

EDUCATOR REPORTING EXPECTATIONS

All Purdue Extension educators are expected to report monthly on their work.

Educators report by the 5th business day of the month via the:

- Communiqué to the area director (progress toward goals, planning and marketing activities, needs assessments, and other efforts), and
- Elements' LEARNING EVENTS (Education programs/workshops delivered to the public in person or via technology. This includes method of delivery, sessions, minutes, contacts, keywords, multistate collaboration, demographics, outcomes, PARP, CCH, and CCA/CEU credits, etc.)

Also, as appropriate, when data are in hand, educators are to report IMPACT STATEMENTS about program evaluations, outcomes, and impacts in Elements. These narrative stories tell the success of Extension programs.

Both the metrics documented in learning events and the stories shared in impact statements are used to generate the annual report to the National Institute of Food and Agriculture (NIFA) as required by federal legislation. Accurate and timely reporting by all educators ensures that the federal funding for Purdue Extension salaries and programming continues into the future.

Data entered in learning events and impact statements are also compiled for university requests from Purdue's President and the Office of the Vice President for Engagement. Elements data are used for sharing stories for the annual Extension Impact report <https://extension.purdue.edu/about/about-us.html>, social media, Extension's website, and other marketing efforts.

Elements instructions and resources for educators are located on the College of Agriculture's website: <https://aq.purdue.edu/department/arqe/elements/extension-educator-data.html>

Email COAelements@purdue.edu with questions or for assistance.

Angie Abbott

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