

Colorado State University Libraries
Office of Engagement and Extension
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Digital measures - new for 2021

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00:00:01:07 - 00:00:24:06

Unknown

All right. Let's go ahead and get started. Thank you all so much for joining us today. We're here to talk about reporting and digital measures and the 2021 reporting year. And we've made some significant changes in the system that we'd like to convey to you and some things that you need to know. And which I'd like to talk a little bit about reports as well.

00:00:24:08 - 00:00:43:21

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And, we've got a lot to talk about here in the next 90 minutes. So we're going to go ahead and, and, run off with that. I'm going to go ahead and have Cary step in and, and we'll start, to inform you about some of the changes that we've got going on. Thanks, Darrin. Appreciate it. Hi, everyone.

00:00:43:23 - 00:01:07:17

Unknown

Yeah. Thank you so much for joining, for taking the time for this. Really appreciate it. You know, reporting is not everyone's favorite, but, like Darrin said, we made some, you know, some substantial changes to the system. And if you can not only, you know, be attentive to, and try to make sure that we're on the same page and ask good questions about them.

00:01:07:19 - 00:01:36:02

Unknown

And then also spread the word to your colleagues and peers. That would be greatly appreciated. I think we have success. When everyone kind of helps each other through all of this. So, that would be great. And, today, I just thought we'd start by refreshing the purposes of digital measures. We'll talk about the changes on on a number of different screens.

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Would like to allow time for Inger and Martha to discuss the quarterly spreadsheet reports, that they have produced. The first one they produced is actually an annual report for all of 2020, but it's really exciting. There's a lot of really great, rich data and a lot of ways to slice and

dice and use that data. Time permitting, Darrin can discuss the staff activity report for your performance appraisals.

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Unknown

And I just say, time permitting again, because I think did an email even go out about that just earlier today? Yes, I did send something out on admin. So please be watching for that. Okay. And, even if you have some ideas at the end about our monthly sessions, Darrin and I plan to pick back up in April and go through the end of the year.

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So if you have ideas about any topics to cover in addition to us allowing time, as we always do for just open Q&A, we would welcome your your ideas for what to cover. There. Before I dive in, I just want to give, props to the Digital Measures Advisory Committee. That really helped think through, all of these changes.

00:02:52:03 - 00:03:29:05

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Before we made any decisions from a variety of different roles and perspectives. So thank you to, Tim Ashton, Julie Stevenson, Darrin, and Duncan Jingle, wacky Travis Taylor, Sheila Gaines, MJ Fisher, Katie Dunker, dawn film filming agent snapper Greg Phillips and Nicole Clark, one of your Nelson, Marissa Bunning, Jeff Tranel, Inger Johnson and Trent Hollister. So you had a really nice representation from from all of our colleagues on that committee and just wanted to thank them for their time and effort.

00:03:29:07 - 00:03:56:17

Unknown

So just to kind of reiterate the purposes of digital measures and also help you think about, should I report this? It's really you want to report anything that you want to use during your performance appraisal. I think we're starting to see now with the report that Darrin has, facilitated for us what kind of information get spit back out for you personally added digital measures that you can use for your performance appraisal.

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Unknown

So have that in mind as a lens as we move into faculty status, starting to think about a CV or promotion packet would be another lens. And I know there's some still some question marks there about what's going to be required. But you can start, you know, making some common sense projections about what might be required. It's also a tool for us to help understand who we're serving.

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Unknown

We've updated some of the demographic portion of the tool to, ensure that we're capturing, demographics appropriately and that we're understanding who we're serving. Quantitative and qualitative impacts to share

internally with the university as a whole. So, president McConnell, as well as externally, our process stakeholders, our program stakeholders, county commissioners, advisory boards, etc.. And then to the extent possible, although Digital measures was largely not built around this idea of, you know, improvement and improving your impact.

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To the degree possible, let's try to leverage the data, in order to reflect and say, where where are the needs or what can we be doing better? As well. And to find partnerships, that's another potential use of digital measures that we haven't fully, exploited. But it will continue to explore. So, I also want to say, in relation to these performance appraisals and faculty status, you know, as that shakes out, I think our goal has always been with digital measures to have a one stop shop, for all of those uses and, as performance appraisals and, particular faculty status really shake out even more, we'll have a

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Unknown

better idea of what's going to be required. And therefore we may start to use some different screens, like effectiveness of teaching. Or add some screens that apply to those processes. We still do have a few changes that are being reviewed by the broader CSU group. You may you may know that extension is just one part of the university, so we don't have full say over all the changes on all the screens.

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Unknown

We can only control the extension component of digital measures. So there are a few changes that, are yet to be implemented because they're being reviewed by the broader, CSU group. And that should happen sometime in April. And we'll always continue to keep you guys posted as changes pop up. Throughout the year. And then last kind of thing, I'd say in terms of the introduction is we have simplified our Digital Measures training page.

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Unknown

So as always, encourage people to go check that out. And now our FAQ is really our primary reference. And I found this to be helpful. I'll actually just, pull it up real quick. And share my screen with you all. So. What I want to try to do is close out of my look first. Excuse me.

00:07:31:19 - 00:07:46:19

Unknown

So that, you don't also see my emails, pop up throughout the webinar.

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Unknown

All right. Right there. Right. Are you seeing the website? No. I'll try one more time.

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Unknown

Okay. All right, so this is the digital measures, training page. And from here, you can access the FAQ.

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Unknown

As you as you would imagine it, the website only moves slowly when, doing a webinar and trying to show people different web pages. So it's working. Here's an example. To help you kind of find more quickly what you're looking for on the FAQ. You just do control F and you can search for professional development is what I did last time.

00:08:43:08 - 00:09:11:18

Unknown

And I'm a creature of habit sometimes. So, while, a question pops up around professional development. So, we did update this page, with all of the, changes that we made for this year. So if you're scratching your head after this webinar and you don't want to go back and watch the recording, although, you know, it could help you if you're having trouble sleeping at night.

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Unknown

You can always count on the FAQ to be there for you in your times of need. And if you still don't find what you want, just, ping me for content related questions or Darrin for, i.t technical questions and Cary, for those that might not be aware of that find feature that you just, invoked in your web browser has an up there up arrow and a down arrow.

00:09:32:07 - 00:09:52:19

Unknown

So if the question that came up when you searched for your keyword phrase is not the question you're looking for, chances are likely that that word or phrase exists in multiple places, and you can click on the arrows to navigate up and down the page and find find where professional development, or whatever it is you search for might appear elsewhere.

00:09:52:21 - 00:10:23:08

Unknown

Good call. Thank you. Appreciate. All right. So let's see. I have my notes that I'm not gonna subjected to here, but to keep myself on track. And, guys, feel free to just jump in, any time with with questions. And, Darrin, I think it worked out pretty well if you're able to let me know if there's something that I need to address on be great, but I want to just walk you through,

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Some of the actual screens where we made our changes, starting with, just pick the extension section from extension consultations.

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So, things should look very similar. You actually, to the untrained eye, some of the changes may be, appear insignificant, but there are some, some changes we want to make sure that we discuss. One of them is we added a new dropdown under, last year we had program affiliation. This year we've added a new dropdown for issue affiliation.

00:11:04:08 - 00:11:31:09

Unknown

You may ask yourself what what an issue is. And these refer back to the issue canvases that were submitted by our crews this last year. This was our pilot year for this concept of issue canvases, which were our way of asking pros to on one sheet of paper, on one page, tell us about, the issues for which you have medium or long term goals.

