MEMO TO: All Extension Agents in District 12

SUBJECT: 2014 Program Planning Conferences

This year we will be conducting PPCs at a distance with ALL agents. Attached is the schedule and agenda we will be following. We will be conducting PPCs in Cluster Groups with allowances made for multi-county and interdisciplinary discussion. You will get an invitation to a Lync conference for the day and time your cluster is scheduled for your Program Planning Conference. Please accept the invitation to allow Outlook to place the event on your calendar and to help us track confirmations. We will have a phone available if Lync is non-functional for you on that day.

Below is information you should find helpful as you prepare for program planning conferences.

PLANS
Your plans must be posted to the TEXAS System no later than Monday, October 6, 2014.

Following PPCs, final plans with all corrections must be posted no later than Monday, November 3, 2014.

AGENDA
The county program overviews will include all agents in the cluster. The purpose is to allow all counties in the cluster to hear about proposed program plans for the coming year and to facilitate discussions on multi-county and interdisciplinary programming. This portion of the program will be county-driven with opportunities for questions and input from DEA/RPLs.

The individual county sessions will provide general comments on county-wide plans on a county-by-county basis. Following this session, the Lync conference will be terminated.

Following the group conference, individual agent conferences will be held with agents by each RPL/DEA. These conferences will be initiated by the RPL or DEA one-at-a-time with each agent based on the agent who originated the plan and the person they’ve designated as the approver for that plan. These conferences should be relatively short and will serve only to highlight strengths and areas of improvement for the plan. Agents should remain at their computers until they have completed their session with all appropriate RPLs and DEA and have been released for the day.
SCHEDULE

Please see the attached schedule for your cluster’s meeting date and time. This agenda seeks to accomplish a great deal in a relatively short amount of time so we ask your support in remaining both flexible and prepared with your comments and plans. We will go in the order of counties as they are listed in each cluster.

PREPARATION

The more you are prepared, the shorter you can expect your conference to be. Plans that are well-conceived, well-planned, and complete in content normally take less time to review and approve. We continue to encourage the use of model plans where appropriate and/or adoption of current plans that are well-developed and have a strong history of results.

We look forward to hearing about your plans for the coming year and how they will address identified critical issues in your county. This is the foundation for what our district and your county will accomplish in the coming year and it’s important that we consider every detail that could make a difference in the quality of our efforts. Please let me, Luisa, Todd, or Luis know how we can improve our support of you and your programs in the coming year.

Sincerely,

[Signature]
Ruben J. Saldaña, Ed.D.
District Extension Administrator

Attachment

c: Luisa Colin
   Todd Swift
   Luis Saldaña
   Dr. Susan Ballabina
   Jimmy Henry
   Dr. Jacquelyn White
   Dr. Rukeia Draw-Hood
   Billy Lawton
Program Planning Conference Agenda @ Distance
District 12

I. Check-In (8:15) – DEA & Counties 8:15

II. Welcome & Overview – DEA 8:30

III. Administrative Comments – DEA & RPLs 8:45

IV. County Program Overviews – County Coordinators 9:00
   a. Summary of Outcome & Output Plans (ANR, FCS/BLT/EFNEP, 4-H, CRED)
   b. Program Development (LABs, PACs, Youth Boards)
   c. Interpretation Strategies
   d. Interdisciplinary Programs
   e. Office Management & Organizational Support Activities
   f. Professional Development

V. Individual County Sessions - DEA & RPLs 10:00
   (begin at 10 am or immediately following county overviews and cycle through counties on 30 minutes intervals using the order above)
   a. Review of Job Responsibilities
   b. Organizational Support Discussion
   c. 4-H Administrative Plans
   d. CRED and other county team plans

VI. Individual Agent Conferences – DEA & RPLs with Agents 1 pm
   (DEA & RPLs work with agents online using printed plans and/or laptops to make needed changes to plans)
   RPL-ANR reviews ANR plans and 4-H plans listing RPL-ANR as approver
   RPL-FCS reviews FCS plans and 4-H plans listing RPL-FCS as approver

VII. Adjourn
   (agents will be dismissed for the day on an individual basis by the DEA & RPL following review of their plans)

Schedule

<table>
<thead>
<tr>
<th>Day/Date</th>
<th>Time</th>
<th>Cluster</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, October 13</td>
<td>8:15 am</td>
<td>North</td>
<td>Lync</td>
</tr>
<tr>
<td>Tuesday, October 14</td>
<td>8:15 am</td>
<td>South</td>
<td>Lync</td>
</tr>
<tr>
<td>Wednesday, October 15</td>
<td>8:15 am</td>
<td>West</td>
<td>Lync</td>
</tr>
<tr>
<td>Thursday, October 16</td>
<td>8:15 am</td>
<td>East</td>
<td>Lync</td>
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</tbody>
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**Phone conference option will be available as a backup plan for any Lync connections failures.**