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## Program Determination

Cooperative Extension South Dakota State University

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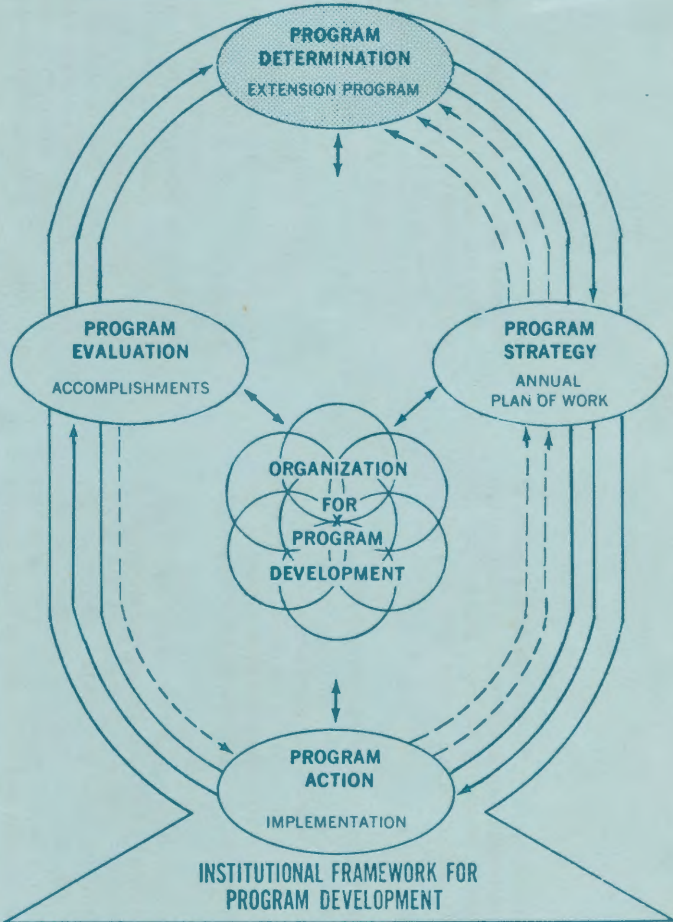
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# Program Determination



Cooperative Extension Service  
South Dakota State University  
U. S. Department of Agriculture

# Program Determination

## Why Program Determination Is Necessary

For sixty years the South Dakota Cooperative Extension Service has worked with county people helping them solve problems. The Extension Service has based its teaching upon problems encountered by people, and will continue to follow this course in the future.

Extension's teaching responsibility is to work with adults who are not attending formal schools or colleges, and to assist them with problems of everyday life.

Change is taking place in our society at a rapid rate, creating a need and a desire for information by county people with whom the Extension Service works.

- Research is finding new information and techniques to help solve problems.
- People are in need of more specialized information.
- New generations give rise to changes in personal family goals and values.
- Our complex society requires more laws and regulations. People need information about issues so they may have facts upon which to base judgments.
- Economic change creates problems in production and marketing as well as for the consumer.
- Demands upon natural resources and the environment are creating problems that require citizen participation.

**With all these changes at work in our society, it becomes increasingly important that more people in every county be involved in helping the County Extension Board and Extension agents determine the direction of future educational programs for county people.**

## What Is Program Determination

Program Determination is a process by which county citizens, working on a committee or committees with assistance from Extension workers and other knowledgeable people, identify the problems, needs and opportunities that will help the County Extension Board and Extension agents plan future educational programs for people in the county.

### Requirements for Successful Program Determination

1. The County Extension Board must have a good understanding of the purpose for program determination and they must approve the process before it begins.
2. All involved persons must understand the purpose of program determination and agree on common objectives.
3. There must be a well-defined committee structure, and committee members must understand what they are to do.

