

**FACULTY MEETING GUIDELINES FOR
RESEARCH AND EDUCATION CENTERS AND ACADEMIC DEPARTMENTS
2004-2007 LONG-RANGE PLAN**

1. The Unit faculty meeting should provide the opportunity for input from all faculty assigned to the REC or Department (teaching, research and extension). Departments or RECs also are encouraged to obtain inputs from advisory committees and/or county Extension agents.
2. Faculty inputs should reflect contributions of the REC or Department in support of the mission¹ and long-range objectives² of Extension.
3. Each department and REC will be asked to address the following points:
 - Define the unit's mission and purpose as it relates to the UF Extension mission and purpose.
 - Describe programs of excellence in support of current Extension long-range objectives. Include audiences targeted by each program and the program performance standards (outcome indicators³) used to establish the level of excellence of each program.
 - Identify and prioritize trends and transitional issues that could affect traditional and/or new audiences served by the unit.
 - Formulate long-range objectives for 2004-2007 and indicate the program performance standards that will be used to measure progress toward attainment of those long-range objectives.

¹ **Mission of UF Extension:** To provide research-based knowledge and educational programs that enable people to make practical decisions to improve their quality of life.

² **Long-Range Objective:** to develop educational programs of relevance and excellence designed to help Floridians:

- Realize a better quality of life, both personally and professionally;
- Produce responsible and productive young people;
- Develop economically sound and environmentally sustainable agribusinesses, forestry operations, ranches, groves, small businesses and communities;
- Develop leadership skills among diverse inhabitants, both in rural and urban settings; and
- Sustain our fragile natural resources, particularly irreplaceable coastal areas.

³ An outcome indicator identifies a specific numerical measurement that indicates progress toward achieving an outcome. Examples of Extension outcomes include changes in knowledge, skills, attitudes, behaviors, and adoption of best management practices and appropriate technologies.

The completed responses should be submitted to the Extension Program Development and Evaluation Center (PDEC) using the template found at the REC/Academic Dept navigation bar button of the long-range plan website http://pdec.ifas.ufl.edu/longrange/Ext_LRP_2004.htm. Additional information about the long-range planning process is available at the website.