

Learning Events

- The Learning Events screen may be completed by Extension Educators, or Faculty and Extension Specialists. It is used to report planned, scheduled, and completed events that have educational objectives. It is for capturing Extension educational instruction provided to the public. Examples of learning events are workshops, presentations, field days, courses, seminars, webinars, livestream program, YouTube instruction videos, etc., which may be delivered in person or via technology. Learning events are not your own professional development, program planning activities, marketing/promotion efforts, or meetings.
- Questions? Email DMhelp@lists.purdue.edu or click on “?” located on the DM navigation.

Reporting Expectations for Extension Educators

- Schedule for reporting:
 - September 1 is the deadline for your annual review process.
 - By the 5th business day, report your monthly: 1) Communiqué to your Area Director, and 2) LEARNING EVENTS and OTHER ACTIVITIES in DM.
- Monthly Communiqué or DM
 - Educators do both each month. Use the Communiqué for reporting activities toward annual goals. Then, go to DM to enter outputs (in DM - Learning Events and Other Activities screens).
- Targeted Set of Metrics in DM, Not Comprehensive
 - While we appreciate the totality of Extension Educators’ efforts, we are **not** trying to capture **everything** in DM. Our approach is to collect a targeted set of metrics focused on key activities.
 - However, the Communiqué can be more flexible, with a narrative for documenting progress and activities, and the other activities Educators feel the need to report can go there; also, CED administrative tasks will go in the Communiqué only, not in DM.

- Please remember that *OUTPUTS* are our first step. We also need to report *OUTCOMES and IMPACTS* which are the most important information we will share. We must be quick and efficient in recording outputs so we may focus on our goal of producing outcomes and impacts.

Reporting Expectations for Faculty and Extension Specialists

- Faculty and Extension Specialists report on the calendar year – January through December. The annual deadline to enter data usually falls during the first week of February.
- Faculty (with Extension roles) and Extension Specialists are expected to report their outputs, outcomes, and impact statements.
 - Outputs = consultations, Extension publications (new or revised), and research publications.
 - Outcomes = statements written to capture key results of Extension efforts reported as a number or measure.
 - Impact Statement = A narrative describing an issue, what has been done, the audience/attendees, and the results.
- Are you expected to report on your Extension program? Yes, if any of these apply to you:
 - If you conduct workshops for the public
 - If you publish Extension publications
 - If you have received Smith-Lever funding covering part of your salary, or summer salary
 - If you deliver large Purdue Extension events (or have similar events):
 - Certified Crop Advisors
 - Crop Management Workshop
 - DTC
 - Farm Management Tour
 - Forest Management for the Private Woodland Owner – Indiana Tree Farm Landowners Tour
 - Fort Wayne Farm Show
 - Illiana Vegetable Growers Symposium
 - Indiana Green Expo
 - Indiana Horticultural Conference
 - Indiana Small Farm Conference
 - Midwest Women in Ag Conference
 - Top Farmer

- Entering Data
 - There are **FOUR screens** that relate to Research and Extension. Because of the variety in roles, Faculty and Extension Specialists will need to determine which screen(s) work best for them. Here are the screens:
 - **USDA Research, Extension, and Programmatic Impacts** - Focus on research activities and may use project already in the NIFA Reporting System (formerly REEport) for impact statement
 - **Learning Events** - Focus on instruction to the public
 - **Other Activities** - Focus on outputs - Consultations, Extension Publications (new or revised), Research Publications, and Indirect contacts via technology – posted, static, educational flyers or publications
 - **Impact Statements** - Focus on narrating results of Extension efforts. What issue was addressed? What did Extension do? Who were the learners/attendees? What were the results?

What is a Learning Event?

- Learning events are when Educators or their guest experts/speakers, Extension Faculty or Specialists provide education/instruction such as a workshop, presentation, field day, course, conference, seminar, program, etc., which may be delivered in person, via live or recorded/posted technology, online courses/Brightspace, or take-home kit/program.
- **Not** these:
 - Your own professional development. When you are the learner at an event, record that information in your monthly communiqué (Educators) under professional development, not in DM.
 - Staff development for Extension. When you are the presenter/instructor at a training session for Purdue Extension Educators or other Extension staff, report that in your monthly communiqué (Educators) or annual activities report (Faculty & Extension Specialists)
 - Presentations solely for promoting or marketing Purdue Extension.
 - Social events or activities that have no educational component or instruction.
 - When you post a static instructional document online, this is not a learning event. Report that on the Other Activities screen as indirect contacts.
- Program planning vs. Metrics

- To compare the monthly communiqué (Educators) and DM, in general, you report progress of your efforts and all that you do in the planning process in the monthly communiqué. Then when you implement your program (learning event), you report the metrics. Here is a diagram of the program planning process to show you which kinds of things you report in your monthly communiqué and which things you record in DM.