4. The Program Determination Committee should have representation from existing Extension groups and related local agencies and organizations.
5. The Program Determination Committee should represent the county geographically. The membership should be representative of a wide range of agricultural, family, youth and community interests.
6. Study and Planning Committee members should have interest in and knowledge about the subject area assigned.
7. Subcommittees must meet often enough so they can thoroughly study their assigned subject.
8. Efforts of the Study and Planning Committee must result in a written report of recommendations to the Program Determination Committee.

## County Extension Staff Responsibilities

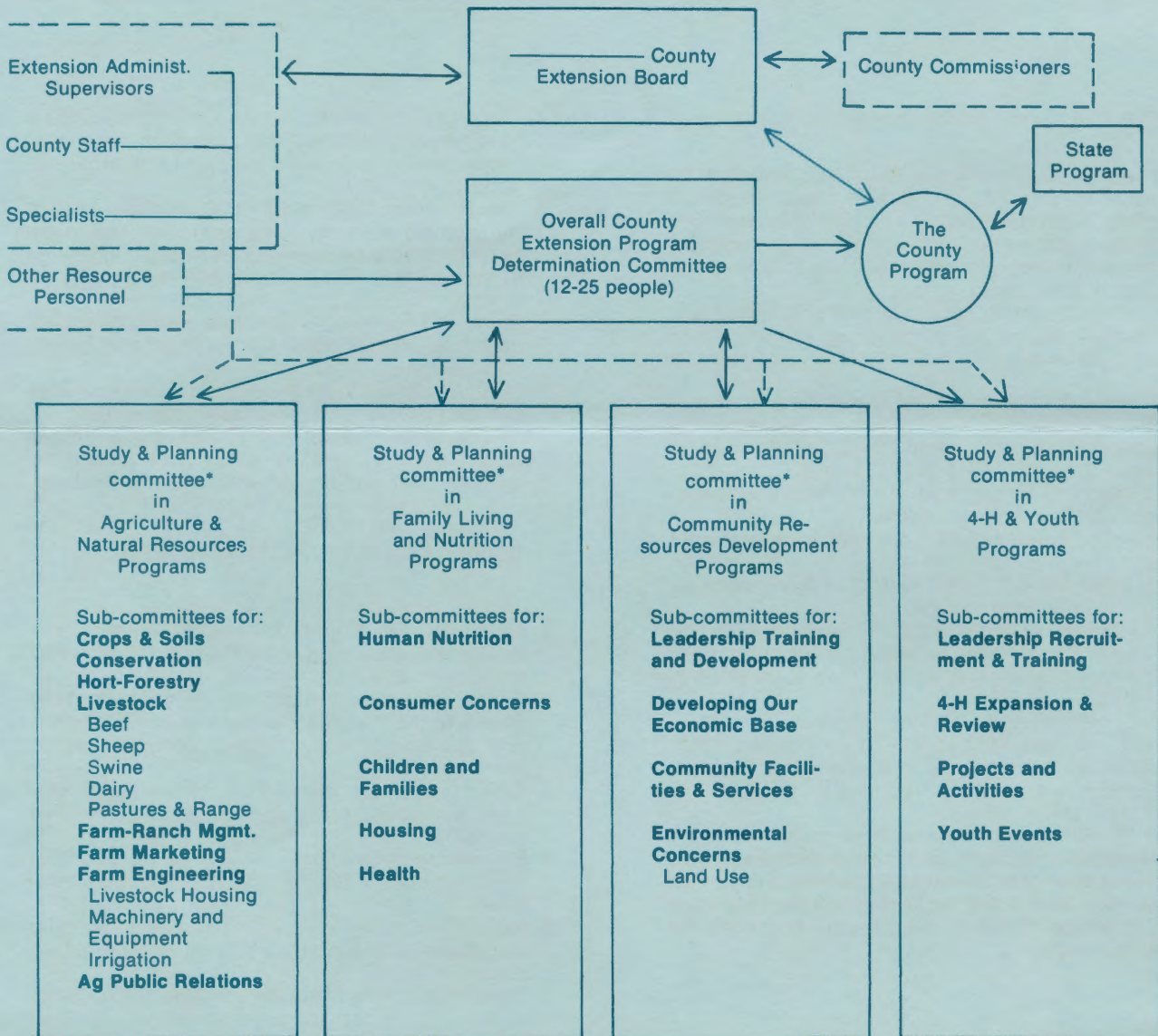
1. Work with the County Extension Board in the selection and training of the Program Determination Committee.
2. Collect and present situational material about the county to the Program Determination Committee and sub-committees. Request specialist assistance as needed.
3. Assist chairman of various committees with agenda, meeting place and notices to committee members.
4. Provide secretarial help in compiling and distributing committee reports and recommendations.
5. Assist the County Extension Board with periodic evaluation of the entire program determination process.
6. Develop publicity about the program and its progress.
7. Work with the County Extension Board in establishing priorities for educational programs based on Program Determination Committee recommendations.
8. Write the "Long Range County Programs" and the "Annual Plan of Work."

