

WyoVita (Faculty 180) Tip Sheet



When to Combine Entries (April 2020)

It's not necessary to report each individual program or contact separately. Below are some examples of when it makes sense to combine multiple programs and contacts into one entry.

Educational Programs:

It's acceptable to report multiple educational programs in one entry in the following situations:

- 1.) **When you taught the same topic** - If you had three field days to teach about invasive plants in the SAME county – enter it once. Use the date of the first program as the start date and the date of the last program as the end date. We will know you taught 3 programs because you entered 3 in the Number of Programs Taught. The number of instructional hours is the total of all 3 programs.

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 planned

Programing Area	Invasive and Noxious Weeds
Title of Program / Activity	Cheatgrass Field Days
Start Date	2020-06-02
End Date	2020-07-24
Contact Location	Park
Number of Programs Taught	3
Number of Instructional Hours	6
Number of Collaborative Partnerships	

Program Description/Educator Role: If the field days were organized the same way with the same educational program the information in the program description/educator role would be the same for all three field days.

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 of that you helped plan and coordinate for the public (Farmer's Market, Resource Fair, Ag & Garden Expo, Field Day, Open House, Jackpot Show, Con identify collaborating partners.

Program Description/Educator Role

Organized field day; included two hour workshops to identify cheatgrass and strategies to manage the spread of cheatgrass

18 WORDS

Teaching/Program Results: When the learner objectives are the same and the same evaluation tool has been used, the evaluation results can be aggregated. Summarize the compiled results for all of the programs and enter it once. If it's important to share the evaluation results from individual programs, upload them as separate attachments.

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 conducted (immediately after the program or a follow-up evaluation several weeks or months after the program)? What did the participants learn doing differently? Provide a synopsis of what was learned rather than simply including the raw data/responses.

Teaching/Program Results

100% of the participants were able to accurately identify cheatgrass. 30 of the 36 participants completed the evaluation distributed the end of the field day.

- 75% (n=22) of the participants were able to list the negative affects cheatgrass has on rangelands.
- 75% (n=22) of the participants increased their knowledge about assessment and monitoring techniques
- 50% (n=15) of the participants indicated they learned a new strategy to control cheatgrass.

15 of the participants indicated they plan to implement at least one new management strategy.

Phone interviews were conducted 3 months following the program. Ten of the participants had made changes to the way they manage cheatgrass and had a reduction of infested areas on their rangelands.

115 WORDS

Identified NIFA Outcomes: As with the teaching/program results section, it's also acceptable to report against the NIFA Outcomes as one entry. Please note how the last paragraph in the teaching/program results text box, matches the number of participants reporting "reduced areas infested with invasive/noxious weeds". That's the total number of participants from the three field days.

Invasive and Noxious Weeds: # of verified reports of invasive/noxious weed locations	<input type="text"/>
Invasive and Noxious Weeds: # of individuals who participated in noxious weed pull days	<input type="text"/>
Invasive and Noxious Weeds: # of participants reporting reduced areas infested with invasive/noxious weeds	<input type="text" value="10"/>

Participant Numbers and Demographics: Report the participant numbers and demographic information as one entry. In this example, 36 individuals participated in the three field days. The number of youth and adult participants is required. The number of gender, ethnicity and race must equal the total number of participants. Refer to WyoVita Tip Sheet – Participant Numbers and Demographics for more information.

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	

2.) When “Other” is selected in the dropdown menu:

- 4-H has a lot of projects that don't fall under the NIFA programming areas and there is no need to report each workshop separately. Fitting and showing clinics is an example – if you taught separate fitting and showing clinics for beef, sheep and swine, select “Other” and enter the project area (4-H livestock) in the text box. Identify specific topics in the Title of Program/Activity field (fitting and showing clinics) and complete the rest of the fields as one entry.
- Expressive Arts in another example – if you lead a workshop on photography, one on drawing and another on woodworking, you could combine them into one entry, select “Other” and enter Expressive Arts in the text box. List the specific projects in the title or in the program description. Enter the number of participants from all three workshops.

B Educational Program Information

Educational Program Information: Because of the potential for interdisciplinary work, the program areas are grouped by types of educational programs. Select the program area from the dropdown menu that best fits your programming. If the program does not fit one of the NIFA planned programs, please select “Other” and enter the program area in the text box.