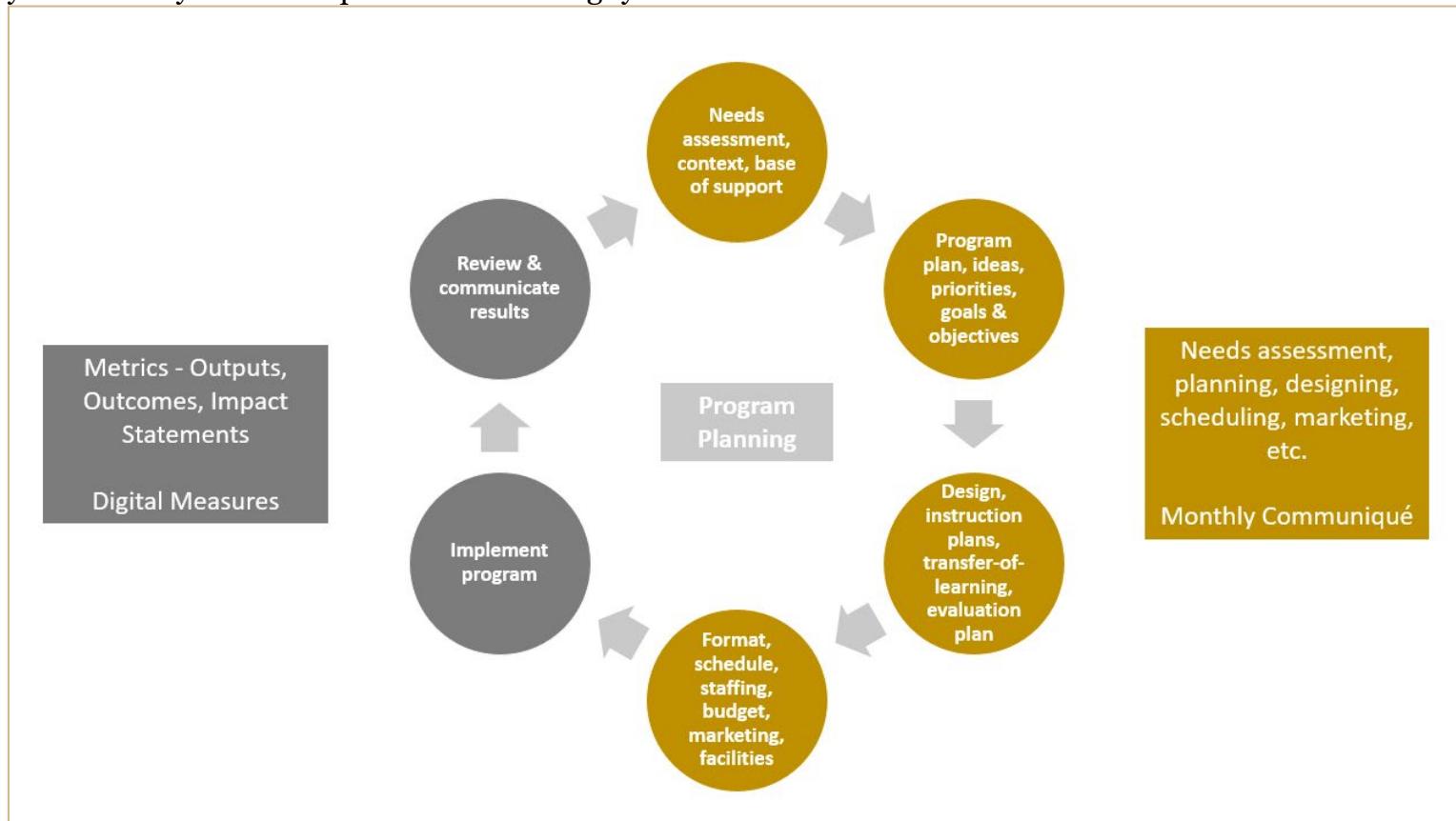


Figure 1. Diagram of program planning process and what to report in the monthly communiqué (Educators) and DM.