

EFANS PROGRAM TEAM DATA COLLECTION REQUIREMENTS FOR THE YEAR 2009

Toward the end of 2009 each EFANS team will be asked to report the following information, wherever applicable. This will help fulfill Federal Reporting requirements, as well as collect some other relatively easy but useful information about EFANS programming. In cases where two or more EFANS program teams are involved in an event, only one team (the primary) should report the events.

What goes into this form This form collects "event" information, not "individual" information. It is up to teams to figure out how they can best aggregate this information in a way that does not include multiple entries of the same information. A suggestion is to designate one or more people as "submitters," whose job it is to collect this information and report it once. If two teams are collaborating in a course, only one "submitter" should enter information for the course.	"One-off" Presentations/Events These are single "one-off" presentations/events that are not part of a "whole program" put on by your team.			Whole Program Events Delivered by your team or in equal partnership(s) with other program(s) or organizations.			Consultations Delivered by your team or in equal partnership(s) with other program(s) or organizations	
	Delivered as part of a program developed by your team or in equal partnership(s) with other program(s) or organizations. (Attendees are often not registered.	Delivered as part of a program primarily developed by other Extension programs or organization(s)	Delivered as a MASS MEDIA presentation (radio, TV, etc.)	Courses/ Workshops/Clinics /Tours, etc. (A curriculum program that has registered participants. If you have an event without registration, consider the first column - "Presentations/ Events)	Conferences (Whole conference events developed and delivered by your team or in equal partnership(s) with other program(s))	Open/General Events (Whole events where people can come and go at will, developed and delivered by your team or in equal partnership(s) with other program(s))	Walk-by/Call-in/Emails (Responsive problem-solving events with public developed and delivered by your team or in equal partnership(s) with other program(s))	Planned Consultations (Meetings, face-to-face or distance, designed to assist in problem-solving, developed and delivered by your team or in equal partnership(s) with other program(s))
1. EVENTS								
a. Total number								
2. EVENT FUNCTION <i>(number of events)</i>								
a. To address one or more ongoing issues								
b. To address quickly mounting issues								
c. To address an emergency issue								
d. To address a political priority								
e. Other								
3. EVENT DELIVERY <i>(number of events)</i>								
a. All face-to-face delivered								
b. Mostly face-to-face delivered								
c. Equally face-to-face and distance delivered								
d. Mostly distance delivered								
e. All distance delivered								
4. REGION OF PRIMARY TARGETED COUNTIES <i>(number of events) (2 or more regions per event OK)</i>								
a. Region 1: Twin Cities and Suburbs (see map - p.4)								
b. Region 2: Northeast Minnesota (see map - p.4)								
c. Region 3: Northwest Minnesota (see map - p.4)								
d. Region 4: Central Minnesota (see map - p.4)								
e. Region 5: Southeast Minnesota (see map - p.4)								
f. Region 6: Southwest Minnesota (see map - p.4)								
g. State-wide focus; no regional emphasis								
h. Outside of Minnesota focus								
5. TARGETED PRIMARY AUDIENCES <i>(number of events targeting) (2 or more aud. per event OK)</i>								
a. End-users (participants will use for their own stuff)								
b. Trainers (participants will train other people)								
c. Consultants (participants will advise other people)								
d. Organization representatives (participants will bring learning to an organization)								