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Unknown

So behavior change or condition change. This is a way of kind of getting to where as a you are you spending a lot of your time and effort and resources. And for each issue they listed things like this is the problem, this is the goal. This is our target audience. These are our indicators of success. And this is our theory of change, of how we're actually going to achieve our goal.

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Unknown

So those issues you also now see here listed under this dropdown of issue affiliation, we have a website. A web page I should say that lists all of the issue canvases. If you're curious, as you are filling out your plans to invest this year, you're actually asked to cite whether or not any of the issues that you'll be working on are tied into one of the print issue canvases.

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Unknown

Again, kind of our way of like saying, so, are you connected to Pru's that have already developed resources on some of these issues? So you can certainly explore the issue canvas web page, which you can access from our program planning web page. And they're all just listed here. And so, you know, what this does, it allows us to really aggregate, you know, if a number of different people are doing a bunch of different things on, go system sustainability, all of that data could be aggregate, aggregated and in conjunction with the issue canvas that says, this is the problem, this is our goal.

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Unknown

We can then also say, and this is what we did about these are our outputs, and these are our indicators of success. So it allows for us to better tell our story both at the county level. You'll be able to slice and dice this data as well as statewide.

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Unknown

So that's a new addition. Another really, seemingly insignificant change, but one that, you know, is kind of important is around, differentiating between the location of the activity and participant location. And so this came up in our, advisory committee, conversations, because so much of our work has gone virtual and counties felt like, you know, if they really heavily marketed, an event, they wouldn't necessarily be able to see in digital measures that folks from their county were attending that virtual event.

00:14:16:08 - 00:14:50:24

Unknown

Because oftentimes if you're delivering a webinar, you might choose a location as being statewide or regional or national. So, the location and, here's where I'm going to actually pull up, our handy thank you. And I'm going to search for a location. I'm going to use the Darrin. Oh there's 19 different matches here. So, I happen to find it pretty easily, though.

00:14:50:24 - 00:15:17:05

Unknown

Still. And, let's let's just walk through this, this table. So this table will be your, your friend until until you get used to it. It'll take a little, little getting used to. So let's say you do a face to face group educational event. Location of the activity is where that location was held. Weld County and I drove to Weld County, and I did a, workshop there.

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Unknown

Participant location keywords. To the extent feasible. Okay. To the extent feasible, report the county or counties where your participants were from. If that data was not collected, it's okay to make reasonable assumptions that they were from the county in which the activity took place. For example. If your participants were from so many counties are reporting each location becomes too burdensome.

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Unknown

Report the locations for which you had significant participation. Again, this guidance was a result of of our conversations with that Digital Measures Advisory group. We want to make this, useful where counties are getting good data, and they're also getting demographics about the participants that, are coming from their counties. But we also acknowledge that, if you had 30 participants and 20 of them were from one county and the other ten were from ten different counties, there's a cost benefit analysis that you'll have to do in terms of listing out each one of those ten counties separately.

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Unknown

So we want this to be practical and doable and efficient as well. So if you did a virtual event, you would go in to the presentation screen in this example, your contribution type, you can select online or a webinar. And then for the activity location you can actually select the county or

area that you represent. So if I did one from my home base here in Larimer County, I would select Larimer County as the activity location so that Larimer County would have a record of my effort as a Larimer County employee in this hypothetical.

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Unknown

Okay, then report participant location in the same way that you would report this for face to face. I will, without going into the detail, say that, some months ago, we, created a bank of questions in Qualtrics that, anyone can use to get at demographics and location, so you can access the instructions for how to go about that.

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Unknown

Again from the program planning page under evaluation. And know that if you're doing an online, event, you may have a survey that you want to link to afterwards in Qualtrics, for example. And you could also just add on this, demographic question bank and get at your participant location. That way. And you can contact me, separately if you have any more questions on that.

00:17:54:09 - 00:18:22:03

Unknown

I'd be happy to, go into more detail. And then, if you're doing an individual consultation. So for face to face consultations, report the location in which the activity was held. Maybe someone came to your extension office for phone, email, virtual consultations, select the county or area that you represent. So very similar to, what you would do in the case of a, webinar, for example.

00:18:22:05 - 00:19:10:09

Unknown

And then for participant location, just report their location where they're from. Cary Allison is asking, when would it be appropriate to use statewide when reporting a webinar? That's a really good question. I can't think of many instances in which we would want to use that, one that I'm maybe thinking of. And you guys can help me through this too, if you guys have examples, is if, you know, say you're collaborating with five colleagues from across the state on a webinar and one person's going to record that, or report that that's maybe an example.

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Unknown

For one, you would want to use the statewide. I think she's thinking, for the participant information as opposed to the location. Oh, sorry. Okay. Sorry. Yeah. For a participant location, that's where maybe the example is if you have 20 from Larimer County and then ten from ten, one each from ten different counties, instead of taking that time to do each individual county and digital measures, which you can, I'm not going to say you shouldn't do, but if that becomes too administratively burdensome, that would be an example where you might put ten statewide.

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Unknown
I'm.

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Unknown

Thinking, okay. All right. So yeah, so there are some nuances here, some subtleties, to this and, that's why I say I appreciate your help in helping to spread the word, to our colleagues to the extent that you can. Do you think that while there's more to it, you know, up front, you know, a little bit more, nuance that in the long term, this will again, allow us to slice and dice the data and allow counties to get credit for some of these, you know, virtual events that are becoming more popular and, and will continue to be, even in a post-Covid world, should we be blessed enough to have

00:20:38:13 - 00:21:12:08

Unknown

on, you will notice. So, I want to talk a little bit about grouping activities. So consultations is an example where we maintain this field. Number of consultations completed. We also have the total number of contacts. So this is an example where we we know that agents and staff are perhaps doing 20 consultations in a month, maybe less, maybe more in some cases.

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Unknown

You have agents. Yeah. We're coming up on on spring time. I'm guessing for many of you it's going to be more than 20. So you still have the opportunity to group something like a consultation where you will no longer see number of blank completed is for presentations, also for media appearances and, guest lectures. But presentations is probably the, you know, most common screen that you're using where that change is taken place.

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Unknown

And so really the idea there is because, as you're building out your performance appraisal documentation and your CV,

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Unknown

Being able to, list each one of your presentation separately should only serve you well in those endeavors, calling out, because every time you do a presentation, it's a really significant effort. And it's different than having a 5 or 10 minute phone conversation with someone about whatever the topic may be. So for that reason, you would go into presentations and enter one at a time.

00:22:22:16 - 00:22:51:10

Unknown

There is always the handy duplicate feature that you can use, so you can just duplicate that and edit that entry and update the date or location. And it's actually, you know, a pretty minimal amount of work. If you use

that duplicate feature effectively. So I did want to point that change out. And also let's do another search for, grouping.

00:22:51:12 - 00:23:28:21

Unknown

No, that's not the word that I used. I did a bundle and all is the keyword that I was looking for, this time. So, we want to. And I'll actually do this, from my, from my notes, but know that there is a, there's an FAQ related to grouping or bundling. So, so on this topic, you know, we want to be able to sort out activities by month.

00:23:28:23 - 00:23:51:13

Unknown

As we understand it, you know, county directors want to be able to take something to their commissioners in some occasions and say for the month of March, this is what we did and this is what we accomplished. So we want to be able to sort by month. Hence monthly reporting the importance of monthly reporting by location, by Pru program and issue.

