

NCR PROGRAM DEVELOPMENT & EVALUATION GROUP MEETING: 10/5/2016

In attendance: In person - Laurie Chandler, Pennie Crinion, Julie Heutteman, Larry Jones, Jennifer Kushner, Debby Lewis, Kim Showalter and Mark Stillwell. Via phone/WebEx – Kimberly Keller and Keli Tallman. Facilitator – Dan Wilson

Thanks to Kim Showalter for taking notes!

Question to the group ...For afternoon presentation to Deans and Directors

- Ask for decision now on moving forward with PDE training models and resources availability phase of project, or Wait for end of December/early January for decision on moving forward with project – ask if additional information is needed before then?
 - **Decided to wait until December/early January after grant report is turned in**

Updates from Each of the Work Groups

INFRASTRUCTURE: (Julie)

Purdue has a hub that could be a solution; hubs are for "lots of different things", including our portal project; Julie talked to some developers ... it is a collaborative site, designed for sharing resources (and it will work across institutions). Every criteria we have, they have multiple ways to address it ... variety of costs. The ONLY thing they can't do is live webinars (they can post a recording) -- but nothing we investigated could do that. They can handle eCommerce, and also are able to distribute collected funds as needed. There is a strong agricultural hub, which we could have a part of (and would not have to pay a \$50,000 development fee)

Main site is: hubzero.org

BUSINESS MODEL: (Jennifer) no update

Their recommendations: (pre-hub) build own website that would allow us to self-manage (that is important); shared rule set that governs the maintenance and evolution of the website (something directors would need to agree on); handle hand-off of development funds; need a fee structure (state rate or per use); need to have a clear understanding of how income is handled / distributed to states

RESOURCE CRITERIA: (Keli)

They haven't met since the last conference we all had together as a full group; had shared the review tool they developed; next step: how do we realistically have a process in place to review the resources brought to the portal

NIFA: (Jennifer)

Earlier in the summer, NIFA reached out to Wisconsin. They were interested in a portal / supportive wrap-around capacity to develop a road map for a portal focused on Extension education / evaluation resources. Wisconsin came back and said they wanted to expand a little bit to build capacity for PROGRAM DEVELOPMENT and evaluation. They shared the NC region conversation on this. WI suggested there was a way to build on NC region works. WI has a small, short planning grant to develop a road map for NIFA (it will likely include a portal for NIFA; but won't just include a portal for PDE resources).

Their timeline: Sept 1 - end of February 2017. Conversation grew out of one of the NIFA divisions, but it sounds like there is broad interest at NIFA. We obviously want to make sure there is alignment with all of these projects / efforts (can build on each other). Sounds like there is a long-term interest and commitment. They do NOT want to host a portal (they were very clear on that). They want to provide better access to PDE resources (they want the portal to EXIST; they just don't

want to HOST it). Jennifer will be in DC next week to meet with NIFA, and will be able to share more with NCR after that.

Question: Is NIFA a potential funding source for the future?

Jennifer: The initial pitch at NIFA was for something much more comprehensive. She was told to create a roadmap first, THEN they would come up with a more formal plan. So yes, they are potentially interested in funding something with a national scope, but no hard commitment yet. So if they fund US, our stuff would need to be accessible nationally.

Question: After the roadmap is developed, would we have funds to move forward with development?

Jennifer: Gets the sense that NIFA is ready to move on this

Question: Are we supposed to come up with ONE voice about how "PDE is supposed to happen" ... or a collection of resources from which any visitor could pick (there would be a variety of approaches / models)

Jennifer: It could be both / either. NIFA is focused on helping minority institutions (they often don't have access to great resources); suggests we get the lay of the land (what resources are out there, what is missing; what are people searching for, but can't find) -- on a larger scale (nationally). The four areas of focus:

- i. Resources
- ii. Capacity
- iii. Access
- iv. Best practices

Are there some implications that need to be considered (from the other Work Groups):

INFRASTRUCTURE

- Our own "hub" update (we need to investigate this option more fully)
- NIFA idea / NIFA roadmap and potential funding