EFANS Data Collection Form -- <i>Continued</i> --	"One-off" Presentations/Events These are single "one-off" presentations/events that are not part of a "whole program" put on by your team.			Whole Program Events Delivered by your team or in equal partnership(s) with other program(s) or organizations			Consultations Delivered by your team or in equal partnership(s) with other program(s) or organizations	
	Delivered as part of a program developed by your team or in equal partnership(s) with other program(s) or organizations. (Attendees are often not registered.)	Delivered as part of a program primarily developed by other programs or organization(s)	Delivered as a MASS MEDIA presentation (radio, TV, etc.)	Courses/ Workshops/Clinics /Tours, etc. (A curriculum program that has registered participants. If you have an event without registration, consider the first column – "Presentations/ Events)	Conferences (Whole conference events developed and delivered by your team or in equal partnership(s) with other program(s))	Open/General Events (Whole events where people can come and go at will, developed and delivered by your team or in equal partnership(s) with other program(s))	Walk-by/Call-in/Emails (Responsive problem-solving events with public developed and delivered by your team or in equal partnership(s) with other program(s))	Planned Consultations (Meetings, face-to-face or distance, designed to assist in problem-solving, developed and delivered by your team or in equal partnership(s) with other program(s))
6. ADULT PARTICIPANTS (18 or older)								
a. Total number of adult participants		<i>Leave blank</i>	<i>Leave blank</i>					
b. Persons of colored (number of participants) (ONLY if targeting this group)								
c. Persons of poverty and/or having disabilities, NOT including persons of color (number of participants) (ONLY if targeting this group)								
7. YOUTH PARTICIPANTS (17 or younger)								
a. Total number of youth participants		<i>Leave blank</i>	<i>Leave blank</i>					
b. Persons of colored (number of participants) (ONLY if targeting this group)								
c. Persons of poverty and/or having disabilities, NOT including persons of color (number of participants) (ONLY if targeting this group)								
8. RECENT IMMIGRANTS								
a. Number of events targeting this audience								
9. GENDER OF PARTICIPANTS								
a. Male (number of participants)		<i>Leave blank</i>	<i>Leave blank</i>					
b. Female (number of participants)								
10. REVENUE OF EVENTS								
a. Gross revenue collected from participants (numbers of dollars)								
b. Gross revenue collected from sponsors (numbers of dollars)								
c. Fees from other sources (numbers of dollars)								
d. Amount of grant money involved with these events or event parent programs (numbers of dollars)								
e. Amount of "in kind" contributions from stakeholders (value in terms of est. numbers of dollars; not including time contributions)								

ONLY COURSES/WORKSHOPS/CLINICS/TOURS/ETC.

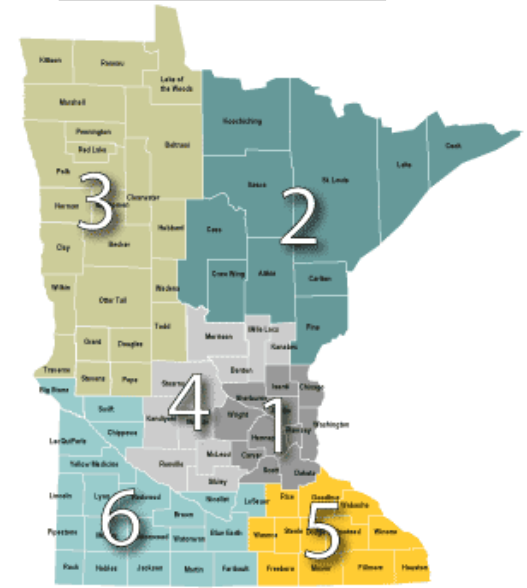
that have curriculum programs with registered participants

Only complete the following information for Courses/Workshops/Clinics/Tours, Etc. developed and delivered by your team or in equal partnership(s) with other program(s) or organizations.

