

## WyoVita (Faculty 180) Tip Sheet for UWE Specialists (August 2020)



This tip sheet is designed for faculty who have an Extension appointment. It outlines the process to report Extension contacts in WyoVita. The programs and contacts you report should reflect the percentage of your Extension appointment. Please refer to your department's guidelines for information on tenure and performance appraisal processes.

All Extension specialists are required to submit one Impact statement and complete contact reporting. The impact statement can be e-mailed directly to Kim Reaman at [kreaman@uwyo.edu](mailto:kreaman@uwyo.edu). Instructions on how to report contacts are included in this Tip Sheet.

### Your Action Items

You may have two activity input forms under Your Action Items. One for Extension and one for the College of Agriculture and Natural Resources. You **DO NOT** need to enter information twice. What is entered into one, shows up in the other.

The screenshot shows a section titled "Your Action Items". It contains two entries, each with a blue link and a red oval highlighting the "Extension" or "College of Agriculture and Natural Resources" part of the link. The first entry is for the 2019 Review - College of Agriculture and Natural Resources - Extension. The second entry is for the 2019 Annual Update for review - College of Agriculture and Natural Resources.

Please click here to complete your 2019 Review - College of Agriculture and Natural Resources - Extension  
Activity Input | 2020-01-01 12:00 am - 2020-01-31 11:59 pm | Faculty180

Please click here to complete 2019 Annual Update for review - College of Agriculture and Natural Resources  
Activity Input | 2020-01-01 12:00 am - 2020-01-31 11:59 pm | Faculty180

### The Activities List

Because WyoVita is being used by all UW colleges and departments it's a really long list. Some of the sections are unique to specific colleges or departments and may not apply to you. Please work with your department to determine which are required for you.

When you are ready to enter information, click on Activities to bring up the Activities List.

The screenshot shows the "Activities" page of WyoVita. A red arrow points to the "Activities" link in the sidebar. The main content area has a yellow header asking if you're looking for an open activity request. Below this, there's a purple button for "Go to Activity Input Request". There's also a "Jump to Section" dropdown menu. The main content area lists several categories: Teaching, Non-Credit Instruction / Outreach Activities, Advising Load, Student Mentoring, Job Description, Reassigned Duties, and Scholarly Contributions and Creative Productions.

UNIVERSITY  
of WYOMING

Home  
Your Packets  
Faculty180  
Announcements & Help  
Profile  
**Activities** →  
Forms & Reports  
Vitas & Biosketches  
Find Colleagues

Review, Promotion and Tenure  
Cases

University of Wyoming >  
**Activities**

Are you looking for your open activity request?  
This page is the general activity form that has all the information you've entered. You also have an open request from your institution to submit information about your activities for "J Term 2019 - Fall 2019".

**Go to Activity Input Request**

Jump to Section ▾

▶ Teaching  
▶ Non-Credit Instruction / Outreach Activities  
▶ Advising Load  
▶ Student Mentoring  
▶ Job Description  
▶ Reassigned Duties  
▶ Scholarly Contributions and Creative Productions

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The Activities List includes three sections which are specific to UW Extension. They can be found toward the bottom of the list.

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- ▶ [UW Extension - Resource Development](#)
  - ▶ [UW Extension - Educational Materials Developed/Popular Press Activities](#)
  - ▶ [UW Extension - Educational Programs and Contact Reporting](#)
- 

Extension specialists with a part time appointment will enter information in UW Extension – Educational Programs and Contact Reporting.

Extension specialists with a 100% appointment, and who completed the annual summary matrix in the past, will complete all three UW Extension sections.

## **UW Extension – Educational Programs and Contact Reporting**

When you click on Educational Programs and Contact Reporting you will see several fields and if you have a part time Extension appointment you will be asked to complete four of them.

- Section A – Reporting Timeframe
- Section B – Educational Program Information
- Section E – Identified NIFA Outcomes (if it's applicable to the program you conducted)
- Section H – Activity Classifications (the number of Program Participants and Demographics)

If you have a 100% Extension appointment you will want to complete all of the sections as appropriate.

### **Reporting Timeframe**

The dropdown menu for Start Semester are Fall, J-Term, Spring and Summer. Select the most appropriate option and then select the year. The options for End Semester are the same except for the additional option of “ongoing”. If you have a program that extends beyond one reporting year you could select Ongoing. If it’s a program that ends within the year, select the appropriate semester and year in which it ends.

A Select Reporting Timeframe

Start Semester*	Select Semester ▾	Select Year ▾
End Semester*	Ongoing ▾	Ongoing ▾
Provide Information Below		

Fall (Sept – Dec)  
J-Term (January)  
Spring (Feb – May)  
Summer (June – Aug)

## Educational Program Information

Enter contacts you reached in Extension programs through direct teaching, educational events you helped organize or coordinate, programs you facilitated, or educational efforts with individuals in Educational Program Information. Contacts reached in research could also be entered here if appropriate.

