Hi. My name is Diane Craig and I am a research/data analyst at the UF/IFAS Program Development and Evaluation Center or PDEC for short.

We have a few changes with Workload reporting this year so I wanted to take a few minutes to go over those with you.

**PDEC website and click Workload**

First, you will notice PDEC's new website.

Workload is easier to find on the home page and will have a different look but it works the same as in the past.

**Logging in**

When log in you will make any changes and confirm the contact information is correct by clicking Continue.

If this page comes up blank and you have entered Workload data in the past, check the UFID number at the top of the page and see if you entered the wrong UFID.

You should never have to enter your contact information more than one time.

**Note that says "New Indicators in Qualtrics"**

Notice the new note at the top.

For the past few months, we have been working with Extension leadership and Initiative teams to develop statewide indicators that will better position us to tell our story at the national, state and local levels.

These indicators replace the Outcomes by Type that you have seen in the past. In other words, you will no longer enter the knowledge, behavior and condition change by priority work group.

**Scroll down page**

As you can see the information we are collecting for educational materials, clientele contacts and volunteers looks the same as in years past.

**Scroll to Programs**

In the Programs section, note that the Multi-State drop-down box is gone. Because the multi-state information we need for the federal report is obtained from the Faculty Assignment Report or FAR we no longer need to collect those data from you.

**Enter Programs Data and click Save My Work**

The two Impact text boxes will appear as usual. If you are entering more than one impact for a Priority Work Group you need to click Save My Work between each one.

When you are done with your Impacts click Save My Work one last time.

**Click on Qualtrics link**

To access the new Workload Indicators, click on the link to the right of the Save My Work button.

This will open a new login page in Qualtrics in a new browser window.

We are using Qualtrics this first year to see how well the indicators work and to get your feedback. Our goal is to incorporate these into the Workload system for the 2018 reporting cycle.

I won't read the intro, but I encourage you to do that. The key takeaways on this page are:

 1)  that these new indicators are not designed to capture all of the work being done by UF/IFAS and FAMU faculty. Many of you will have additional programs and objectives reported in your ROA.

2) that not all indicators you see on a page will apply to you. You don't have to fill all of them in, just report those for which you have data. It is possible that you don't have data for any of the indicators on a given page…that's okay too.

Just like Workload, all of the data you enter here is based on the entire calendar year.

The 'Questions?' Link in the upper right is found on every page as you enter your data.

Let's click on that and take a look.

Clicking the 'Questions?' link opens a PDF document in a new browser window.

This lists each of the indicators and the faculty member you should contact if you have questions about what to include or how to evaluate your programs to get at these indicators.

The priority work groups listed on the right tells you who will see these indicators. We will discuss this further in a minute.

Sebastian Galindo and I are working together to develop a repository of instruments and/or survey questions that can be used in your program evaluations. This will take some time but we will hopefully release something soon to start with and build out from there. If you have an evaluation instrument that you use and like and it addresses one or more of the indicators please share that with Sebastian if you haven't already.

There are 88 indicators in this Qualtrics survey.

You will only see some of those indicators, based on which priority work group or groups you work in.

You are not expected to answer every question in a block or page of questions.

In fact, we know many of you are seeing these for the first time. We encourage you to review these indicators to prepare your evaluations for next year. The Extension teams have developed these with their state plan of action in mind so this gives you an idea of the direction they are taking. If you have questions please contact the appropriate faculty member or your Priority Work Group or Initiative leads.

But, many of these indicators are broad enough that we feel everyone should be able to provide data on one or more indicators.

As you look through the indicators, you will notice a heavy focus on behavior change rather than knowledge gain.  This is intentional.  The impact and stories we tell through the federal report, news media, infographics, etc. are much more effective and influential when we focus on behavior. And, when appropriate and possible, the economic impact of that behavior change.

That is not to say knowledge gain shoudn't be measured.  For new faculty or those starting new programs, knowledge gain may be all you have.  Moreover, knowledge gain is often a key component to assessing your overall program success.

The Workload Indicators are not intended to represent all of your programming evaluation.  These knowledge gain results and other indicators not included in Workload should be included in your ROAs.

<mark>Click >>> (check both initiative and priority work groups)</mark>

The first questions in the Qualtrics survey are where you select the Initiatives and Priority Work Groups you work under.  Even if you have no evaluation data for a particular program area but do work in that area, go ahead and check the box so you can see what indicators are included. This will give you an idea of the types of evaluation questions you may want to consider for next year's reporting.

<mark>Youth</mark>

This question about whether you work with youth is designed to reach faculty who don't necessarily work with 4-H but do some programming with youth.

Again, if you work with youth but don't have any evaluation data for them, go ahead and check yes so you can see what you will be asked if you did.  This can help you plan for next year.

<mark>Click >>></mark>

You will notice at the top it tells you which Priority Work Groups you selected.

You had to select at least one of these priority work groups to display this block or page of indicators.

Many of these pages of indicators will have more than one Priority Work Group. This is intentional.

Most indicators are crosscutting and overlap between priority work groups and even initiatives.

And faculty, because they focus on different aspects of a program, may classify their work in a different priority work group than their colleagues working in the same or similar program.

Having multiple priority work groups addressing the same indicators addresses these realities.

<mark>Scroll down page</mark>

On most pages, you will be asked whether you used a specific curriculum and whether you have any comments about these particular indicators.

Your feedback helps us a lot, so please share your thoughts and concerns with us.

If you clicked on the Works with Youth and you work in a priority work group other than 4-H you will see this question.

(Fill in data)

It will then follow up by asking which priority work group these data apply to. The response choices are the Priority Work Groups you identified at the beginning of the survey.

Lastly, we ask that you let us know if you have data that would be useful for creating infographics in the future.

Although we have worked with many faculty and program leaders to create these indicators and then beta tested them with many faculty, we know these indicators are not perfect.

It is just the beginning. There will undoubtedly be changes for next year.

We do need to hear from you, so please be sure to fill in the comments sections on the indicator pages or in this general comments section at the end of the survey.

Thank you and we look forward to hearing from you.