

Glossary of Acronyms & Terms Used Within Cooperative Extension

ACRONYM	TERM	DEFINITION
Administrative Committees		
CEAC	Cooperative Extension Administrative Committee	<p>Chaired by Dean or Associate Dean, members include directors and associate directors of Regional Offices; State Program Offices; Human Resource Development; Program Development and Evaluation, Geological & Natural History Survey, Budget and Finance, and Technology Services; Public Information Specialist; Assistant to the Dean; Leadership Wisconsin; Academic Department Chairs; Classified Staff Organization representative; Committee on Academic Staff Issues representative</p> <p>http://www.uwex.edu/ces/admin/committees/committee.cfm?committeeid=2</p>
Administrative Leadership		
RD	Regional Director	Provides administrative leadership to one of Cooperative Extension's four administrative regions.
PD	Program Director	Provides statewide administrative leadership for the core program areas of Agriculture and Natural Resources; Community, Natural Resources and Economic Development; Family Living and 4-H and Youth Development.
Advisory Groups		
ALSC	Academic Leadership Standing Committee	<p>The Academic Leadership Standing Committee is an advisory body to the Dean on matters relating to scholarship and the academic affairs of the division. The committee provides a forum for the discussion of issues and action options relating to faculty and academic staff.</p> <p>http://www.uwex.edu/ces/admin/committees/committee.cfm?committeeid=3</p>
CASI	Committee on Academic Staff Issues	<p>The Cooperative Extension Committee on Academic Staff Issues (CASI) advises the Dean on issues, policies and procedures that concern academic staff in Cooperative Extension; improves communication within Cooperative Extension regarding academic staff issues by having a designated representative from each district and state staff; builds leadership for academic staff governance; and builds and improves the relationship between academic staff, faculty and administration.</p> <p>http://blogs.ces.uwex.edu/casi/</p>

CSAC	Classified Staff Advisory Council	8-member council representing the 99-member Classified Staff Organization
CSO	Classified Staff Organization	The Classified Staff Organization provides a positive environment for classified employees by encouraging informed communication, professional development, and collective decision-making. http://www.uwex.edu/ces/classified/
RAN	Resource Advocacy Network	The Resource Advocacy Network is composed of key community leaders, program volunteers, private citizens and others who engage with elected officials and policy makers to strengthen and expand the understanding of Extension's value.
SRMT	Statewide Resource Management Team	A representative advisory group to the Dean that meets monthly to weigh in on, and provide counsel/input related to resource management issues facing Cooperative Extension such as staffing, compensation, partnership development, etc.
Human Resources and Colleague Support		
EAP	Employee Assistance Program	LifeMatters is the Employee Assistance Program for State of Wisconsin and University of Wisconsin employees. Counseling and support services are provided to address physical, mental, spiritual and emotional needs. Services are just a phone call away and are available 24/7. 1-800-634-6433 or www.mylifematters.com (Password: SOWI)
ERG's	Employee Resource Groups	Informal groups of colleagues who identify in similar ways related to their race or ethnicity, and who come together to program support, discuss common issues; identify possible solutions, and advise administration. Currently CES's sponsors ERG's for African Americans, and Latinos/Latinas
ETF	Employee Trust Funds	The Department of Employee Trust Funds (ETF) administers retirement and other benefit programs for state, University and local government employees and retirees. http://etf.wi.gov
HRS	Human Resource System	The University of Wisconsin System's new human resource, payroll, and benefits system with the goal of streamlining hiring processes, increasing employee data security, simplifying benefits enrollment, modernizing payroll processes, and increasing customer service. All UW-Extension employees have access to the online Self Service application.
PSN	Peer Support Network	Made up of Peer Facilitators from across Cooperative Extension representing different locations, types of positions, generations, ethnicities, races, gender and years. Peer Support Facilitators serve as empathetic navigators when you need someone to listen, or don't know where to turn for information. http://blogs.ces.uwex.edu/peersupport/