11. INSTRUCTIONAL STRATEGY USED (represented as <i>primary method</i> of each "class") (ref: U of W Extension, Water Resource Ctr.)	
a. Lecture (number of "courses" using this strategy as primary instructional method) <i>Presenter delivered information to participants; includes visual aids and question & answer</i>	
b. Demonstration (number of "courses" using this strategy as primary instructional method) <i>Presenter used demonstrations, models, and props to illustrate concepts and processes</i>	
c. Discussion (number of "courses" using this strategy as primary instructional method) <i>Participants shared ideas, thoughts, opinions, debates, etc. with each other and presenter</i>	
d. Guided Discovery (number of "courses" using this strategy as primary instructional method) <i>Participants engaged in exploration outlined by presenter; includes research, role-plays, simulations</i>	
e. Open Inquiry (number of "courses" using this strategy as primary instructional method) <i>Participants determined the direction of investigation and learning by defining topic or learning method direction</i>	
12. PARTICIPANTS	
a. Total number of participants, including adults and youth (add items 6a and 7a from the "Courses" column)	
13. SATISFACTION OF PARTICIPANTS	
a. Number of "courses" asked for satisfaction response (<i>number</i>)	
b. Number of participants asked for satisfaction response (<i>number</i>)	
c. Number who responded to satisfaction question(s) (<i>total number of participants who responded to question</i>)	
d. Response rate to satisfaction question(s) (<i>percentage: item 13c divided by item 13b</i>)	%
e. Number significantly satisfied (<i>total number of respondents indicating a level equal to "moderately" to "strongly" satisfied</i>)	
f. Percentage significantly satisfied (<i>percentage: item 13e divided by item 13c</i>)	%
g. <i>Projection</i> : Number of total program participants significantly satisfied (<i>multiply percentage in item 13f times number in item 12a</i>)	
14. OUTCOMES FOR PARTICIPANTS: Learning Gains	
a. Number of "courses" assessed for learning gains (<i>number</i>)	
b. Number of participants assessed for learning gains (<i>number</i>)	
c. Number who responded to learning gains assessment (<i>total number of participants who responded to question</i>)	
d. Response rate to learning gains assessment (<i>percentage: item 14c divided by item 14b</i>)	%
e. Number who achieved significantly learning gains (<i>number of respondents scoring a level equal to "moderate" to "strong" learning gains</i>)	
f. Percentage achieving significantly learning gains (<i>percentage: item 14e divided by item 14c</i>)	%
g. <i>Projection</i> : Number of total program participants achieving significant learning gains (<i>multiply % in item 14f times number in item 12a</i>)	
15. OUTCOMES FOR PARTICIPANTS: Behavior Change (i.e., improved change in practices resulting from "course")	
a. Number of "courses" that intended to produce behavior change among its participants (<i>number of courses</i>)	
b. Number of participants involved in these courses (<i>number of participants involved in item 15a</i>)	
c. Number of these "courses" that were included in a "follow-up" assessment of behavior changes resulting from courses (<i>number</i>)	
d. Number of participants targeted (sampled) for assessment of improved changes in practices (<i>number in attempted sample</i>)	
e. Number from which there was actual assessment data collected (<i>total number of participants on which there was data collected</i>)	
f. Percentage of target sample include in evaluation results (<i>percentage: item 15e divided by item 15d</i>)	%
g. Number who achieved significant behavior change (<i>number of respondents scoring a level equal to "moderate" to "strong" behavior change</i>)	
h. Percentage achieving significant behavior change (<i>percentage: item 15g divided by item 15e</i>)	%
i. <i>Projection</i> : Number of total program participants achieving significant behavior change (<i>multiply % in item 15h times number in item 15b</i>)	

GENERAL PROGRAM TEAM ACTIVITIES	
16. Publications	
a. Number of articles published in scholarly journals (total)	
17. Collaborations	
a. Number of state Extension services and/or land-grant colleges and universities with which your team collaborated during 2009 (total)	
b. How many of the above states are from bordering states? (WI, SD, ND, IA) (number)	
18. Volunteers <i>(defined as people who directly serve a public function in lieu of your team or in lieu of a program in which your team has equal partnership(s) with other program(s) or organizations)</i>	
a. Volunteers: total number	
b. Volunteer hours: total number	

Region Map
(for Section 4, page 1, above)



NARRATIVES

In addition to numerical information about team efforts, we need to know more about your team’s outcomes and impacts. The Federal Report asks for these descriptions every year, and every year asks for more of them. We need the following five short narratives from your team:

(Of course, if your team did not produce results in one or more of the categories below or if your team did not collect information on them, do not submit a narrative for the item.)

- ❶ Two (or more) narratives describing “Learning gains” related to your course(s)
- ❷ Two (or more) narratives describing “Behavior change” related to your team’s efforts (i.e., a significant change in practice(s) resulting from your team’s efforts)
- ❸ One (or more) narrative(s) describing “Impact” change related to your team’s efforts (i.e., a significant change in the condition or circumstance of one or more people resulting from your team’s efforts)

Note: If an effort you would like to write about included other teams or organizations, submit it if: (1) your team had an equal collaborative role in the effort as the other team(s) or organization(s), and (2) no other team is including the story in their submissions.

Narratives – What should a narrative consist of?

Answer: *About three paragraphs each.*

Paragraph 1: Briefly describe the problem the effort was addressing (why was the effort important?)

Paragraph 2: Briefly describe the course or effort: What was the effort intending to do (as related to the problem), who was involved, what was done, etc.

Paragraph 3: Briefly describe the result of the effort: What positive changes did the effort produce? Do you have data (quantitative or qualitative) that reflects the overall result of the effort or an exceptional result of the effort? Describe the resulting change.