00:23:51:15 - 00:24:16:14

Unknown

So you can bundle up those consultations as long as they took place in the same month, in the same location, for the same Pru. And you may or may not have been affiliated with a certain program or issue. So, for example, you know all of your heart related consultations, same Pru, let's say you're all doing them for Las Animas County all in the month, a month of March.

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Unknown

You can bundle those unless one of your consultations was a really in-depth site visit where you took a full day. You went out to visit someone's garden and look at at their issues. You can choose to call that out as a separate entry if you would like, so that it shows up and grabs attention on your performance, appraisal, documentation, CV, etc..

00:24:48:00 - 00:25:10:23

Unknown

So I hope that that I hope that that's helpful. In terms of thinking about what to lump versus versus what not to. Yeah. Note you could also use the keyword lump and that'll work for you too. So yeah, a little point there on grouping.

00:25:11:00 - 00:25:25:20

Unknown

And then that brings us to some new guidance around demographics. Pardon me. Just.

00:25:25:22 - 00:25:52:24

Unknown

So change in guidance came down from, USDA Nifa. They have a new director, of their civil rights division, and they really clarified something that, Blake and others had known for some time, actually was helpful to, to see a formal clarification that we can actually now only

report demographics when they have been self-reported by your participants.

00:25:53:01 - 00:26:28:07

Unknown

When working with youth in schools, you may use demographic data provided by the school rather than asking students themselves. So we can no longer say, I think there are this many men, women, African American, Latino, Caucasian. We can only report it when it's been reported to us. So you still can enter your total number, but you would only do your demographics if you know them.

00:26:28:09 - 00:26:48:20

Unknown

And that's where that, ultra bank of demographics questions can really come in handy. And, and that's available to you and Cary. Incidentally, I'm getting a barrage of private messages from people asking about Qualtrics, and folks don't know how to use Qualtrics. All right. And so we we ought to have some training, I think, on on how to use it.

00:26:48:20 - 00:27:14:13

Unknown

Or if we do have some training that exists out there, we have to point people to it. Yeah, that that's on my future. That's on my list of future topics to cover. And I think you guys have, have confirmed the importance of that. Yeah. So let let me just get you started with a foundation there because we think, once you dive in, it's it's not too bad.

00:27:14:13 - 00:27:40:00

Unknown

And I don't want to paint the picture that Alteryx, which is a survey platform, is the only way that you could ever get demographic information. That's not the case, but Qualtrics is a pretty handy survey platform that I see us using, you know, more and more. And so that's the platform that I chose to create. Bank of survey questions in.

00:27:40:02 - 00:28:10:12

Unknown

You also have some counties that are using, Google Forms to collect demographic information to find. So you're more than welcome to use that. And I know of some teams that are again, like, they seem like they're moving a little bit more towards using Qualtrics for their own, say, post program evaluations. And what this enables them to do is add a bank of questions that standardized about demographics that we have vetted with never.

00:28:10:14 - 00:28:45:08

Unknown

And we know we're asking the right questions in the right way. So this is a program planning website and there's a bunch of stuff on here. But if you go under well, I think I said, evaluation, but I apologize. It's actually under survey resources. There's a link here where you get access to Qualtrics Ultra Survey basics. CSU has a training and support page,

and, there's a one pager on how to use Qualtrics surveys for online programming.

00:28:45:08 - 00:29:11:11

Unknown

We have a bank of questions. That are standardized if you do a, online presentation. So there's no content based questions. We wouldn't ask anything about horticulture on the standard survey, but we asked questions about their online experience. And then we also have, the demographic survey and these are PDFs of them. Just so you know, what you're getting into.

00:29:11:13 - 00:29:32:14

Unknown

And this is a one. So a 1 or 2 pager with instructions on how to use that. So I'll plan to cover this in a future, training session. But if you're eager and you want to get started, this 1 to 2 page instruction sheet is intended for anyone to be able to use right right away. Enjoy.

00:29:32:14 - 00:30:05:22

Unknown

You've raised your hand. I did, I, I just wanted to point out and the forage piece in the survey questions that we are with the new canvas that is being presented. We're going to utilize the forage common measures. That is going to be something that is then presented to the folks here soon. So if you're in forage specifically and you need to report against us, we also have our own native questions from National with USDA, for the National, for each county.

00:30:05:24 - 00:30:24:13

Unknown

So much for pointing that out. Yeah, as you guys can see here in red, even those in red. I failed to mention it. So Joy, I'm really glad you jumped in. This is for non forage because forage they're they're developing their own. But thanks Troy.

00:30:24:15 - 00:30:31:00

Unknown

Okay so

00:30:31:02 - 00:31:00:02

Unknown

Getting back to what has changed. Another difference in the system is that, for the purposes of our internal civil rights compliance reviews and also, I did this last time, too. The primary reason is because we want to understand who we're serving at the county level. Even better. And the secondary reason is because we have to meet federal requirements for civil rights.

00:31:00:04 - 00:31:39:10

Unknown

We have, now clearly separated out demographics by location. And so this gets back to what I was saying earlier. This is just a manifestation of it. You'll see here. If you do want to report participants, by location,

you would choose a location and then you would enter the demographics for them. If you have multiple locations for which you're reporting participants, you would add a row and choose another location and enter those demographics.

00:31:39:12 - 00:32:05:13

Unknown

Okay. So you can see you can do that. If you accidentally added a row you can you can delete it. So now that that will allow us to separate out, demographics by location. Previously, if you guys reported multiple locations, we have a record of those locations, but we wouldn't be able to, say which demographics were from which locations, and therefore we're not understanding our audience.

00:32:05:16 - 00:33:02:05

Unknown

And we're also not, complying with, civil rights requirements. Okay. And then I think the rest of the screen should look familiar. The a notable exception is, there are a few checkboxes missing, actually. And those are the checkboxes related to volunteer. Contributions. And that's intentional because, we have made a decision in consultation with for age and also with, Katy Dunker and her programing and, Melinda McPherson and AmeriCorps that, volunteer and AmeriCorps member activities will no longer be reported in digital measures itself.

00:33:02:07 - 00:33:30:20

Unknown

They'll be reported. AmeriCorps I know, has their own, way of collecting data, and then they'll be reporting for online for for each and the volunteer management system for Master Gardener and other volunteer programs. That does not mean that you can't get credit for all the work that you put in managing those volunteers, that that still in digital measure system.

00:33:30:22 - 00:33:58:12

Unknown

And that's where you would use those service screens and select, the volunteer manager option from the dropdown and be able to say, this is how many hours I spend per year. And this is a brief description of what I have done. And and the results of all of our volunteer activities. You could also use the extension impact screen to tell a great story about the work of your volunteers.

00:33:58:14 - 00:34:24:18

Unknown

But you will no longer report the outputs, the consultations or presentations or whatever the case may be that your volunteers conducted in digital measures. They will use those other systems. And I know Joy has has come on in part at least be able to speak to this. Joy. Did you want to add to this at all with the forage piece of it?

00:34:24:20 - 00:35:02:24

Unknown

And you don't have to. You could just see if any questions come in. I just wanted to give you the opportunity. So, you know, mostly we're because I talked with know or just about this is where you're going to have a volunteer type training for all of our volunteers who have to record their hours. As we develop more interviews for each online system, there will be opportunities to teach, for example, the shooting sports trainings that are happening right now for those volunteers to report their training education hours and if they're chaperoning youth, those types of, opportunities as well.