BUSINESS MODEL

- NIFA idea / NIFA roadmap and potential funding
- Economical way to spread out expense or lower cost

RESOURCE CRITERIA

- None at this point

Update on Non-Participating States:

Nebraska: They have no one to be involved in the group / with this project. They did not indicate any interest. They have a posted position, but haven't filled it

North Dakota: Deb Gebeke has been involved, put stuff in inventory

South Dakota: Reached out to Karla Troutman, Randy Ross. Has not gotten any actual input from the group

Michigan: They are getting the communication, but they haven't contributed. They have provided feedback to the shared communication ("good job", "keep going"). Cheryl wanted to put things into inventory, but has not yet

Minnesota: Mary said she had a student put resources in the online inventory, but we haven't seen that; Jennifer said Mary was going to send a link, but hasn't gotten it yet ... Jennifer is going to try to call her

Overall: 8 of 12 states have put materials in inventory

Breakout by Work Group (with Infrastructure)

Look at the implications, talk about any other "hanging discussions," discuss next steps (what do you need to do to be organized to move forward by the end of the grant

IMPLICATIONS:

- Amazon could be a content management (open source) system for open source community (we're not 100% clear about how / what Amazon could / would do for us, but it is something to explore more ... we just know it's cheaper). \$115 / year to start (more space, larger cost) ... "host your own hub"
- We could look at all the sites (he sees there are over 20 sites powered by hub) ... we could investigate how they are using hub (sounds like hub could be used in a variety of different ways) ... maybe each of us take a few?
- We could talk to a list of hub users provided to Julie and learn about how they are using it
- Missouri uses Community Commons as a "hub" type of resource
- *Could we self-manage?* Yes, we'd be "curators" (but we'd need a little training)
NOTE: For Purdue to set up the hub, it would be \$52,000 (the whole infrastructure / architecture of the site; look and feel); \$3,000 a year to support after that. She did NOT talk to them about bandwidth / traffic. They said we could give them a CSV file to get started with user accounts. The upfront cost would also include the uploading of the actual resources.
- *What could be customized?* Everything; multiple APIs. Purdue likes WordPress
- *Can the system provide auto-reminders when resources are set to "expire" or get reviewed?* Yes, and multiple ways to do it (and pretty easy to do)
- *Can some parts of the hub site be password protected or members only, but other pages open to all?* Yes (Julie couldn't find notes, but remembered "yes")
- The "hub" options "feels different" ... interesting that it was developed for scientific collaboration
- Next step suggestion... We each should investigate a few of the existing hub sites (but, we need to create as a group a set of questions we want to answer, so we can share out when we all come back together)
- We need to share about the following options:
 - extension as a possibility (must talk about what we found);
 - website / portal (build our own) ... can share about the info;
 - NCR website;
 - the Purdue hub option (pros: it can do EVERYTHING we want it to, save ONE thing -- but nobody could meet that live webinar feature; cons: possibly the initial set up cost, but NIFA may be able to help with that cost)
- We could be a guinea pig ... show how we could make cross-state collaboration and PDE happen

Reporting back from sub-group breakouts

Infrastructure Work Group next steps:

1. Develop questions we should all be seeking to answer (when looking into the "hub" option)
2. Each member takes a few already developed hub sites, investigate and answer our questions (do this by October 31)
3. Decide on a "final option" ... Have Jennifer/Larry talk with NIFA about funding
4. Reach out to other regions/states in USA (if NIFA offers us funding, we'll need to have national involvement)
5. Have a final proposal/recommendation -- back to NCR directors for December 31 mini-grant deadline

6. Take January - February to work on soliciting (formally) other states, as additional support to our request to NIFA for funding
7. Task for later...We need to do a needs assessment/gap assessment regarding OUR resources -- what do we actually have, what are we missing?

