant provides staff with an opportunity to further their growth and development. Eligible staff can apply for a Staff Career Development Grant of up to $1,000 for individuals and $1,500 for groups. Grants can be used for professional development, education or training costs related to job and/or career goals. Applications are being accepted until Saturday (1/31). Read more: [hr.osu.edu/special/specgrants](http://hr.osu.edu/special/specgrants)

Turn Your Everyday Work into Packaged Curriculum . . . *(Source: Eric Barrett & Jacqueline Wilkins)*
Extension professionals spend an inordinate amount of time developing outlines, creating activities and designing evaluation tools as a regular job function. But, do they really pay attention to the bigger picture possibilities for works they are creating? Often, an educator has designed and personally delivered a variety of components that, if packaged appropriately, would constitute a curriculum. Educators would save time preparing for high demand topics in their counties which are outside the scope of their specializations. Clients would benefit from a higher level of instruction that comes with replicated programs that have been evaluated effectively, and modified. Creating curriculum is a great way to share specializations, however, there are relatively few examples of packaged curriculum for some of the most common Extension topics. This session was offered at annual conference to help Extension professionals take core skills (program planning, teaching, evaluation) to the next level – packaged curriculum. Please enjoy the presentation and worksheet presented at annual conference available at the following Go Link: [http://go.osu.edu/EverydayCurriculum](http://go.osu.edu/EverydayCurriculum)