UPS	University Personnel System	The University of Wisconsin System's new personnel system which is a structure of activities and methods of doing things that enable the attraction, development, and retention of talent focused on the mission of the University. Included in the personnel system are human resource strategies and planning for staffing, compensation, training, performance management, diversity, and legal compliance.
Employee Development		
	Academy for Leadership and Innovation	A UW-Extension and UW Colleges (UWC) sponsored leadership development program offered in multiple sessions over a period of two years through which colleagues experience a variety of learning activities related to major policy, management and leadership issues facing Extension leaders http://www.uwex.edu/leadershipacademy/
MAP	Multicultural Awareness Program	A UWEX and UWC sponsored multicultural awareness training program offered as a two-day session. The purpose of the training is to gain a better understanding of the positive aspects of cultural diversity and to enhance Extension's effectiveness and relevance in an increasingly diverse society. http://www.uwex.uwc.edu/multicultural-awareness/
NCO	New Colleague Orientation	Orientation activities and events conducted through one-on-one coaching, workshops, written materials, on-line sites, and web-based learning tools to provide new Cooperative Extension employees with the information, resources, and networks needed to be successful. http://www.uwex.edu/ces/nco/
NELD	National Extension Leadership Development	NELD is sponsored by Cooperative Extension in 12 North Central states. The purpose of NELD is to develop leadership in Cooperative Extension at all levels and provide current and future Extension leaders with the vision, courage and tools to lead in a changing world. http://www.uwex.edu/ces/neld/
SIPR	Self-initiated Performance Review	Cooperative Extension's performance review process. Each employee is expected to initiate and fully participate in an annual performance review. The three components include collecting feedback from others, preparing a written document and participating in a performance conference. Performance conferences are conducted annually by the administrative leader of each office/unit, such as the department head/county director; district director; dean/associate dean; nutrition coordinator; program leader; or unit supervisor. http://www.uwex.edu/ces/admin/sipr.htm
UPG's	Unclassified Personnel Guidelines (same term used for UWS guidelines and UWEX guidelines)	University of Wisconsin System (UWSA) policies that provide direction for personnel and other workplace matters within CE. http://www.uwsa.edu/hr/upgs/upg.htm UWEX also has UPG's that direct CE personnel policies. http://www.uwex.edu/human-resources/policies.html

Fiscal Operations		
	133 Contract	This contract is a purchase of services agreement in which the County agrees to reimburse Cooperative Extension for services delivered in the four program areas (Agriculture and Natural Resources; Community, Natural Resource and Economic Development; Family Living Programs; and 4-H Youth Development). http://www.uwex.edu/ces/budget/contracts.cfm
GPR	General Purpose Revenue	The state government portion of funding for Cooperative Extension programs and initiatives. Also known as “base funds.”
TER	Travel Expense Report	Document used to request reimbursement of travel and other work-related expenses http://www.uwex.edu/business-services/travel/
	Traditional Contract	This contract is a purchase of services agreement in which the County funds 40% and Cooperative Extension funds 60% of the services delivered in the four program areas. http://www.uwex.edu/ces/budget/documents/tradcon.pdf
Organizational Effectiveness		
RBC	Responsibility-based Culture	Responsibility-Based Culture (RBC) was the focus of a series of leadership development modules conducted from 2005-2007. Since then, Cooperative Extension employees have worked at building their RBC capacity through conferences, readings, and leadership development activities. The goal is to be even more successful in achieving CE’S mission and in sustaining high levels of creativity and innovation through trust-based relationships and person responsibility. RBC continues to serve as a foundation for other organizational effectiveness efforts, including strategic planning. More information can be found on this website: http://www.uwex.edu/ces/admin/responsibility/
C4SC	Council for Strategic Change	The C4SC was established in September 2009 and is responsible for engaging colleagues in a culture of change through the implementation of the strategic plan and the coordination of Cooperative Extension’s various organizational improvement efforts. http://www.uwex.edu/ces/strategicplanning/
Programming Units and Terms Related to Extension Programs		
4-H/YD	4-H/Youth Development Program Area	Program area that delivers programs to communities of young people across Wisconsin who are learning leadership, citizenship and life skills. http://www.uwex.edu/ces/4h/
ANRE	Agriculture and Natural Resources Extension	Program area focused on providing educational programs for Wisconsin farms, agribusinesses and rural communities. http://www.uwex.edu/ces/ag/

CCED	Center for Community Economic Development	One of the “Centers” of the Community, Natural Resource & Economic Development program area that creates, applies and transfers multidisciplinary knowledge to help people understand community change and identify opportunities. The Center focuses on data resources, community and leadership development, and economic development. http://www.uwex.edu/ces/cced/
CNRED	Community, Natural Resource & Economic Development Program Area	Program area focused on helping Wisconsin communities deal with their own unique challenges, including land use and smart growth initiatives, natural resources and water quality issues, local government operations and finance, economic development ,including labor force issues, community decision-making and leadership issues. http://www.uwex.edu/ces/cnred/
	Educational Priorities	Outcomes toward which Extension programming is planned, directed and evaluated, across all program areas and units.
	Expanding Access (formerly known as Civil Rights Compliance)	Extension educators make “all reasonable effort” to ensure Extension programming is available to individuals protected by Title VI of the Civil Rights Act of 1964. Civil rights reviews are conducted on a rotating basis in county offices to ensure non-discrimination in the delivery of Extension programs. http://www.uwex.edu/ces/admin/crights/ http://inclusion.uwex.uwc.edu/policies
FLP	Family Living Programs	Program area that delivers programs in housing, leadership, family resource management, consumer economics, family growth and development, nutrition and food safety. http://www.uwex.edu/ces/flp/
HSP	Human Subjects Protection	In accordance with federal regulations and guidelines and University of Wisconsin-Extension Institutional Review Board (IRB) Standard Operating Procedures, education on the use of human subjects in research is mandatory at UW-Extension. All faculty, staff, students, and collaborating researchers who are involved in the use of human subjects in research are required to complete the Human Subjects Research Core Education Modules.
LGC	Local Government Center	One of the “Centers” of the Community, Natural Resource and Economic Development program area. Conducts and coordinates educational programming in general local government, local government finance, growth management, and community planning and design. http://www.uwex.edu/lgc/
	Leadership Wisconsin (formerly known as Wisconsin Rural Leadership Program)	A leadership training program that exposes leaders, in local communities across Wisconsin, to people, ideas and issues important to providing effective future leadership. http://www.uwex.edu/ces/wrlp/