Business Model Work Group discussion:

1. Pilot for NIFA?
2. Tell Deans and Directors about NIFA
3. Support from Deans and Directors for Regions' reputation in PDE effort
4. Leverage NIFA and NCR PDE
5. By the end of this grant cycle (deadline of the December 12 webinar) ... Jennifer sees a development phase and a stewardship phase ... (without attaching specific numbers) ... we propose a percentage cost share, the development phase will support the following activities (fill in here); stewardship phase will have a governance document developed, we focus on fee structure / cost recovery (need to have -- for both phases -- a plan for human resources, i.e., who will be committed to various activities)

Resource Criteria Work Group discussion

1. Logistical items need to be addressed
2. Need to ask the larger group, "Are you "all in" this project? Are you willing to commit time to reviewing the resources in the portal?" Answer was "YES"
3. We could set up a Qualtrics survey (Debby volunteered OSU) as the tool to actually review the resources
 - i. Pennie brought up that we need to have all resources actually sent to a specific location (not all are readily/publicly available right now)
4. The states can each take different categories (so we can review "similar" resources)
 - i. In our category groups, we can also work to identify gaps
5. Would like to make review assignments by December 12

Preparation for Deans/Directors presentation

- Recommend that Julie represents Infrastructure Work Group; Jennifer represents the NIFA conversation as well as Business Model Work Group; Pennie goes to represent Resource Criteria Work Group.
- Julie reviewed the PowerPoint with the group
 - We added a NIFA slide (included Jennifer's four points)
 - Each Work Group reviewed the slide that relates to their specific efforts (focus on "what's the impact for each director?")
- Be strategic in presentation...only have 20 minutes. Deans and Directors unlikely to read a long report in December. Hit the high points now
- Build presentation around:
 - Where we started
 - What we have done
 - Ask for questions
 - Reminder that we will be back in late December/early January for more support
- Ask these three questions:
 - Will this fulfill a need in your state?
 - How do you want to position the North Central Region?
 - What will it cost?

[Lunch break -- Julie, Pennie, Jennifer went to present to directors]

Several questions: around the inventory (Excel spreadsheet)...What kinds of duplication or gaps were we noticing? The PDE ladies shared our process moving forward with needs assessment/gap analysis (Jennifer has notes from that session)

Chris Geith: eExtension

- Nebraska has issue teams (which is probably what drove Chuck's questions during the presentation)
- Have some new services that are being developed; should be available in January
- Recently learned a bit about what helps people put learning into action...give people a day and a half after learning to work on applying learned knowledge
- Chris suggested trying to incorporate the learning events into annual conference
- Competency-based learning/training
- Check with JeffPiestrak @ Cornell
- Offered to collaborate on our PDE project (fee/funding/grant?)

Afternoon discussion (post-presentation)

- Infrastructure Work Group talk with Chuck
- Inventory (already discussed to some degree this morning in the Resource criteria group)
- Build capacity in Extension personnel for developing PDE impact (one of our original goals ... let's have a conversation about it)
- How do we get people to use the portal/hub? (If we build it, people won't necessarily come)...AND Even if they DO come, how do we know our portal is actually helping them? We need a way to follow up with them, assess if we made an impact (DACUM)
 - So we need to have conversations about marketing
 - Perhaps we need to ID touchpoints as ways to make contacts with people whom could be directed to our portal (Jennifer pointed out there are some items in the spreadsheet/inventory that have "touchpoints" identified)

Plan for Moving Forward

- Teleconference/WebEx scheduled (full team):
 - October 17
 - November 7
 - December 12
- Subgroups will work on action steps from today's (10/5) notes -- this is due to JULIE by November 7
- Final report: Larry has started a draft; we can go back to that and start building more
 - We should remember that impact is important to the directors (when we write final reports)
 - How do we get the final report into its "final" form? (the executive summary)
 - Work groups draft their deliverable -- this will be done during the October 17 meeting time (Infrastructure and Resource Criteria Work Groups will meet on October 17, Business Model group will figure out another date, close to Oct 17 for their Work Group meeting)
 - That all goes back to Julie who finishes it (so it doesn't have too many different voices -- want it to sound cohesive)
 - Julie will assemble final document (she has the discretion to send to 1-2 other people to also help review before it goes to the full group): Final document assembly is from November 7 - December 1; after the final document is assembled BY DECEMBER 1, the WHOLE group will review / discuss together on December 12 (so individuals will have from December 1 - 11 to review on their own, make any edits, suggestions)