00:35:03:01 - 00:35:24:13

Unknown

But Trent and I are putting together, some questions to formulate, and we can develop a training for the agents then to definitely share with the volunteers on how they feel about doing that so we can pull the data, streamlined the for each online.

00:35:24:15 - 00:35:46:15

Unknown

Thanks. Sorry to put you on the spot. No worries. I was typing response to somebody and then I was like, oh, you want me to talk? Okay. And I'm not following the chat at all. I'm just I'm assuming everything's going fine there unless I hear otherwise. That sounds good. So yeah, more questions or more. Information on that to come.

00:35:46:15 - 00:35:57:07

Unknown

So as we develop to follow. Thanks, Jo. I appreciate that.

00:35:57:09 - 00:36:22:09

Unknown

All right. Well, the bummer about not, following the chat is, I don't really get to interact with with folks, but I suppose it is efficient. We did have a question. Let me scroll back up and find it. Sure. Sherry had asked if a volunteer presents a webinar, but we host it and promote it and set it up.

00:36:22:11 - 00:36:44:22

Unknown

Can we're report ourselves report that, basically, since they're being the hosts. And I had answered that that yes, that would be the most appropriate thing. But I just wanted to, see if you wanted to add anything to that. Yeah. You that's a really good, point. You could report that, under presentations, but you would select, the role.

00:36:44:22 - 00:37:14:17

Unknown

I think it's called coordinator or organizer. And so that would be the same as if, like you coordinated to organize a presentation delivered by, someone from a nonprofit or some other partner. We can still, because you coordinated and organized, you could, you know, capture the demographics of that, because we do this a lot, right?

00:37:14:17 - 00:37:30:19

Unknown

Where we we do a lot of the organization and for our partners, and you would use this dropdown here under all and select coordinator, organizer.

00:37:30:21 - 00:37:35:12

Unknown

Question.

00:37:35:14 - 00:37:45:03

Unknown

All right.

00:37:45:05 - 00:38:00:01

Unknown

So then yeah we'll we'll keep the train on the tracks. Ideally here we'll move into some changes on the extension impact screen.

00:38:00:03 - 00:38:33:03

Unknown

Again, to the untrained eye it pretty much looks the same. We have our new issue affiliation drop down. And we do. So probably the biggest change here is our list of outcome indicators are now organized by issue. And again this goes back to the concept of issue canvases. And it's kind of like, you know, regardless of what Pru, you can say, whether or not you worked on an issue, you can still indicate your Pru.

00:38:33:05 - 00:38:56:22

Unknown

Don't get me wrong. Up, up here, up above, this is the level of issues that will again allow us to tell that story a little bit better. So for each issue again we have we tell a little bit about what the problem is, what our goal is. And then we'll be able to say, based on what you guys enter in digital measures, what we did about it x number of presentations X number of consultations.

00:38:56:24 - 00:39:20:18

Unknown

And then what were the outcomes. And so this this kind of ties it all together where we can organize by by issue. You can choose the issue affiliation, you know, up here, maybe it's cropping systems or whatever the case may be. And, choose your outcome indicators by issue, down below.

00:39:20:20 - 00:39:46:22

Unknown

And so it'll take a little getting used to, finding this because we have somewhere around 30 different issues. And so the, the prefix there is essentially the issue. So one suggestion would be to just peruse this list of issues first. Yeah I want to find something under family financial stability. Right. And that way when you go to this list you know more what you're looking for.

00:39:46:24 - 00:40:10:13

Unknown

So it'll take again it'll take a little getting used to. But hopefully becomes second nature, just like it was for our Pru based, indicators. But also just point out, on the narratives we have, change some of that help text and just clarified a little bit more to try to help people through, the narratives.

00:40:10:13 - 00:40:43:06

Unknown

And that's another, whole separate topic that, I plan to do another training on in the future. Because these, these narratives are really a great way to tell our story. And, and there are some models out there where you guys, some of you have done a really fantastic job with them. And I like to hold those up as examples for the benefit of of everyone.

00:40:43:08 - 00:41:19:11

Unknown

So, Yeah, let's see if there are any other, there are a few other kind of smaller, changes that you can, by all means find in the, FAQ. Q related to, publications and media. One of them is that, We wanted to clarify, you know, you can make an entry about, say, blog post.

00:41:19:13 - 00:41:42:00

Unknown

And then you could continually edit that entry to update the views over time. So that's something that you only need to, enter once and you can update it continually for the life of that blog post or a fact sheet is probably a better example, because they have a longer life span than than a blog post does.

00:41:42:00 - 00:42:04:09

Unknown

Unless it was an awesome blog post. But you know, so for if you created a fact sheet in, you know, June of 2020 and you feel like, you know, once a year I'm going to go in and just update the number of views on that thing. And that way my CV is all ready to go. You can do that continually.

00:42:04:11 - 00:42:35:18

Unknown

So I wanted to clarify that, for material distribution, extension, material distribution, we did change the, definition here. Use the screen to report the distribution of physical and electronic educational materials. Our previous guidance was like this. If you're handing out some fact sheets or you're handing out a kit, and the feedback we heard from the, Digital Measures Advisory Committee is, you know, we do a lot of, sending out of E!

00:42:35:18 - 00:43:08:05

Unknown

Newsletters and the like. There comes a point where you have to ask yourself, is this something that meets the threshold to report if all you did was forward, an email or forward a newsletter, for example, does that need to go on your performance appraisal? But if if you feel like

distributing materials is a significant portion of your job that you want to highlight, this gives you the opportunity to do that.

00:43:08:07 - 00:43:38:22

Unknown

And also, clarify a use of this screen here. Engagement, external connections and partnerships. That this screen is really for if you have a tangible output or outcome to report rather than, reporting your meetings or potential partnerships. So it's really once you have something meaningful that you want to report and not just, you know, we had a great first meeting.

00:43:38:24 - 00:44:07:20

Unknown

And so that's where that threshold kind of comes in. I'm almost and you'll be happy to know, I think the last thing that I wanted to mention was there are some new screens that, CSU, as a university added around diversity, equity, inclusion, and social justice. You find them under, teaching, under scholarship and also under service.

00:44:07:22 - 00:44:50:04

Unknown

And, I was not part of those conversations, but just from looking at those screens struck me that this one under service is probably the most relevant to extension, and you are welcome to use it to document your efforts to, incorporate, dei SGA into your service and outreach. Keep in mind, we also, on our individual screens in the extension section, ask whether or not something was diversity related, if a language other than English was used, if you targeted or served, historically underrepresented individuals.

00:44:50:06 - 00:45:15:13

Unknown

So this is an in addition and it's a very simple screen. Describe how you've incorporated diversity equity inclusion social justice in your service and outreach activity. There's an example given there. So I just wanted to point this out because it's a new addition at the university level. And you may may be curious.

00:45:15:15 - 00:45:57:16

Unknown

So I think that that's all that I had. Darrin, are you managing all those questions in the chat pretty well, or is there anything that you feel like is worthy of a larger conversation? No, I think we're we're doing pretty good. Thanks. Okay. Well, in that case, we're even ahead of schedule, but I am going to, turn it over to Inger and Martha to talk about our, great rich, exciting spreadsheet reports.

00:45:57:18 - 00:46:37:06

Unknown

Yeah. Thanks, Cary. So I'm going to share my screen and show you how to access the reports from the program planning and reporting. Website. So. Let's see. All right. Can everyone see that? Looks good. Okay. Thank you.

All right, so, on this page, we just go all the way down to the bottom to reporting and click Digital Measures, spreadsheet reports.