	Recording Results	Web-based system for recording the results of Extension's efforts on an ongoing basis, including narratives, impact statements, team efforts and successes.
SHWEC	Solid and Hazardous Waste Education Center	One of the "Centers" of the Community, Natural Resource and Economic Development program area. Mission is to enhance Wisconsin's environment and economy by providing quality education, information and technical assistance to promote the sustainable use of natural resources. http://www4.uwm.edu/shwec/
TE	Transformational Education	The process that Cooperative Extension in Wisconsin uses to work with communities to tackle complex issues in ways that result in system changes, positive outcomes, stronger organizations and innovative policies that transform communities in powerful and long-lasting ways. This is accomplished by building trusting relationships with partners, bringing research-based information to bear on the issues and increasing leadership capacity in individuals and organizations that will result in improved quality of life. http://www.uwex.edu/ces/admin/transform
	Upham Woods	Cooperative Extension 4-H environmental education center that provides environmental education and outdoor recreation opportunities for youth, youth leaders and community populations. http://www.uwex.edu/ces/4h/uphamwoods/index.cfm
WGNHS	Wisconsin Geological and Natural History Survey	The Wisconsin Geological and Natural History Survey, a unit of the University of Wisconsin–Extension, is an interdisciplinary organization that conducts natural resources surveys and research to produce information used for decision making, problem solving, planning, management, development, and education. <i>Survey</i> is defined to include resource inventory and basic and applied research and analysis. The WGNHS has no specific regulatory or enforcement responsibilities. http://www.uwex.edu/wgnhs/
WNEP	Wisconsin Nutrition Education Program	Develops and implements community-based nutrition education programs for limited-income individuals and families. Education is provided in collaboration with numerous community partners. http://www.uwex.edu/ces/wnep/index.cfm
EFNEP	Expanded Food and Nutrition Education Program	Nutrition education program specifically for families with young children and youth groups. http://www.uwex.edu/ces/wnep/evaluate/rptngtools/EFNEPsummary04.pdf
Program Support Units and Resources		
APL	Applied Population Laboratory	Research and outreach professionals who provide current and reliable demographic and economic data. http://www.ssc.wisc.edu/poplab/

	Extension Publishing	Extension Publishing staff work with campus and county colleagues to edit, write, design, distribute and market educational materials based on university research for many different audiences. Publishing staff use print and electronic media to effectively disseminate Extension information on horticulture, agriculture, natural resources, community and economic development, and home and family issues to both internal and external stakeholders. http://learningstore.uwex.edu
	Internationalizing Cooperative Extension	The purpose of Cooperative Extension international efforts is to contribute to the improvement of Wisconsin and international communities through the sharing of expertise and experiences. See the International Activities Resource Center at: http://www.uwex.edu/ces/international/
JOE	Journal of Extension	Peer-reviewed journal of the Cooperative Extension System. It seeks to expand and update the research and knowledge base for Extension professionals and other adult educators to improve their effectiveness. JOE is an electronic, web-based journal. http://www.joe.org/
	Latino Resources	A Cooperative Extension web site devoted to providing resources to assist colleagues in developing and implementing educational programs with and for Latinos in Wisconsin. Each section of the website is maintained by individuals who collect and screen resources for that respective section. Colleagues are urged to send these individuals resources and requests for resources needed for effective programs. http://www.uwex.edu/ces/latino/
	Media Collection	A collection of more than 1900 titles, serving as a centralized source of audiovisual materials for use by Cooperative Extension agents in Wisconsin and their clients. http://www.uwex.edu/ces/media/
PD & E	Program Development and Evaluation	A Cooperative Extension unit that provides training and technical assistance that enables Cooperative Extension campus and community-based faculty and staff to plan, implement and evaluate high quality educational programs, especially through the use of distance education technology. http://www.uwex.edu/ces/pdande/
	Steenbock Memorial Library	Located on the UW-Madison campus, Steenbock has a contractual service agreement to provide library services to county and area offices for Cooperative Extension faculty and academic staff. Services include: literature searches, book loans, development of webographies, and connections with databases. http://steenbock.library.wisc.edu/
	Technology Services	Cooperative Extension's technology support unit offering web accessibility information; training, hardware and software recommendations, and the