The dropdown menu for programming areas reflect the 2020-24 NIFA Plan of Work. Because of the potential for interdisciplinary work, the programming areas are grouped by types of educational programs rather than initiative team. These programming areas were identified by the UW Extension Initiative Teams at a work session during EPIC. A document describing each programming area is available on the Extension Employee Resources web site under Reappointment – FTRC – Promotion. You will find it listed under UWE Contact Reporting.

**B Educational Program Information**

Educational Program Information: Because of the potential for interdisciplinary work, the program dropdown menu that best fits your programming. If the program does not fit one of the NIFA plan

Programming Area	Health Promotion and Education
Title of Program / Activity	ServSafe (food safety certification program)
Start Date	2020-08-03
End Date	2020-08-04
Contact Location	Niobrara
Number of Programs Taught	1
Number of Instructional Hours	16
Number of Collaborative Partnerships	1

2020-24 NIFA Plan of Work Programming Areas

Consumer Horticulture, Crop Diversity, Livestock Health and Infectious Disease, Maintaining Viable and Progressive Ag-operations;

Civic Health, Community Economic Vitality, Individual and Family Resource Management;

Health Promotion and Education, Healthy Environments;

Access to and Demand on Rangelands, Invasive and Noxious Weeds, General Public Range Education;

Volunteer Support and Engagement and Teen Programming and Engagement

Select the educational program area from the dropdown menu that best fits your programming. If your program doesn't fit one of the NIFA programming areas, select other and enter the general subject in the text box. If you select "Other", you can SKIP section E – the identified NIFA Outcomes because it's not applicable.

Also in this section you will enter:

- Title of the Program/Activity
- Start and End dates
- Contact Location (includes options for each county, Wind River Indian Reservation, state, regional, national or international)
- Number of Programs Taught
- Number of Instructional Hours (number of direct teaching hours with clientele, not prep time)
- Number of Collaborative Partnerships (external partners engaged in helping make the program available)

Sometimes it makes sense to combine programming and enter it one time. For example when you teach the same or a similar topic in the SAME county – enter it once.

**same or similar topic**

If you taught the same topic in three different counties, use the clone feature. Complete the entry for one county and clone it for the other two which will allow you to report the correct number of participants for each county. For more information on when and how to combine entries, please refer to that WyoVita tip Sheet found on the UWE Employee Resources web page.

## **Program Description/Educator Role**

If you are an Extension Specialists who has not completed the annual summary matrix for ET&P or performance appraisal in the past, this section is OPTIONAL. If you used a unique teaching strategy or fun, interactive, stimulating activities to engage the learners, it's nice to hear about those things. This is also a place you can list collaborators and it's nice to give them some recognition too.

**C** Program Description/Educator Role

Program Description/Educator Role: How long was the program? Was it a one time workshop or a series of classes? Describe special activities or team projects etc.)? Also, highlight your role and, if applicable, identify collaborating partners.

## **Teaching/Program Results**

The teaching/program results is a place to share your success in Extension programs. This section is also OPTIONAL if you are an Extension Specialists who has not completed the annual summary matrix for ET&P or performance appraisal in the past. Of the two, this is the one that is most helpful in writing the NIFA Annual Accomplishment Report. It's important to be able to share what participants gained from their participation in our programs.

## D Teaching/Program Results

Document the results of major programs/teaching efforts. If an evaluation was conducted, describe the evaluation method(s) used to document changes when the evaluation was conducted (immediately after the program or a follow-up evaluation several weeks or months after the program)? What did they say? What would they do differently? What ARE the participants doing differently? Provide a synopsis of what was learned rather than simply including the raw data.

## NIFA Identified Outcomes

Each of the NIFA programming areas has specific outcomes associated with it. IF you selected one of the NIFA programming areas in section B – Educational Program Area please review the outcomes and determine if you are able to report against any of them.

The outcomes for each programming area are grouped together. To make it as easy as possible to identify which outcomes are associated with the programming areas, each outcome has the title of the respective programming area in front of it. In the screen shot below, you will see the first three begin with Consumer Horticulture, the next four are Crop Diversity, etc. PLEASE NOTE: one Viable and Progressive Ag-operations outcome is separated from the rest and is at the bottom of the list.

Some of the outcomes ask for things you won't know right away and may need additional follow up several months after the program ends. Instructions on how to edit an entry can be found in the WyoVita Tip Sheets found on the UWE Employee Resources web page.

### E Identified NIFA Outcomes (2020-2024)

The following outcomes are associated with the NIFA Planned Programs for Wyoming. Enter the requested numbers as appropriate for your programming efforts.

Consumer Horticulture: # of retail employees trained	
Consumer Horticulture: # of participants whom indicated money was saved by access to resources	
Consumer Horticulture: Amount of money saved	\$ ▾
Crop Diversity: # of acres planted in diverse crops	
Crop Diversity: # of producers who reported growing a multitude of crops	
Crop Diversity: # of producers who indicated economic value was added to their operation	
Crop Diversity: # of producers who adopted different practices	
Livestock Health and Infectious Disease: # of producers who indicated a decrease in livestock death and economic losses	
Livestock Health and Infectious Disease: # of disease outbreaks reported	
Livestock Health and Infectious Disease: # of operations receiving "best practice" certifications (i.e. BQA)	

## UW Community Marketing and Recruitment

This section is also OPTIONAL but you may have work you would like to have documented. In your Extension role, you might facilitate visits to campus. If you do, you are welcome to report the number of visits you helped make possible for potential students and their parents to campus and/or the College of Ag. This is just the number of visits, the number of participants is reported later in Section H.

