<table>
<thead>
<tr>
<th>Responsible Party</th>
<th>Responsibility – Timeline</th>
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| Extension administration (Dean, Associate Dean) | • Select counties - October  
• Select and invite review team members – October/November  
• Release review team report to appropriate parties - Summer  
• Initiate one-year follow-up report process with DEDs - Summer  |
| DEDs                                   | • Provide input for county selection - October  
• Notify counties of selection and educate them about purpose of review - October  
• Provide support to State Extension Specialist/PDEC during collection of county information – January - March  
• Attend review team presentation in county – Late Spring/Early Summer  
• Discuss review team report with county – Late Summer  
  o Designate 3-5 priority areas for action  
• Hold CEDs accountable for submitting initial county response – Responses due 60 days after official report is received  
• Hold CEDs accountable for submitting one-year follow-up - Summer  |
| State Extension Specialist             | • Arrange date for review with counties and review team members – November/December  
• Provide CEDs with educational materials about the county program review process to share with faculty, stakeholders – December/January  
• Arrange date for review team training – January/February  
• Work with counties to determine review agenda – February  
• Support PDEC to design review booklets - continuous  
• Plan and deliver review team training - April  
• Provide support during county program reviews – Late Spring/Early Summer  
• Hold review teams accountable for submitting review team reports – Due two weeks after the review  
• Analyze data and distribute to interested parties  |
| PDEC                                   | • Maintain county program review Web site - continuous  
• Provide support during collection of county information – January - March  
• Supply county budget, ES-237, MOU, and map for review booklet - March  
• Work with ICS to print and distribute booklets – April  |
| CED | • Work with state extension specialist to arrange date for review – November/December  
• Educate faculty and staff about purpose of review - December  
• Supply required materials for review booklet – January - March  
• Hold faculty members accountable for submitting needed information for review booklet – January - March  
• Arrange lunch with county supervisor during review - Spring  
• Participate in county review – Late Spring/Early Summer  
• Work with DED to identify priority areas for action following review – Early Summer  
• Submit initial county response to PDEC – Responses due 60 days after review report received  
• Submit one-year follow-up to PDEC – Summer |
| County Faculty | • Supply advisory council lists for review booklet – January - March  
• Invite stakeholders to review - Spring  
• Participate in county review – Late Spring/Early Summer  
• Provide input on initial county response – Late Summer  
• Implement review recommendations – continuous after review  
• Provide input on one-year follow-up – Summer |