## Organizational Chart for Program Determination

To carry out the Program Determination process, some kind of organization must be established. The following is a suggested organizational structure that takes into consideration the eight requirements for effective Program Determination. Each County Extension Board and staff should carefully study the organizational chart and requirements for developing an effective Program Determination Organization for their county.



**A Suggested Organizational Structure  
For County Extension Program Determination  
(3-5 years)**



**Extension Board Responsibilities**

To provide leadership along with the county staff:

1. Explain and support the program determination process to those involved.
2. Encourage the staff to allocate time for program determination.
3. Select, contact and explain program determination to prospective program determination committee members.
4. Explain program determination to other groups and agencies.
5. Evaluate with agents and/or Program Determination committee the progress of the committee at various points in their deliberations.

6. Establish priorities and see that a county program (3 to 5 years) is written.
7. Jointly with the county staff, develop yearly plans of work from the long range county program.
8. Develop a budget necessary to carry out the program.
9. Defend the budget to the County Commissioners and other sources of funding.

**Program Determination Committee**

The Program Determination Committee is selected by the County Extension Board to develop and carry out the plan for accomplishing Program Determination in the county.

Recommended size of the committee is 12-25 people and the membership should be representative of the people in the county.

\* develops program recommendations to the overall county program determination committee



The Program Determination Committee should be on-going and perpetuate itself by appointments, on a rotating basis, by the County Extension Board.

There should be a close-working relationship between the Program Determination Committee and the County Extension Board.

Responsibilities:

1. Understand the philosophy of Program Determination.
  - A. What is Program Determination?
  - B. Why is Program Determination important?
2. Gather, study and analyze facts about the county situation that can be used to identify broad problems that need further study.
3. Appoint sub-committees to study different areas of concern.
4. Receive reports and study recommendations of the various sub-committees.
5. Make priority recommendations to the County Extension Board regarding long-range programs and opportunities for educational work in the county.
6. Individuals may serve on a sub-committee as a member or representative of the Program Determination Committee.

### Study and Planning Committees

1. Study and Planning and Committees are appointed by the Program Determination Committee to study one program area.
2. Membership may be 5-8 persons—one or more should be from the over-all committee. Other members should be persons interested and concerned about the program area to be studied (Agriculture; Family living; Community Resources Development; or 4-H-youth).
3. Responsibility:
  - a. Study and analyze facts related to program area. Invite in resource people if needed.
  - b. Assign sub-committees to make in-depth studies and recommendations on specific problems or areas of concern. Sub-committees are to report their findings and recommendations to the Study and Planning Committee.
  - c. The Study and Planning Committee is to study findings and recommendations of all sub-committees and prioritize areas needing Extension program emphasis.
  - d. Write a report of findings. (List recommendations in a priority rank for over-all committee). Include:
    - a) Situation information and description of the problem.
    - b) Objectives or goals desirable.
    - c) Suggestions on ways to overcome the problem or reach goals.
4. The Study and Planning Committee assignment is completed when they have provided the Program Determination committee with an acceptable report.

