

NDSU Extension Comprehensive Review Committee Guidelines

December, 2016

Purpose:

The State Board of Agricultural Research and Education (SBARE) is responsible for budgeting and policy making associated with the NDSU Extension Service and to ensure that Extension is fulfilling its mission in delivering educational programs to the residents of North Dakota. To this end, SBARE requested that the NDSU Extension Service conduct a comprehensive review. A review committee comprised of twelve leaders will participate in the review.

It is an appropriate time to conduct a review given the shifting economic conditions in the state, changing needs and demographics of the people served, and Extension's fluctuating resource base. The comprehensive review will encompass all aspects of the organization, structure and programmatic efficiency to assess the degree to which Extension is accomplishing our mission and purpose, and to identify opportunities for improvement.

Core Value:

NDSU Extension Service's core value is to positively impact the future of the people of North Dakota through the educational programs and projects delivered by NDSU Extension Service staff. This value is demonstrated by our trust in each other, our commitment to full participation, our optimistic vision for the future, the opening of our minds, and our respect for each other and opinions.

Membership:

- The Review Committee has four (4) SBARE members and (8) at-large members who will participate; each has an equal voice and vote
- The committee will be chaired by the SBARE Chair, Mike Beltz
- The Extension Director, Chris Boerboom is an ex-officio member of the review committee and will attend meetings; he will not have a vote
- The Review Leader, Donna Rae Scheffert will lead the review process and facilitate each meeting; she will not have a vote

Role:

- Engage in substantive information gathering and deliberation about topics related to the NDSU Extension Service
- Develop and submit recommendations to SBARE and the NDSU Extension Service based on the committee's findings. These organizations will review the recommendations and consider next steps and/or implementation.

Basic Principles of Committee Membership:

- Approach relationships and communications from a collaborative perspective.
- Foster and encourage all voices to be heard and valued.
- Respect others for who they are and respect our differences of opinion.
- Understand the mandates in place and focus attention on policy areas with jurisdiction of SBARE and NDSU Extension Administration.
- Prepare for each meeting and be actively involved in the formation of recommendations.
- Once recommendations are made by the group, support those decisions as a group member.

Operating Procedures:

- The committee will meet monthly by Zoom or similar virtual method, and/or face-to-face in daylong work sessions a minimum of three times during the review process.
- Meetings will be facilitated by the Review Leader working closely with the Chair and Extension Director.
- The meeting agenda and background materials will be distributed prior to the meetings.
- Following thoughtful discussion, final recommendations for consideration by SBARE and Extension will be developed using modified consensus, with two-thirds or more support within the committee.
- In the event a member misses a meeting, they are expected to access the data and discussion. The Zoom meetings will be archived and the web link will be distributed following the meeting. Those missing a face-to-face meeting will need to communicate with another member or ex-officio to stay current on committee work.
- In the event of a meeting postponement due to weather or other factors, the NDSU Extension Director's office will notify you in advance.