00:46:37:08 - 00:47:06:24

Unknown

And that's going to bring up this website. So you can either download all of the reports together as a zipped file by clicking here. Or you can just download one at a time. So I'm going to show you, just a little bit of what you can do with this first one extension consultations. So just click on it and it will download.

00:47:07:01 - 00:47:12:08

Unknown

And then when you open it.

00:47:12:10 - 00:47:43:03

Unknown

Just make sure to go up to the top and save as so that you can get it on your computer. And whatever changes you make will be, saved. And if you do make any changes, it's not going to change anything in digital measures. So if you see some data that you need to change within, the raw data, go ahead and just go into digital measures and make your changes there.

00:47:43:05 - 00:48:05:11

Unknown

And I'm going to show you just a little bit of how to interact with the workbook. I'm going to go through each of these tabs down here. They each have some tables built in, and these are the these are the nice and simple ones here. So there's not a lot of sorting and filtering that really needs to be done here.

00:48:05:11 - 00:48:38:07

Unknown

But if you wanted to, you can just click on the drop down menu and select the, preview. You want to look at. So if I did Livestock and range now that's all I see. And then I can just get them all back. And then this table is the same except it's sorted by program affiliation. So if I wanted to look at this one and this one that I'll just break those down for me.

00:48:38:09 - 00:49:04:19

Unknown

So that's the first tab. Then it gets a little bit more complicated and more necessary to want to sort and filter. So the next couple sheets look kind of like this. This is consultations by county area by month by preview. So first of all, you see the first column is primary location and there's all these plus signs next to each one.

00:49:04:19 - 00:49:36:22

Unknown

So if you click on the plus sign it's going to expand it. And then you can see the pros that are associated with it. And then as you look across this is by month. And if you wanted to just look at a particular month,

you can use the dropdown and say, I want to look at July. And then you'll have all of July's, data for that county.

00:49:36:24 - 00:50:07:24

Unknown

If you wanted to see, and then all of it is right here at the end, you can also scroll across, to look at the different, months all the way to the end of the year. And then if I wanted to just sort, or if I wanted to just look at one particular county, I can do that by using this dropdown.

00:50:08:01 - 00:50:35:19

Unknown

And expand it to see those properties. And now I've just bolder and I can look at just folders, data. This this one is pretty much the same except now it's just by program affiliation. So I won't go into too much detail here. It's all the same, is it? If you have the dropdown menu, you can, filter.

00:50:35:21 - 00:51:06:23

Unknown

Okay. This one, this is consultations related to Covid by County area five here you by program affiliation. Again anytime there's a dropdown you can sort by whichever you want. So I'm just going to do one for an example here. Broomfield. Here's their produce program affiliation. And it looks like none related to Covid. As far as the data.

00:51:07:00 - 00:51:10:22

Unknown

Goes.

00:51:10:24 - 00:51:13:22

Unknown

Okay.

00:51:13:24 - 00:51:38:01

Unknown

And this is just, visual, to see a graph of the, consultations related to Covid by month. So this is just I just picked out this data right here, and I got this graph, which is really telling because you can see there were the most consultations here in April, when we were really in the thick of it.

00:51:38:05 - 00:52:20:14

Unknown

So, just kind of a nice visualization of that data. This is, underrepresented in individuals by county area and, let's see. So if I wanted to look at Cheyenne, it's going to give me the previous there were any program affiliations specified how many were targeted to underrepresented, underrepresented individuals and significantly served. So that's how you can see those numbers across.

00:52:20:16 - 00:52:48:19

Unknown

And you can sort by peer you as well. So you can see just for food systems, these this is the data for targeted to underrepresented individuals and significantly served. And then just so you know, if you want to ever clear a filter, it's just up here sort and filter and go to clear and then it'll bring you back to what you had originally.

00:52:48:21 - 00:53:07:12

Unknown

Then these are consultations by demographics. So we just have Hispanic origin and not as Hispanic origin. And these are just the numbers. And then the one below is the same. But the percentages.

00:53:07:14 - 00:53:35:13

Unknown

And then finally this is race and ethnicity. By here you you want to add a filter. You can just go up here, make sure you're clicked on the top. And then it'll give you a filter across the top. So if you wanted to see just one race and how many there were. That in each group, there you go.

00:53:35:13 - 00:54:01:00

Unknown

So there's one in nutrition, food safety and health. And then again, this is the same table. It's just now percentages instead of numbers. So the last thing I'm going to show you is the raw data. So this is all of the raw data. This is how I built all of those tables. It was from this sheet right here.

00:54:01:02 - 00:54:32:09

Unknown

And you'll see these blue numbers on the side. This means that there's a filter. So make sure you go up here and clear that filter. And that's my mistake I left a filter on. But you can just go up and clear it. And it gives you all of the data. It's sorted by last name alphabetically. But if you wanted to sort it alphabetically by say, PR you, you could just click on that drop down and push sort A to Z.

00:54:32:11 - 00:55:03:06

Unknown

Now it's sorted by preview alphabetically. And then you can go further in and say, I just want to look at, I just want to look, back at County and there's just a county or on. I'll get back on Adams, and then you'll just see those two. There's also sorting by, number completed and number contacted.

00:55:03:06 - 00:55:34:13

Unknown

Those are those, columns here. So you can sort smallest to largest, or the other way around. We get all of this county data back in here, and we do, smallest to largest or largest smallest. That's kind of an interesting, thing to look at. And let's see, I think.

00:55:34:15 - 00:56:02:15

Unknown

That is pretty much the only other thing I wanted to show you is if you wanted to make your own, pivot table, you just have you just click inside the table and go up to insert and then click Pivot Table. And I'm going to drop a link in the chat. That is a tutorial. As soon as I get my chat back up.

00:56:02:17 - 00:56:13:20

Unknown

But I'm going to go ahead and hand it off to Inger and she can talk a little bit more about why we chose this data.

00:56:13:22 - 00:56:44:11

Unknown

Thanks, Martha. Yeah, I thought I would cover five things super quick before we hand it off to Darrin so he can touch on the staff activity report for our performance appraisals. I'm going to go through purpose, reason why we created these spreadsheets, how and the ideas and how you can use the data. The importance of clean data. Super important future custom reports that are available and feedback because your feedback is super relevant.

00:56:44:13 - 00:57:17:20

Unknown

Purpose after what Martha just showed you, we hope that you see that there's all kinds of information available to you, and we wanted you to understand or to actually get, and so a feel for what all the aggregate information that you guys entered into, digital measures, what that looks like in a spreadsheet form so that you can see the output of your input, and then so that you have an opportunity then to manipulate and review some of that data on your own so that it can be whatever your county or whatever is relevant to you personally.

00:57:17:22 - 00:57:37:09

Unknown

And you can also look maybe for some missing information in the last webinar we did, someone mentioned that something that they had entered or thought they had entered, they couldn't find it. So it's another way for you guys to look and see. Maybe everything's in there, maybe it's not. You hosted a webinar you thought 25 people had attended.

00:57:37:11 - 00:58:03:13

Unknown

There's nothing about attendance, but you're welcome to go back and change that. But you'll need to remember to do that in digital measures like Martha had mentioned, because isolated in each of those spreadsheets, those are housed on your computers individually. Ideas for how to use the data. So what Martha showed you was just the extension consultations tab, but you'll, you know, or report sorry, there's four others.

00:58:03:15 - 00:58:27:18

Unknown

So you guys can go in there and create examples on your own or visuals on your own. You can create correlations with the data. So you have this

webinar on this topic actually correlated to future investment. In that same topic, you can make inferences for some of that information. You can organize it. It's really up to you and your creativity.