### F UW Community Marketing and Recruitment

# of Facilitated events in home county to create excitement about higher education and attending UW

# of Facilitated visits for youth and their parents to UW campus

# of Facilitated visits for youth and their parents to the College of Agriculture and Natural Resources

## Program Management

Another OPTIONAL section is Program Management. In your Extension role, you might also engage in work that would fit under Program Management. Program management are all those things that we do that are important but don't include a teaching role. An example would be if you represent Extension on an advisory group. You are welcome to report that work under Program Management. Identify the type of management activity here and report the number of participants in section H.

**G Program Management**

Includes any activity(ies) that are fundamental to the program, requires coordination and oversight but doesn't include screening, organizing master gardeners, recognition and achievement programs, facility management/maintenance, etc.

Enter only demographic information when reporting program management.

Type of Management Activity	
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## Participant Numbers and Demographics

Section H: Activity Classifications is where you enter the number of participants and any demographic information for **DIRECT** Contacts. Examples are workshops conducted in person, individuals who stop and engage with you at an educational display, or workshops conducted via an online delivery. Direct contacts occur when participants have the opportunity to ask questions, exchange ideas and share information. As an educator you also have the opportunity to gather demographic information from the participants.

Reporting demographic information is the biggest change in philosophy from the Office of Civil Rights & Equal Employment Opportunity at NIFA. Historically visual observation of program participants was an acceptable practice. That is no longer the case. Participants deserve the chance to self-identify. Furthermore any disclosure needs to be documentable and defendable in a case of law.

While we have an obligation to collect demographic information it is always VOLUNTARY for the participants to provide it. That's why a Did Not Respond category has been added. Sometimes people don't want to provide it. And sometimes it is not feasible to gather the information, especially if the program is organized by someone else and you are guest speaker. If participants have not self-disclosed, enter the number of participants in the Did Not Respond line.

Changes have also been made to reflect current demographic categories:

- “Self-described” has been added under gender
- Ethnicity is a new section
- Racial categories now include “Two or More Races” and “Other Race”

The number of youth and adult participants is required. Since it's not part of the civil rights demographics, make your best guess. Because it is required you do need to enter a number. For example, if you do not have any youth participants you will need to enter 0.

The number for gender, ethnicity and race must equal the total number of participants. If you have 36 participants as in the example below, 36 should also be the number reported in gender, ethnicity and race.

**H**

## Activity Classifications

# of Adult Participants*	33	# of American Indian or Alaskan Native	3
# of Youth Participants*	3	# of Asian	
# of Female Attendees	7	# of Black or African American	
# of Male Attendees	23	# of Native Hawaiian or Other Pacific Islander	
# of Self Described		# of White/Caucasian	22
→ # of Did not respond (Gender)	6	# of Two or More Races	5
# of Hispanic	4	# of Other Race	
# of Non-Hispanic	26	→ # of Did not respond (Race)	6
→ # of Did not respond (Ethnicity)	6	# of indirect contacts	

Participants can be provided a chance to self-disclose their gender, ethnicity and race in several ways. In a workshop setting you could ask for it on a registration form or an evaluation survey (which is the most confidential), you can use a sign in sheet at the program (this is only confidential for the LAST person who signs in). You could provide a separate sheet for each participant at the program to sign in privately and confidentially.

If you have a “standing group” that you meet with on a regular basis like a local community group or advisory group this often falls under program management. It’s also important to gather demographic information from those participants but it doesn’t need to be collected each time you meet. Once a year, ask them to complete a demographic information form. It could be e-mailed or handed out at a meeting.

Examples of sign in sheets are available on the UW Extension Employee Resources web site. A block of registration questions has also been created in Qualtrics which includes contact information and demographics.

**Indirect contacts** are also reported here. Indirect contacts are reported when we CAN NOT gather demographics and are generally from social media, web sites, t.v., radio, newspaper, etc.

Please remember, if you are reporting a newspaper column, radio broadcast, or TV production use 25-30% of the potential audience. It’s not realistic to believe that 100% of the individuals who received the paper picked it up and read the article submitted by Extension. Using 25-30% provides consistent reporting across the state.

If you have actual numbers for other categories, please use those.

**SAVE OFTEN** – The system does not automatically save your entries so save often!

If you have additional questions about how to enter information in WyoVita for Extension programs, or would like some individualized help, please contact Kim Reaman at [kreaman@uwyo.edu](mailto:kreaman@uwyo.edu). There are also several WyoVita Tip Sheets and recordings for specific actions within WyoVita on the UWE Employee Resources web site.