

Responsible Party	Responsibility – Timeline
Extension administration (Dean, Associate Dean)	<ul style="list-style-type: none"> <li>• Select counties - October</li> <li>• Select and invite review team members – October/November</li> <li>• Release review team report to appropriate parties - Summer</li> <li>• Initiate one-year follow-up report process with DEDs - Summer</li> </ul>
DEDs	<ul style="list-style-type: none"> <li>• Provide input for county selection - October</li> <li>• Notify counties of selection and educate them about purpose of review - October</li> <li>• Provide support to State Extension Specialist/PDEC during collection of county information – January - March</li> <li>• Attend review team presentation in county – Late Spring/Early Summer</li> <li>• Discuss review team report with county – Late Summer <ul style="list-style-type: none"> <li>○ Designate 3-5 priority areas for action</li> </ul> </li> <li>• Hold CEDs accountable for submitting initial county response – Responses due 60 days after official report is received</li> <li>• Hold CEDs accountable for submitting one-year follow-up - Summer</li> </ul>
State Extension Specialist	<ul style="list-style-type: none"> <li>• Arrange date for review with counties and review team members – November/December</li> <li>• Provide CEDs with educational materials about the county program review process to share with faculty, stakeholders – December/January</li> <li>• Arrange date for review team training – January/February</li> <li>• Work with counties to determine review agenda – February</li> <li>• Support PDEC to design review booklets - continuous</li> <li>• Plan and deliver review team training - April</li> <li>• Provide support during county program reviews – Late Spring/Early Summer</li> <li>• Hold review teams accountable for submitting review team reports – Due two weeks after the review</li> <li>• Analyze data and distribute to interested parties</li> </ul>
PDEC	<ul style="list-style-type: none"> <li>• Maintain county program review Web site - continuous</li> <li>• Provide support during collection of county information – January - March</li> <li>• Supply county budget, ES-237, MOU, and map for review booklet - March</li> <li>• Work with ICS to print and distribute booklets – April</li> </ul>

CED	<ul style="list-style-type: none"> <li>• Work with state extension specialist to arrange date for review – November/December</li> <li>• Educate faculty and staff about purpose of review - December</li> <li>• Supply required materials for review booklet – January - March</li> <li>• Hold faculty members accountable for submitting needed information for review booklet – January - March</li> <li>• Arrange lunch with county supervisor during review - Spring</li> <li>• Participate in county review – Late Spring/Early Summer</li> <li>• Work with DED to identify priority areas for action following review – Early Summer</li> <li>• Submit initial county response to PDEC – Responses due 60 days after review report received</li> <li>• Submit one-year follow-up to PDEC – Summer</li> </ul>
County Faculty	<ul style="list-style-type: none"> <li>• Supply advisory council lists for review booklet – January - March</li> <li>• Invite stakeholders to review - Spring</li> <li>• Participate in county review – Late Spring/Early Summer</li> <li>• Provide input on initial county response – Late Summer</li> <li>• Implement review recommendations – continuous after review</li> <li>• Provide input on one-year follow-up – Summer</li> </ul>