

ASSESSING THE IMPACT OF OUR PROGRAMS
Cooperative Extension, University of Wisconsin-Extension

Cooperative Extension will use the following procedures to report to the institutional impact reporting system:

Process for program selection

1. CE Program Leaders will encourage the submission of impact reports by programmatic teams and individuals throughout the year. They will use the impact report template as the basis for these reports as found at <http://www1.uwex.edu/impacts/>.
2. Reports are to be submitted to the program area leader to which team has been assigned.
3. Reports will be edited by the respective program leader(s).
4. Reports should be sent to the communication specialist, Vice Chancellor and Ellen Taylor-Powell for internal use.
5. Communication specialist develops an Impact Report for Cooperative Extension Web based Planning and Reporting System and UW-Extension for external use.

Timelines and responsibilities:

- December – Program areas identify (long list) of potential impact reports for submission for upcoming years
- January – February: Program areas identify programs in need of assistance from the CE Program Development and Evaluation Unit for evaluation of program impact
- May 1: Teams and individuals submit reports to program leaders for review using the impact report template.
- June 1: Impact reports are sent to respective Communication Specialist for review, editing and use as briefings and annual Extension reports.
- August 1: Impact reports and briefings are posted on the web.
- December: Impact reports are used for federal reporting and other reporting needs.