Programing Area	Other	4-H Livestock
Title of Program / Activity	Fitting and Showing Clinics	
Start Date	2020-07-01	
End Date	2020-07-31	
Contact Location	Hot Springs	
Number of Programs Taught	3	
Number of Instructional Hours	6	
Number of Collaborative Partnerships		

Individual Contacts: Group individual contacts as it makes sense also. Please enter “individual consultation” as shown in the two examples below so that we are able to accurately filter the data when the reports are exported. Refer to WyoVita Tip Sheet – How to Enter Individual Contacts for specific information.

Complete the start and end dates and use a date range that fits how you report. If you enter those individual contacts on a monthly basis use the 1st and the last day of the month. If you enter them quarterly, use that date range. It may make sense to enter it seasonally as in the hort example below which began on June 1st and ended August 14.

For individual consultations which fit one of the NIFA Programming Areas:

B Educational Program Information

Educational Program Information: Because of the potential for interdisciplinary work, the program areas are grouped by dropdown menu that best fits your programming. If the program does not fit one of the NIFA planned programs, please

Programing Area	Consumer Horticulture
Title of Program / Activity	Individual consultations - lawn calls
Start Date	2020-06-01
End Date	2020-08-14
Contact Location	Johnson
Number of Programs Taught	
Number of Instructional Hours	9
Number of Collaborative Partnerships	

For individual consultations when “Other” was selected:

B Educational Program Information

Educational Program Information: Because of the potential for interdisciplinary work, the program areas are grouped by types of edu dropdown menu that best fits your programming. If the program does not fit one of the NIFA planned programs, please select “Other

Programing Area	Other	Individual Consultations
Title of Program / Activity	4-H Livestock	
Start Date	2020-05-14	
End Date	2020-06-01	
Contact Location	Niobrara	
Number of Programs Taught		
Number of Instructional Hours	4	
Number of Collaborative Partnerships		

Complete the program description/educator role and participant numbers and demographics as one entry.

If you gathered results from your work with individuals remember to share those results in the Teaching/Program Results section and complete the Identified NIFA outcomes as appropriate.

UW Community Marketing and Recruitment:

Student recruitment is a high priority for UW. This is an opportunity to document the events you are involved in which support UW student recruitment goals. Refer to the WyoVita Tip Sheet – UW Community Marketing and Recruitment for detailed instructions on how to enter programs and contacts reached through UW Community Marketing and Recruitment.

TIP: Group efforts in UW Community Marketing and Recruitment by type of event or visit facilitated. It is not necessary to enter each separately. For example, if over the course of the year, you facilitated several visits to campus for youth and their parents, combine them and enter them once. Enter the number of events or visits as shown below and enter the participant numbers and demographics accordingly.

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	3
# of Facilitated visits for youth and their parents to the College of Agriculture and Natural Resources	

Program Management:

In your Extension role, you might also engage in work that would fit under Program Management. Include any type of effort that requires coordination and oversight but doesn't include a teaching role. Refer to the WyoVita Tip Sheet – Program Management for detailed instructions on how to enter work and contacts in program management.

TIP: Group this work by the type of management activity. Examples include fundraising and donations, volunteer recruitment and screening, organizing master gardeners, recognition and achievement programs, facility management/maintenance, etc. Contacts could be entered monthly, quarterly, or annually. Do what works for you. It might even make sense to enter them seasonally depending on the type of management activity.

Provide a brief description of the management activity in the text box as shown below. The text box does not have a character limit so include as much information as you feel necessary to adequately describe your role. It will appear truncated in the text box but the full text will appear in the report.

G Program Management

Includes any activity(ies) that are fundamental to the program, requires coordination and oversight but does not include teaching. Examples include organizing master gardeners, recognition and achievement programs, facility management/maintenance, etc.

Enter only demographic information when reporting program management.

Type of Management Activity	local fundraising - wrote donation letters, worked with comr
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Below is what the entry will look like after it is saved. You can see that all the information entered in the text box is there.

Type of Management Activity	Start Semester ^	End Semester ^
local fundraising - wrote donation letters, worked with committee to conduct annual fundraiser, presentation to civic group	J Term 2020	Fall 2020

If you have additional questions about how to report combined entries in WyoVita, please contact Kim Reaman at kreaman@uwyo.edu.