		Help Desk. http://www.uwex.edu/ces/techservices/
Partnerships		
CARET	Council for Agricultural Research, Extension and Teaching	An organization that informs the public on educational issues important to rural organizations; an umbrella group that allows rural groups and leaders to provide input into university programs and decision-making. http://www.aplu.org/page.aspx?pid=425
NIFA	National Institute of Food and Agriculture (formerly known as Cooperative State Research, Education, and Extension Service)	Unites the research, higher education, extension education and outreach resources of USDA. NIFA contributions are strengthened by a broad spectrum of public and private partnerships, including other USDA agencies, federal and state government departments, non-profit organizations, and private sector entities. NIFA is also the federal partner of the Cooperative Extension System. http://www.nifa.usda.gov
DATCP	(Wisconsin) Department of Agriculture, Trade and Consumer Protection	State department that inspects and licenses more than 100,000 businesses and individuals, analyzes millions of laboratory samples, conducts hundreds of hearings and investigations, educates businesses and consumers about best practices, adopts rules that have the force of law, and promotes Wisconsin agriculture at home and abroad. http://www.datcp.state.wi.us/
ECOP	Extension Committee on Organization and Policy	A national committee of Cooperative Extension administrators giving leadership to policy. http://www.aplu.org/page.aspx?pid=387
	Extension Education Committee	A County Board committee that works with local county Extension staff and CE administration, and provides oversight input into Extension office programming and budget, as well as personnel matters in some counties.
WACEC	Wisconsin Associated County Extension Committees	WACEC is Cooperative Extension's partnership link to the county. Its purpose is to provide a forum for the consideration of problems and policies of concern to the Extension Committee of the County Board in each county. http://www.uwex.edu/ces/admin/wacec/
WAHCE	Wisconsin Association of Home and Community Education	A program previously known as Extension Homemakers, the mission is to offer educational opportunities, improve leadership skills of members and provide service to communities. http://wahceinc.org/
WCA	Wisconsin Counties Association	WCA is an association of county governments assembled for the purpose of serving and representing counties. The direction of this organization is one that is determined by the membership and the WCA Board of Directors consistent with the parameters set forth by the WCA Constitution. http://www.wicounties.org/
WFTD	Wisconsin Farm Technology Days	The largest technology exposition in Wisconsin. A three-day outdoor event that showcases the latest improvements in production agriculture. http://www.wifarmtechnologydays.com/

WTCS	Wisconsin Technical College System	A vocational, technical and adult educational system with centers throughout the state. http://www.witechcolleges.com/
Professional Associations		
ESP	Epsilon Sigma Phi	ESP is the only Extension-wide professional organization. Its primary purpose is to build and maintain a strong profession. Membership is open to all Cooperative Extension faculty and staff as well as Extension retirees. The organization offers professional development grants and loans to its members. http://www.uwex.edu/ces/admin/esp/
JCEP	Joint Council of Extension Professionals	A partnership of professional Extension organizations that focuses on strengthening the efforts of the member organizations and does what each cannot do individually. http://www.uwex.edu/ces/jcepwi/
WACAA	Wisconsin Association of County Agricultural Agents	Professional association of agriculture staff whose objectives are to encourage excellence and professionalism of Extension agents; provide professional improvement opportunities; recognize achievement; provide opportunities for exchange of program ideas; encourage qualified people to make Extension a career; bring attention to individuals and organizations who give assistance and leadership to county Extension programs and the Association; work for improving conditions of work, salaries, and benefits for all Extension workers. http://www.uwex.edu/ces/wacaa/index.html
WAE4-HYDP	Wisconsin Association of Extension 4-H Youth Development Professionals	Professional association of 4-H Youth Development Agents whose objectives are to foster the well-being and integrity of the membership; involve the membership in issues pertaining to the Extension 4-H Youth Development profession; provide recognition to members. http://www.uwex.edu/ces/4h/wae4hydp/
WEAFCS	Wisconsin Extension Association of Family & Consumer Sciences	Professional association of Family Living staff whose purpose is to provide an information network for its members; provide continuing education for Extension professionals; recognize members. http://www.uwex.edu/ces/flp/weafcs/
WEECDA	Wisconsin Extension Environmental and Community Development Association	Professional association of CNRED staff designed to enhance the mission of UWEX in the area of community development. https://www.uwex.edu/ces/apps/cnred/staff/wecda/index.cfm