

July 31, 2017

## MEMORANDUM

TO: State and County Extension Faculty

FROM: Nick T. Place

RE: 2017-28 Extension In-Service Training Ideas and Proposals

Professional development for UF/IFAS Extension faculty is important to maintain program excellence. To kick off our 2017-18 in-service training season, we are requesting ideas for in-service trainings (ISTs) to be held between **Oct 1, 2017** and **Sep 30, 2018**.

We are soliciting ISTs in these categories:

- 1) **Academic subject-matter** that directly relates to one or more of the seven high-priority initiatives in our Extension Roadmap (<http://extadmin.ifas.ufl.edu/roadmap.shtml>), and
- 2) **Priority competency training** (see <https://edis.ifas.ufl.edu/wc236>).

### How to submit your idea for an IST

We have simplified the way faculty will submit their ideas for ISTs this year. **All proposed ideas for ISTs should be submitted by sending an e-mail to the appropriate Extension Program Leader/Associate Dean with the following information:**

1. Title of IST.
2. Who is the audience?
3. What need does this IST address?
4. What is the technical level of the material (basic, intermediate, advanced)?
5. Describe your IST idea in enough detail so the Program Leaders will understand what you are proposing to do.
6. **Important:** If you will request funding from Extension Administration to conduct your IST, about how much will you need? Please be as accurate as possible.
7. **Also important:** Even if your IST idea is self-funded (i.e., you will not request funds from administration), you must still send your idea to a Program Leader for approval to move forward.

### Where to send your IST idea e-mail

For **Agriculture/Horticulture** subjects, **Dr. Saqib Mukhtar** ([smukhtar@ufl.edu](mailto:smukhtar@ufl.edu)).

For **Natural Resource/Sea Grant** subjects, **Dr. Marty Main** ([mmain@ufl.edu](mailto:mmain@ufl.edu)).

(If your IST idea covers a **water-related** subject, choose either Dr. Mukhtar or Dr. Main depending on the broader area to which the subject relates.)

For **Family and Consumer Sciences, 4-H Youth Development, or Community Development** subjects, **Dr. Michael Gutter** ([msgutter@ufl.edu](mailto:msgutter@ufl.edu)).

For **Competency Training, Resource Efficiency, and all other subjects**, **Dr. Tom Obreza** ([obreza@ufl.edu](mailto:obreza@ufl.edu)).

Communication about IST ideas will go both ways. Program Leaders have received input from Initiative Teams describing their training needs and they will be soliciting faculty to respond to these needs with IST proposals.

#### Extension Administration Funding of ISTs

Funding for ISTs is limited this year. Each Program Leader will have a budget to spend on ISTs. Once our funding is used up, we will not be able to accept additional IST proposals unless your IST is self-funded or if a critical issue appears that needs immediate attention.

#### Final IST Approval

The earlier you send your IST e-mail, the better. Ideas will be considered and approved to move forward as they are received. IST e-mails can be sent anytime during the upcoming IST year, but we would like to have your ideas in by **August 31**. Program Leaders will provide feedback leading to final approval. At that point, you will be instructed to create your IST proposal on the PDEC website ([http://pdec.ifas.ufl.edu/inservice\\_training/](http://pdec.ifas.ufl.edu/inservice_training/)).

Thank you in advance for helping our Extension faculty become the best they can be. If you have any questions, please contact the appropriate Program Leader/Associate Dean.