### Extension Specialists and Resource Persons

1. Study, develop and present information that will help Program Determination Committee recognize problem areas in their counties. This information will usually be general and cover a broad area in which a number of problems may be identified and put in order of priority.
2. Develop and present information for sub-committees as requested by the county.
3. Coordinate communications between research and county staff on vital problem areas.
4. Keep lines of communication open with allied industry.

### Suggested Meeting Procedures

After the County Extension Program Determination Committee is appointed by the County Extension Board, the following are some suggested procedures:

**First meeting**— The Chairman of the County Extension Board call a joint meeting of the Program Determination Committee, Extension Board and County Extension Staff. After a period of introductions, the Program Determination Committee should be briefed of its function, responsibilities and objectives by the Chairman of the Extension Board. The Program Determination Committee should elect its Chairman and commence to discuss broad programs (Agriculture and Natural Resources, Family Life and Nutrition, 4-H and Youth and Community Resources Development) priorities.

**Second and third meetings**— The County Program Determination Committee will be called by its Chairman to decide if they should work in one, two, three or all four program areas. Resource people may be invited by the Chairman to help decide program priorities. Depending upon the above decision, appropriate Study and Planning Committees should be appointed with membership from within and outside of the Program Determination Committee.

**Subsequent meetings**— (either scheduled or as Study and Planning Committees have reports to give to the Program Determination Committee). The Program Determination Committee recommends programs to the Extension Board and examines any revisions or justifications requested by the Extension Board.

The final product in the program determination process is the County Program. It should be the basis for the county's major annual educational programs to be emphasized for the next 2 to 5 years.



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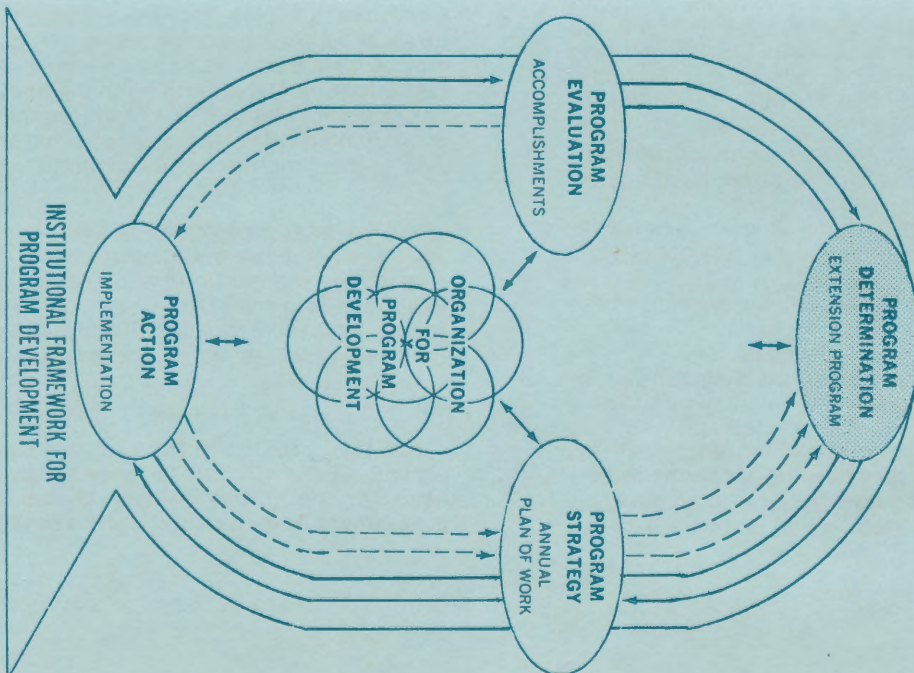
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