

This letter is for reference purposes. Letter describing the 2011-2012 process is coming soon.

February 17, 2010

TO: Goal & Focus Team Leadership and Extension Specialists

FROM: Joan Dusky, Marilyn Norman, Mike Spranger, Nayda Torres, Cheri Brodeur

SUBJECT: Extension In-Service Training/Professional Development for 2010-11 - Proposals due April 1

Professional Development continues to be a high priority for IFAS Extension and we are committed to quality face to face and distance education in-service training for county faculty. We are asking that you and your Goal or Focus Team identify in-service programs that are needed during the coming year. We are calling for two types of proposals:

- In Person **state, grant** or **self funded** Extension In-Service Training
- In-Service Training using Distance Technologies

In - Person Extension In-Service Trainings:

First determine if your proposal could be done via Distance Technologies, if not then along with the proposal, please submit a justification for the requested funding. As in the past, if you have external grant money to hold training, please submit the proposal so that it can be included on the web site for agents to sign up. Be sure to think about the needs of new agents who may need training on specific everyday topics, while also challenging our more seasoned agents to initiate quality programs. Work with your team to identify high need programs.

In-Service Training using Distance Technologies:

We are requesting proposals for in-service training that utilize distance technologies. We ask for effective delivery of quality information and a quality learning experience. Some of the technologies may require you to attend a training to learn the capabilities and the use of the technology such as Elluminate. Your in-service training may also be recorded for future use or you may have a series of trainings throughout the year, i.e. two hours for three successive weeks on Tuesday from 10 to 12. Be creative. If you desire to use the Polycom system, you should reserve the bridge for your teaching site and any receiving location using the IP address and location name at: <http://at.ufl.edu/~video/service2/requestsMain/event.php> .

In keeping with the seven Extension goals, we encourage faculty to work with the Focus Teams in the design of high priority professional development opportunities. Each proposal will be aligned with one or more of the Focus Areas/ Goal and focus team information may be found at: <http://pdec.ifas.ufl.edu/foci/> .

This year we will continue to use the electronic proposal form that will streamline the proposal process. To get started, go to the PDEC home page (<http://pdec.ifas.ufl.edu>), click on In-Service Training in the left hand menu, and then look for the link "Online Proposal Form." Or bookmark the direct link . <http://pdec.ifas.ufl.edu/ist/prop.pl> You will need to log in with your UFID number, which is located on your Gator 1 card. Make changes to your contact information, if needed, and then click continue. The due date of all proposals is April 1, 2010. All proposals **must have** an agenda attached with the anticipated dates and times of the in-service to be

considered. You will be notified in early June about your proposal and county faculty will begin signup by the first of July.

The online form is very similar to the paper form we have used in the past. If you have any questions about how to fill out this form, please contact your Focus Team leader or Program Leader. If you have technical questions, contact PDEC at 352-392-0386. If you need to make any changes once your proposal has been approved and placed in the IST system you should contact Tyann Haile ([thaile@ufl.edu](mailto:thaile@ufl.edu); 352-392-0386) and she can make the adjustments. Since this is our second year of using the new IST online proposal form we would really like to hear from you about your experience. Send any comments and suggestions to the program leader and PDEC.

If you have a training that needs to be held between June and September, please contact your program leader for instructions.

Proposals should be submitted via the new electronic process by April 1, 2010; questions should be addressed to the following faculty:

Joan Dusky ([jadu@ufl.edu](mailto:jadu@ufl.edu)) – Goal 1 and Goal 4, Agriculture, Natural Resources and Food System & Sustainable Landscapes

Mike Spranger ([spranger@ufl.edu](mailto:spranger@ufl.edu)) – Goal 2, Florida Environment

Marilyn Norman ([mnorman@ufl.edu](mailto:mnorman@ufl.edu)) – Goal 3, Youth Development

Nayda Torres ([nitorres@ufl.edu](mailto:nitorres@ufl.edu)) – Goal 5 and Goal 6, Individual and Family Development and Sustainable Living

Cheri Brodeur ([cbrodeur@ufl.edu](mailto:cbrodeur@ufl.edu)) – Goal 7, Professional Development

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*4-H is a community of young people across America learning leadership, citizenship and life skills. As one of our nation's oldest, yet most current organizations, 4-H is reaching millions of young people with positive youth development opportunities. Find out how you can get involved in 4-H. Visit our website at <http://www.4husa.org> or in my state*