*Q1.* **Professional Development Narratives – North Central Region**
Subject Area #2: Extension Program Planning and Development

Program planning and development includes the following components: (1) assessing and analyzing community needs; (2) planning and designing an educational program; (3) developing the program resources and related materials; (4) implementing the program; and (5) evaluating the program content, process, delivery, and impact. What is not included in this category is teaching skills used for the delivery of the program, which will be collected in a future Qualtrics inventory form.

*Q2.* Which state do you represent?

- ○ Illinois
- ○ Indiana
- ○ Iowa
- ○ Kansas
- ○ Michigan
- ○ Minnesota
- ● Missouri
- ○ Nebraska
- ○ North Dakota
- ○ Ohio
- ○ South Dakota
- ○ Wisconsin
- ○ Other: [               ]

*Q3.* Please provide your name.

First Name      Jessica

Last Name       Gordon

*Q4.* Please provide your email address

gordonjes@umsystem.edu

*Q5.* Provide a brief description of the professional development program that addresses Extension Program Planning and Development. [Less than 250 words.]

*If you do not offer training on Extension Program Planning and Development, please state that here, and return the survey.

> This is a self-paced, competency-based training covering the most common digital media and communication formats used by extension faculty and staff. Modules include: Online courses Live webinars, video and audio recordings, Presentations Documents and files, and Email and social media. For each module, learners must successfully demonstrate their mastery by completing an assignment.

*Q6.* Please provide a title (or short one-sentence description) that can be used to identify the training.

> Digital Accessibility Compliance

*Q7.* Describe the intended audience for this training (e.g., is it part of on-boarding for all Extension staff, does it focus on staff with a certain level of experience, is it for specific program areas, are their elements designed for unique aspect of community/county-based educators versus state specialists, etc.). [Less than 100 words.]

> MU Extension faculty, staff and county office assistants

*Q8.* What are the core skills this training will instill in the audience? [Less than 250 words, and bulleted examples are encouraged.]

> Course Overview: In Module 1, you'll develop empathy for the disabling impact and frustration people experience when digital accessibility has not been incorporated into content design. In the second module, you will develop your understanding of the breadth and scope of digital accommodation needs in our diverse population of learners. We'll delve into the basic principles of digital accessibility that have broad application across a wide range of technologies, document and media formats. You'll find before and after examples, carefully curated resources, and tips to start incorporating accessibility into your daily work. The remaining modules cover MU Extension's most common digital media and communication formats: Online courses Live webinars, video and audio recordings, Presentations Documents and files Email and social media For each topic, you'll find: a list of basic competencies with associated resources, available trainings, additional resources for a deeper dive into each topic, a formative assessment to help you gauge your knowledge and readiness to move to the assignment, and a summative assignment to demonstrate your mastery of each tool.

*Q9.* Please check ALL key words that apply to this professional development opportunity.

- ☐ communication skills (personal/educator)
- ☐ communication skills (delivery programs)
- ☐ conflict (management/resolution)
- ☑ digital program delivery
- ☐ digital learning principles
- ☐ Diversity, Equity, Inclusion (DEI)
- ☐ evaluation
- ☐ facilitation
- ☐ goal setting
- ☐ leadership
- ☐ marketing
- ☐ mentorship
- ☐ needs assessments

- ☐ onboarding (included in general onboarding)
- ☐ orientation to CES (included in general onboarding)
- ☐ partners
- ☐ risk management
- ☐ reaching new audiences
- ☐ teaching skills/techniques
- ☐ volunteers (in delivering programs and teaching roles)
- ☐ volunteer (overall management and coordination)
- ☐ volunteer - systems
- ☐ other: [explain] [_____]

*Q10.* How is this training offered? [Check all that apply]

- ☐ Face-to-face / in person
- ☐ Live/interactive zoom/webinar (internet based, time-fixed, with the instructor)
- ☑ Asynchronous learning
- ☐ Other: Please describe:

[text box]

*Q11.* Is this training open to other states/institutions?

- ○ No
- ◉ Yes - How do other states/institutions access the training and describe any permissions that need to be obtained to utilize this training:

[text box]

*Q12.* Is there a registration/tuition/fee to participants?

- ◉ No (please continue the survey)

◯ Yes - Please describe the cost per person and if there are differences for out-of-state participants.

*Q13.* Provide a website for additional information, if applicable.

https://umsystem-muextension.catalog.instructure.com/browse/learning-teaching-services/courses/digital-accessibility-compliance

*Q14.* Provide a name and contact information of someone who can answer questions about this training.

Jessica Gordon gordonjes@umsystem.edu

**Location Data**

**Location:** (39.4403, -92.5571)

**Source:** GeoIP Estimation