

# Extension Faculty/Specialist Consultations

## Elements Tips

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### College of Ag Elements website:

<https://ag.purdue.edu/departments/arge/elements/index.html>

### Description

Consultations may or may not apply to Extension Faculty/Specialists depending on their role, academic department, staffing, and/or many other factors. Consultations occur when clients seek out Extension Faculty/Specialists to get education/information about a particular issue, need, or concern. Consultations may also result from client referrals received from PPDL, Ask an Expert, or others.

Consultations with clients may take place:

- in person,
- online or via Zoom, etc.,
- via phone call, text, or email,
- as referrals from PPDL, Ask an Expert, or others

Example consultations for Extension Faculty/Specialists may include:

- Conducting a farm visit to help a farmer with a livestock issue.
- Conducting a site visit to help a grounds manager diagnose a problem and/or develop an Integrated Pest Management (IPM) program.
- Discussing practices/technologies for conservation of resources.
- Fielding a phone call or email to help a stakeholder identify a potential pest problem and/or develop a solution.
- Helping a family map out their farm succession plan.
- Onsite farm visit to assess for safety issues for pesticide storage, equipment, etc.
- Providing technical assistance to community leaders or other clients.
- Receiving a call from a farmer seeking information about an upcoming food safety audit.
- Receiving a sample through PPDL, and providing an identification and solution for the client.
- Requests for wildlife conflict technical advice
- Sharing guidance, details, direction, or recommendations related to certification clients are seeking.
- Traveling to the client's acreage of woods to assess and recommend forest management.
- Visiting a farm field for crop disease scouting/assessment.
- And, many others...


Consultation variations:

- Some are one-off activities that can be brief, straightforward, and take an hour or less.
- Others may become more involved with multiple interactions over time to solve longer-term issues/problems.
- As a result, Extension Faculty/Specialists may choose to report consultations for the year by:
  - Putting all consultations for the year in one entry, or
  - "Grouping" consultations into types to report them in a more meaningful way.

If Extension Faculty/Specialists have consultations with clients, they may document them in Elements under “Service” as “Consulting/Advisory”.

Homepage


MY ACTIONS (1 of 2)



### Add your ORCID iD

Adding your ORCID ID can help us find your scholarly & creative works across the web.

**ADD**



**Ag Faculty**  
College of Agriculture

agfaculty@coa.edu

[EDIT MY PROFILE](#)

**Scholarly & creative works**

**Claimed**  
You have no claimed scholarly & creative works.

[+ ADD NEW](#) [VIEW ALL](#)

**Grants**

**Claimed**  
You have no claimed grants.

[+ ADD NEW](#) [VIEW ALL](#)

**Service**

You have no activities.


[+ ADD NEW](#) [VIEW ALL](#)

**Learning & teaching**

You have no activities.

[+ ADD NEW](#) [VIEW ALL](#)

Add a new service



Select service type

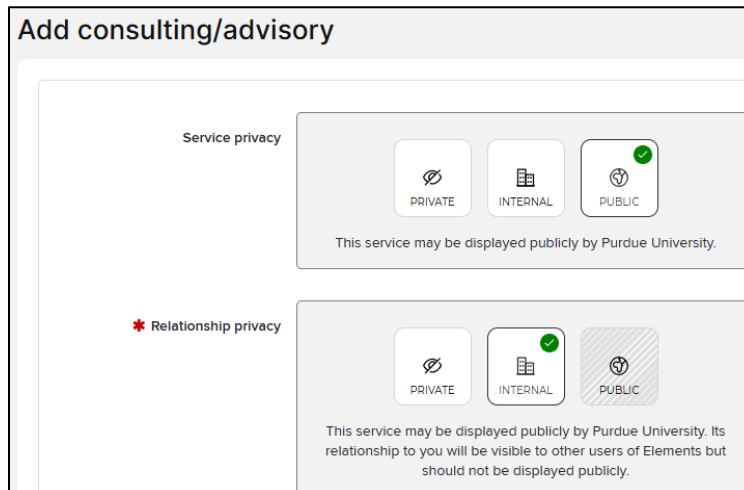
Award/Honor	Broadcast Interview	Clinical Practice	Committee Membership
Community Partnership/Service Learning	Conference Reviewing/Refereeing	Consulting/Advisory	Editorial
Event Administration	Event Participation	External Connection/Partnership	Fellowship
Global/International Service	Grant Application Review	Institutional Review	Journal Reviewing/Refereeing
Membership	Office Held	Peer Mentoring	Promotion/Tenure Review
Text Interview	Extension Learning Event	Extension Impact Statement	

## Elements: SERVICE – “Consulting/Advisory”

In the table below, the left column shows the Elements data fields for “Consulting/Advisory”. The items in the right column are the instructions for how to document your Extension consultations.