00:58:27:23 - 00:58:51:00

Unknown

But we wanted to give you an opportunity to be able to do that. As far as clean data and using that information to put forward your goals and your intentions, clean data is super important, because what you're seeing on the back end is just the result of reports that Digital Measures is grabbing for information that made sense in this cell.

00:58:51:02 - 00:59:23:08

Unknown

So what I mean by that is if there's a count, like the number of people who attended or the number of consultations that you did or performed in that year, and it's 25, some people put in approximately a thousand or, potentially 100 or whatever it was. Those cells don't get counted on the back end because it's a numeric value that's supposed to be in that cell for that data to be pulled and not the alphabet.

00:59:23:10 - 00:59:51:19

Unknown

So just make sure that when you're entering data, it's data that should be in that cell. And then you can go back and update that. But we're looking for outliers, as there were things like that I saw in the original data, like, 25,000 consultations and one person attended, which wasn't probably accurate. So those are some of the emails that I had sent in the past.

00:59:51:21 - 01:00:22:08

Unknown

And moving forward, we're kind of going to do similar type of strategy around cleaning the data so that we can remove outliers, or we can call out when someone has characters in a numeric cell or whatever it is. We plan to chat with you and touch base and see if you can clean that up for us so that when the original or that and final reports need to be shared with you, we have the best, most accurate information and digital measures as possible.

01:00:22:10 - 01:00:52:19

Unknown

So if you guys have strategies or ideas around how best for us to communicate to you as a team, let us know because we want to make sure to meet those needs for you so that everyone's data is represented accurately. And as far as future reporting goes, we have our plan is to create quarterly reports. So that quarter and actually at the end of this month, so January through March, and then Martha and I are going to get to work to build those quarterly reports.

01:00:52:24 - 01:01:15:01

Unknown

But that's the plan moving forward. Our quarterly reports and then year end annual reports. But Darrin does have the ability to be able to create

custom reports. So if you as you start to look through these spreadsheets and you have ideas about, you might want a certain topic or certain numbers or certain timeline or whatever, check with Darrin on that.

01:01:15:03 - 01:01:43:21

Unknown

But Darrin can also speak to how you can run your own. So Darrin, you might want to qualify what I just said or give more details on that. And as far as customer reports go and then feedback, this all comes down to feedback. So as you guys get in there, like I said, we appreciate your feedback. We want to know what's working, what isn't working, the cadence of our communication, the cadence of passing on information, whatever that looks like.

01:01:43:21 - 01:02:07:11

Unknown

Let us know. Because, we're really relying on your input. And, Martin, I did put together a little one pager that kind of summarizes what has been talked about today, and we'll share that with you, too. And hopefully that will help you to remember how to use pivot tables. That's Martha's amazing job with the pivot to tables and how to expand and sort and all that kind of stuff.

01:02:07:11 - 01:02:37:05

Unknown

So watch for that to come. That's all I got. That's my five things. Darrin. Thanks, singer. I appreciate all the effort that you and Martha have put into these, these annual spreadsheet reports and the, year to date quarterly reports that are going to be coming out. I think they're really useful. I think people are, hopefully really going to be able to get a lot of information out of them, especially once once you become more familiar with using them, they're they're really not that difficult to use.

01:02:37:05 - 01:03:19:11

Unknown

And they're there. They really provide a lot of information. So I'd like to go ahead, and step into looking at digital measures, looking at reports here, grabbing the right screen. Are you seeing my digital measures screen here in my web browser? Yes. Excellent. Thank you. So to run the report that I would like for you to run for your performance evaluation, you just simply come up here and click on the reports button that's up here in the green bar.

01:03:19:13 - 01:03:41:20

Unknown

Once that page loads, you're going to be looking at something like this. You might I'm not sure if you see all the same reports that I do or not, but you should see probably a list of reports that are available university wide. So the report that you want to run is this one here called the Annual Extension Staff Activity Report.

01:03:41:22 - 01:04:11:11

Unknown

And these are listed alphabetically by default. But if you see a lot of different things in here and you're having trouble finding it, you can click on the Created by link. That's up here. And you can sort by who created the report. And since I created the report, it's going to come up under Darrin Goodman. If you create reports in here under this Create New Report button, you can easily and quickly find your own reports by clicking on that created by button.

01:04:11:13 - 01:04:28:16

Unknown

But anyway, it's going to be listed alphabetically. Just click on the annual Extension Staff Activity report. When you click on that, it's going to take you to a screen that looks like this. So it might take a few minutes to load. It's got to grab all of your data, and it's going to package it up and stick it in this report.

01:04:28:16 - 01:04:49:01

Unknown

So it might take several minutes for that to, to take place. I've already specified that the window of time that this report is pulling data for is for the year two. 2020. So you don't have to adjust the year. If you run this report in the future, it's possible that you might have to adjust the window of the date range.

01:04:49:01 - 01:05:14:04

Unknown

And you just simply click on this options button that's in the upper right region of your screen. And you can click on the date range button and, filter the range of dates that you're, pulling data from. So this particular report is going to give you a list of your presentations. It's going to give you peer reviewed and non peer reviewed publications extension consultations.

01:05:14:10 - 01:05:45:22

Unknown

If you didn't report to a particular screen you're going to see that no items exist for that particular screen. But we have extension material distribution, guest lectures, media appearances, engagement, external connections and partnerships. Directed student learning. The, some of the various service screens and funding awards, awards and honors. We have other research and also faculty develop development activities, attended.

01:05:45:24 - 01:06:11:02

Unknown

So if you have seen me talk about this previously, you heard me mention that your, your, contact numbers. And in the case of consultations, demographics numbers would come up. But due to the changes that we've asked digital measures to make in the system for this year, those numbers are no longer feeding into this report. And that's, that's a recent change that's just happened this week.

01:06:11:02 - 01:06:33:12

Unknown

I was afraid that that might happen. And it did, but we can very easily pull those numbers from the spreadsheet reports. And not all county directors, not all supervisors, I think, are asking for numbers. So it really depends on your supervisor. And it's possible and maybe even likely that your supervisor has already pulled numbers out of the spreadsheet reports, and they don't need that information from you.

01:06:33:12 - 01:06:55:17

Unknown

It's hard to say, I don't know. Check with your supervisor to, print a copy of this report. You simply click on the PDF or the word button that is up in the upper right region of the screen, and that's only visible when you click on the options button. So just simply click on either one of those. And you can download a, digital version of this report to your hard drive.

01:06:55:22 - 01:07:25:15

Unknown

And and that makes it easy for you to forward on to your supervisor. So, earlier we did look at the spreadsheets, web page on our website. And the the link to this page is found at the bottom of the program, planning and reporting page. And I just wanted to point out that the first bulleted item in this list is a zip file that you can click on to download all of these reports.

01:07:25:17 - 01:07:39:17

Unknown

If you only needed 1 or 2 of these reports, maybe you might excuse me. It might download it from below, but otherwise, if you want to get all of them at the same time, you can do that just by downloading a zip file.

01:07:39:19 - 01:08:08:23

Unknown

So we're looking at the presentations report specifically in the presentations report. If you wanted to pull numbers that were specifically for your own activity. Let's see. Joy achy. I hope you don't mind me picking on you. You're at the top of the list. If if I just wanted to view if I were you and I just wanted to view your data, I just simply click on the drop down menu here.

