

Assessment Tool for County Extension Councils

1. Complete attached County Extension Council membership list.
2. Is the committee representative and diverse? _____
3. Are all staff members involved in identifying County Extension Council members? _____
4. List County Extension Council meetings held since organized in 2000. Give dates and attendance numbers. Have attendance sheets available for review. Use additional pages if necessary.

5. Do all county faculty attend? _____
6. Have minutes been recorded for all meetings? _____
(Have minutes available for review)
7. Who serves as secretary? _____
8. Do you meet with the Council Chair prior to meetings to develop an agenda? _____
(Have agendas ready for review)
9. Does the Council Chair preside and conduct the business of the Council? _____
10. Are there any current members who have never attended a meeting? _____
11. Does the Council have a policy for replacing non-interested members? _____
Explain.

12. Have you recognized out-going committee members? _____
13. How do you orient and train new members?
14. How do you surface names for new members?
15. Is the County Judge involved in the County Extension Council process? _____
Explain.
16. What do you do to ensure participation by Council members and program/issue committee members?
17. List the program/issue committees and membership chairs. Indicate the number of times met in the last year and have minutes available.
18. Have you utilized specialist resources in developing situation data and assisting with program/issue committees? _____
Explain.

19. Has your County Extension Council reviewed the issues and prioritized those to be addressed by the Long Range Plan? _____
20. Do you develop the IPOWs from the issues prioritized by the Council? _____
Do you report back on program accomplishments? _____ How?
21. Do you involve members of the program/issue committees in reporting? _____
Give examples.
22. Do you present evaluation data to program/issue committees and ask for their input? _____ Give examples.
23. How many Interpretive Events have you conducted since July, 2000? _____
(List these events; describe; give attendance; who was invited; agendas, etc.)
– Media
– Legislators
– Quorum Court
– Etc.

24. Is your County Extension Council actively involved in planning and participating in the Interpretive Event? _____
Explain.
25. What benefits have you noted from these Interpretive Events?
26. Is your County Extension Council involved in marketing the Extension program in other ways? _____
Explain.
27. How could your Interpretive Events be strengthened?
28. List strengths of your County Extension Council.
29. List improvements needed.

30. What do you do to ensure the County Extension Council members feel valued and are making positive contributions?

31. What kind of training does your County Extension Council need?

32. What recommendations do you have for improving the County Extension Council process?

33. How would you rate your present County Extension Council's willingness and ability to interpret and market Extension programs/need to key decision makers?
1 2 3 4 5 6 7 8 9 10
Low High

34. Rate the overall effectiveness of your County Extension Council (considering the six major responsibilities as outlined in your County Extension Council notebook):
1 2 3 4 5 6 7 8 9 10
Low High

35. What could your district team do to help you with these responsibilities?