Consulting/Advisory	Data to enter
Role	Extension consultations – add a descriptor if applicable
Organization Type	<leave blank>
Partner/Organization Concentration	<leave blank>
Organization	<leave blank>
Location	<leave blank>
Hours Spent Per Year	Estimate time involved for the year
Activity Description	List total # of consultations List total # of clients/contacts Briefly describe consultations for the year Faculty/Specialists may choose to: <ul style="list-style-type: none"> <li>Put all consultations for the year in one entry, or</li> <li>Group consultations into types to report them in a more meaningful way</li> </ul>
Start Date	1 Jan 20##
End Date	31 Dec 20##
URL	<leave blank>
Primary Scholarship Type	Select as appropriate
Secondary Scholarship Type	<b>Select: Extension</b> Select any others as appropriate

This is what the Elements > Service > Consulting/Advisory screen looks like.



The screenshot shows a form titled "Add consulting/advisory" with two sections for privacy settings:

- Service privacy:** Three options are shown: PRIVATE (with a lock icon), INTERNAL (with a building icon), and PUBLIC (with a globe icon and a green checkmark). Below the options, it says "This service may be displayed publicly by Purdue University."
- \* Relationship privacy:** Three options are shown: PRIVATE (with a lock icon), INTERNAL (with a building icon and a green checkmark), and PUBLIC (with a globe icon). Below the options, it says "This service may be displayed publicly by Purdue University. Its relationship to you will be visible to other users of Elements but should not be displayed publicly."

- **Service Privacy** is a setting that – in the future when all of Elements are in place – PUBLIC items could be included on Faculty/Specialist websites/web profiles. This would rarely apply to “Service”, but more likely “Scholarly & Creative Works”. More on that in the future.
- **\*Relationship Privacy** “INTERNAL” is a setting where data entries are shared among Purdue Colleagues when they collaborate on an activity. This screen does not have the ability to identify “team members”, so that doesn’t apply to this data entry.






Type "Extension consultations" as the Role. Skip Organization and Location information.

Essential Information	
<b>Role</b>	<input type="text" value="Extension consultations"/>
Organization Type	<input type="text" value="[None]"/>
Partner/Organization Concentration	<input type="text" value="[None]"/>
Organization	<input type="text" value="No Organization - please add..."/>

Location	
Name	<input type="text"/>
Organisation	<input type="text"/>
Department	<input type="text"/>
Street address	<input type="text"/>
City	State or province
<input type="text"/>	<input type="text"/>
Country	Zip code/postcode
<input type="text"/>	<input type="text"/>
<input type="button" value="+ Add"/>	
<input type="text" value="No Location - please add..."/>	
Name	<input type="text"/>
Organisation	<input type="text"/>
Department	<input type="text"/>
Street address	<input type="text"/>
City	State or province
<input type="text"/>	<input type="text"/>
Country	Zip code/postcode
<input type="text"/>	<input type="text"/>
<input type="button" value="+ Add"/>	

- Estimate hours for the year
- Add Description
- Put Start and End Date (01 Jan 20## to 31 Dec 20##)
- Select Secondary Scholarship Type “Extension” and any others that may apply.

Hours Spent Per Year	<input type="text"/>
Activity Description	<p>List total # of consultations          List total # of clients/contacts          Briefly describe consultations for the year</p> <p>Faculty/Specialists may choose to:          &gt; Put all consultations for the year in one entry, or          &gt; Group consultations into types to report them in a more meaningful way</p>
Start Date	01 Jan 2024 <input checked="" type="checkbox"/>  
End Date	31 Dec 2024 <input checked="" type="checkbox"/>  
URL	<input type="text"/>
Primary Scholarship Type	[None] 
Secondary Scholarship Type	<input type="checkbox"/> Discovery <input type="checkbox"/> Teaching and Learning <input type="checkbox"/> Engagement <input checked="" type="checkbox"/> Extension <input type="checkbox"/> Diversity and Inclusion <input type="checkbox"/> Mentoring <input type="checkbox"/> International/Global <input type="checkbox"/> Interdisciplinary/Multidisciplinary <input type="checkbox"/> PK-12 <input type="checkbox"/> Commercialization <input type="checkbox"/> Multi-state

- Click SAVE when complete

CANCEL
SAVE

## Questions

If you have questions about:

- Program evaluation, email [evaluation@purdue.edu](mailto:evaluation@purdue.edu)
- Reporting in Elements, email [COAelements@purdue.edu](mailto:COAelements@purdue.edu)