01:08:09:00 - 01:08:36:19

Unknown

Now, I select the filter item and I deselect the select All checkbox. And then I could come down and just select the individual that I wanted to look at. Or if you're a supervisor and you have multiple staff whose information you want to look at, you can select multiple last names from this list. Click okay. And now it's just going to show us data for the one person who is selected.

01:08:36:21 - 01:08:56:05

Unknown

And this information is public information. I hope Joy doesn't mind that I'm picking on her. So if I scroll over to the right and this is the column that this appears in, is going to change depending on the report

that you're looking at. But we're looking for the location related information. And there's an awful lot of fields here.

01:08:56:05 - 01:09:25:17

Unknown

So it takes a little while to scroll over and find. But here I can see in this particular report we have locate in column D, Z. We have the location one. And previously we were allowing you to, list multiple locations for a, for an individual activity. And that's still the case for some of the activity screens.

01:09:25:17 - 01:10:00:04

Unknown

It's no longer the case for the presentation screen. You can only report one location for where that presentation occurred. Now moving forward. But, for last year, you could report multiple locations, in a, in a single presentation activity. So when somebody reported multiple locations, you'll end up seeing that there are multiple columns related to those locations. So for instance, these two columns that I have highlighted, actually there's another one in between.

01:10:00:06 - 01:10:27:22

Unknown

These are these are three separate location columns. So location one location two and location three. And it goes all the way up to something like 20 locations. We had somebody who reported an awful lot of locations for a single activity. And, so it's it's. Left that sort of impact on this report where we have, we have that many columns associated with, locations, but we have the number completed associated with the first location.

01:10:27:24 - 01:10:47:06

Unknown

We have the number of contacts associated with the first location. And we have location number two, number of completed, number of contacts for location number two. And then we get to location number three and so forth. Most of you probably are only going to have 1 or 2 locations. So it should be fairly easy to pull your numbers.

01:10:47:13 - 01:11:09:07

Unknown

Here's your number of contacts. It's pretty easy to to copy this and paste this into another, another workbook tab or into a separate spreadsheet however you want to do it. Your supervisor can easily pull this information. It's easy for you to easily pull these numbers and then you can run a sum, quite easily on these numbers if you wanted.

01:11:09:09 - 01:11:31:03

Unknown

So, I just wanted to mention that since the digital measures report is not showing us any sort of numbers at the at this time, if you need to find contact numbers, it's easy enough to do that from a spreadsheet in the future. That's something that will probably be built into this report. And, I hope you'll be patient.

01:11:31:03 - 01:11:55:17

Unknown

We thank you for your patience with us as this 2020 reporting year really has been a pilot here for us. And, we, have found things that work really well and things that aren't working as well. And we've had to make a number of changes to accommodate that. And as a result, what were some things in the reporting are not as convenient as we'd like for them to be.

01:11:55:17 - 01:12:18:04

Unknown

But moving forward from here, barring any sort of, really big changes that could occur, I think we should be, on par with collecting data in a way that's very useful for us. And, and easy to use. Hopefully, if you need any custom reports made, feel free to contact me. I'm certainly happy to try and help you if I can.

01:12:18:06 - 01:12:39:00

Unknown

And, there are reports that you can make in the system on your own, simply by clicking on that, that, add report button. I didn't show that to you. I could go back in and we still have some time. I could show that to you really quick. Most of you have seen this already, but you can click on this create a new report button.

01:12:39:06 - 01:13:07:12

Unknown

Click on blank document. And you'll be able to build a report just like the one that you that you see that here you can manually add different screens to this report. You can add your presentations, you can add publications, whatever it is that you like. So you know. The name is and I'll click the checkbox here to kind of lock it into place.

01:13:07:14 - 01:13:29:07

Unknown

And then I'll click on it again and tell it to add activities. Then I'll pick the screen that I want to place into this area. In this case it is presentations. So I'm going to find presentations in the dropdown list. Click on it and then I click the checkbox and it will automatically add those presentations. So you can add as many different activity screens as you like.

01:13:29:09 - 01:14:01:01

Unknown

If you click on the options area, you can specify the date range for when you want to view this. If you click all dates, it will go from. Basically when we started things at the beginning of 2000, all the way up to now, otherwise you can specify a specific date range. Click the apply button. Once you've done that, there are some various formatting things that you can apply, if you want to change the font, to the, to the body text or if you want to change the font style or font size to a specific heading, you can do that.

01:14:01:01 - 01:14:24:10

Unknown

It's fairly limited. But but you can apply some formatting options and then, and then you can save the report so that you could come back to it at another point in time and, and rerun this report. And that way you don't have to recreate it every time. And then when you want to run it, just click on PDF or word depending on which format you'd like.

01:14:24:12 - 01:14:50:17

Unknown

Does anybody have any questions about either the annual extension Staff activity report to be used with your performance evaluation or, reports in general, or questions about the spreadsheets or any questions at all related to digital measures for for Cary or myself or Inger or Martha. And maybe while people are thinking if they have questions. I just wanted to revisit Sherry's question.

01:14:50:22 - 01:15:17:20

Unknown

I think I initially said, yeah, that all sounds good, but, upon reflection, I'm not sure. Do you want to remind us of what Cherry's question was? Yeah. You know, she had asked about if a volunteer of hers gives a presentation and she, report that as, coordinator, organizer, I think she said maybe host. And I think we all said.

01:15:17:20 - 01:15:54:05

Unknown

Yeah, I think that makes sense. You know, when thinking about that again, I actually. You guys can jump in, but my thought process is, is that actually that might not make sense. That's essentially reporting on behalf of your volunteers. And I think the the the pivot is that, you'll be doing that in for online or the volunteer management system and that you can get credit for your work, whether it's, you know, hosting webinars or otherwise managing the volunteers using the service screen.

01:15:54:07 - 01:16:17:23

Unknown

I think if we I think there's a slippery slope, if we say, yeah, go ahead and just labor yourself. Coordinator, organizer, that quickly just reverts us back to reporting on behalf of your volunteers. So, you know, shift my thought process here in, in mid webinar, open if if other people are seeing something that I'm not.

01:16:18:00 - 01:16:44:18

Unknown

But I want to be consistent with that with that guide. And so I think you would just capture your role in being, you know, again, coordinator organize or webinars along with all your other volunteer management responsibilities in, in the service screen. Okay. So I have a question, Cary. Go for it. Here's an example. As long as it's an easy one.

01:16:44:20 - 01:17:09:24

Unknown

Well, it's not in eight and it's not what is the whatever is that? Master Gardeners miss the volunteer management system for for a master gardeners. And I understand maybe some other volunteer programs as well. Okay, so I have these classes ongoing. The strong bones classes that are resistance training classes for middle age. Of course, they didn't happen during the Covid.

01:17:10:05 - 01:17:38:14

Unknown

So, you know, disregard the Covid. It's just a question about reporting this, which I'm not reporting because of Covid, but but I, I got a grant to start these classes. We were trained through CSU through our PR through. And I. I have like four sites in the valley where the classes continue today. I trained each volunteer to teach the class.

01:17:38:16 - 01:17:57:09

Unknown

It was intensive. It was a 12 week training because I taught the class for 12 weeks, and then the volunteer was able to take it over. So I, you know, not during the Covid but during the non-COVID. These classes continue and I check with the locations. I got a grant and I provided the grants and all of this, but not the grants.

