

File:
Programs: Affirmative Action Plan Review Committee

GUIDELINES FOR EXPANDING EXTENSION PROGRAM DEVELOPMENT COMMITTEES

EXTENSION PROGRAM DEVELOPMENT

The County/District Extension law states that the responsibility of the local board is to plan Extension programs. Program Development Committee members are elected or appointed representatives and are charged with giving input to local and state-wide efforts in identifying information needed to address social, economic, and environmental concerns. The word "plan" as it appears in the law involves the program development committees in identifying and prioritizing needs and issues, and providing program oversight. The Extension agents develop and implement an educational plan based on the program objectives.

The concerns and needs of people and their communities are continually changing. Extension programs should reflect these changes. It is important, therefore, that local Extension programs receive careful and continuous attention from the Program Development Committees and Extension staff members.

EXPANSION OF PDC'S

Extension Boards are encouraged to expand all Program Development Committees to be reflective of the entire potential audience population to allow for more participation and broadened perspectives in program development. A PDC can be expanded by the Extension Board appointing additional members to the program development committees. These appointments should be made on an annual basis. Youth can also be appointed.

Recommendations for committee membership can be made to the Board by the respective Program Development Committees and Extension Agents. It would be appropriate to make the appointments at the beginning of the year, although additional appointments as required could be made throughout the year.

RESPONSIBILITIES OF THE EXPANDED COMMITTEES

Responsibilities of the expanded committees are not changed from the responsibilities outlined for Program Development Committees in the Handbook for County Extension Council and District Governing Bodies and the Kansas Cooperative Extension Service Affirmative Action Plan.

Program Development Committees should pre-establish the months and dates they will meet and have a tentative agenda planned for what should be accomplished at each of the meetings. Affirmative Action objectives should be a continuing agenda item. Discussion and programming recommendations by the expanded PDC should be documented.

The PDC Chairperson and other officers as needed should be selected by and from among the elected Program Development Committee members.

Reports of efforts to expand program participation will be reported by Extension Agents in Impact/Outcome Reports.