01:17:57:09 - 01:18:27:10

Unknown

The the weights. So in the past I reported the numbers because I train those volunteers to provide this programing in the valley because me by myself I can't in six counties. I can't do it. So how do you feel about that? I feel good about that. I think I think that you can report I'm going to be a little cautious because I think Katie's on here and she'll say, well, volunteers are kind of equivalent to staff in some respects.

01:18:27:10 - 01:18:51:05

Unknown

We treat them in the same way. But I'm going to go ahead and say that if you have educated volunteers, you can go ahead and report that as just like you would be educating the public. Katie, I see you've kind of popped in here. Do you have any other thoughts? Yeah. And I just I just was writing in the chat that I think if it's truly volunteer led, you're absolutely right.

01:18:51:05 - 01:19:21:09

Unknown

That data should be captured and put into the appropriate spot. Whether that's for online or VMs or whatever people are using for their reporting, their volunteer efforts. However, if it's like a 5050 effort, which this is not uncommon, that, a, an agent, a hort agent may co-present with a master gardener on a topic, and I would argue that staff should be able to report that at least they're part of that.

01:19:21:11 - 01:19:46:18

Unknown

As an outreach effort that they were directly involved in educating. But thoughts, I think I think we're saying the same thing. Yeah. If so. Well,

the big difference is my volunteers aren't reporting anywhere. My staff, both volunteers, those are being captured anywhere where under Master Gardeners, all your Master Gardeners are reporting. So I think that's the biggest difference.

01:19:46:20 - 01:20:09:15

Unknown

Yeah, as far as reporting goes. But it's like I said, I tried them, I started it, I check in with them and when they if they're the volunteer leader leaves, I'm back in there retraining the new one. You know, I still provide supplies. I check with the site person to see how it's going. Do they need paperwork? I mean, that's, you know, through the year, continual.

01:20:09:17 - 01:20:33:06

Unknown

But I think the effort would be reported in the service field and you would need to capture that. And here's what the volunteers did. And here's the work that I did to train the volunteers to make sure they were prepared. And I would put that in the service field, unless you were directly doing the educational outreach carry, is that what you did?

01:20:33:06 - 01:21:02:16

Unknown

It doesn't capture the numbers. Don't you captured numbers in Master Gardeners? We do, but we're capturing it in our own management system. And then I'm creating a single statewide report that actually goes into this same system, the volunteer service, the service field. So it's only reporting the same way. Your concern, if I understand correctly, is that the volunteers and then going out and educating a bunch of people and we're not able to capture those numbers, is that those numbers.

01:21:02:16 - 01:21:29:22

Unknown

Because it's a it's a they're weekly classes. I mean, not during Covid, but they meet three times a week. And they they do this resistance training. So the education is ongoing. Sure. So so my suggestion would be to capture that as an impact narrative for now. Okay. And and let let Katie and I and whoever else give this a little bit more thought, I, I tend especially when these are recorded webinars and I'm making a snap decision, I tend to regret it.

01:21:29:24 - 01:21:54:10

Unknown

So let me ask for a little bit of patience. But my thought for right now would be, to capture that. If you want to share the impact of that work. Like our. Over the last year, our volunteers have led 30 classes. They've reached, you know, 500 people. And, it's made a difference in people's lives to capture that as a narrative.

01:21:54:12 - 01:22:15:06

Unknown

But let me give that a little bit more thought as well. If I could have some. Okay. And just FYI, I'm not the only agent that does that. There's

other FCS agents doing it in the state that that don't fall in neatly to the forage online or other categories. Correct? Okay, folks, when you're counting numbers, you know, for is one thing, Master Gardeners is another thing.

01:22:15:08 - 01:22:46:21

Unknown

FCS is different. What I would just, also offer is that actually most volunteer programs in extension don't have a centralized database to track all this information. And so they're using spreadsheets. And this is a native bee watch beekeeper, mentor or master food safety advisors, native plant masters. And so we're hoping that eventually we'll have a product that will allow for multiple other extension volunteer programs to track that data.

01:22:46:23 - 01:23:10:04

Unknown

Right now, I think the question is how do you track it, and then where does it belong in digital measures for the purpose of this conversation. And so I think you track however you track and then Cary and I can get a better answer on where it belongs in digital measures at the end of the year quarter. Or however often you capture data.

01:23:10:06 - 01:23:36:00

Unknown

Yep. Thanks. You know, just when you think you got it, then someone else brings up something else and that'll be forever, right? So it's fine. You guys keep bringing up like those unique, weird situations that we need to adjust to. You don't be bashful and we'll figure we'll figure out a way to work with it.

01:23:36:02 - 01:24:02:24

Unknown

What else? Are there any, so aside from that, are there any topics that you'd be interested in diving into in more detail? When when Darrin and I and perhaps we invite some others in, start up with our monthly digital measures, open sessions.

01:24:03:01 - 01:24:36:22

Unknown

And that's something you could email us about to, if you think of something, and I know, like Joi was saying earlier and I spoke with Trent as well, I know that, they're they're planning something around forage online 2.0. And, Trent said that he'd reserve me a little bit of time on the agenda, too, so that we could, cover, you know, where to report what regardless of, you know, the reporting system, we'll we'll talk both about digital measures and forage online.

01:24:36:22 - 01:25:03:15

Unknown

So, Katie, I do believe that that's coming and I appreciate that feedback. If a lot of the data is public, is, publicly accessible, how do we, address privacy concerns if we have one agent, within a Pru that has ten peer reviewed publications and another one that has zero, that

doesn't directly say that. Hey, the supervisor gave him a it fails to meet expectations, but it it hints at that.

01:25:03:15 - 01:25:29:11

Unknown

And I think there's a privacy issue there. That's a good question, Todd. To be honest, we're following past practice here because the, data from CPRS was always also publicly available. And in theory, you know, Lou would always talk about how county commissioners can go in and use the data and, and find the data. I'm not sure that that really took place much.

01:25:29:13 - 01:25:51:11

Unknown

So I'll have to look into that, as well. That's a good question. I don't know where that practice arose. Darrin, did you have something to mention on that or. Our intention is to, move these these spreadsheets to our intranet as soon as that becomes available for, widespread use, which I think is getting fairly close.

01:25:51:13 - 01:26:24:11

Unknown

Yeah, that's a good point. So it will be on our staff intranet. So I guess that would restrict the definition of public to your colleagues. But I think your your point was still valid, right? I mean, you're still talking about if everyone within extension can see each other stuff. If I understand you correctly. Right, right.

01:26:24:13 - 01:26:46:19

Unknown

Incidentally, somebody had asked in a previous question if reporting is actually open now for 2021 and we haven't made the official announcement yet, the email will be going out. I would assume, either later today or certainly by tomorrow. They have some documentation that we're finalizing before we make the announcement that we wanted to include in the email.

01:26:46:21 - 01:27:16:03

Unknown

But reporting is now officially open for 2021. If you wanted to get started, we're excited to have your data. Is there anything else we want to talk about? It's 301. We sure appreciate everyone's time. Can you have anything else? I don't think so. Yeah. I appreciate you all being here. Appreciate the good questions. We'll continue to, work on them for you and and communicate.

01:27:16:05 - 01:27:23:22

Unknown

Accordingly and keep them coming. Get in touch with, with other questions that you have. Thanks again.

01:27:23:24 - 01:27:34:18

Unknown

Thanks, everybody. Thanks, Cary and Inger and Martha. And thank you all so much for attending. Stay warm in this, big snowy weekend that we're supposed to be having. And, thanks again. We'll talk to you soon.

END TRANSCRIPTION