

**NIMSS System Administrators
Conference Call Notes
December 13, 2004
1pm - EST**

UPDATE ON REMAINING ITEMS FROM LAST CONFERENCE CALL

1. Delete User
How do you delete a user from NIMSS when the user retires or is deceased?
 - a. Judy has created a delete function for the Station Directors or Station Assistants to use that will look as if they have deleted the person, but it will actually change the users info status not to show, but their record will still be in the database.
 - b. The change will still need to be made manually in Appendix E.

2. Uploading Minutes - Nikki
Uploading minutes to a homepage not using the annual report functions. Some committees either do not have meetings in the system or do not have annual report ready to upload, although they are ready to upload minutes. We were told that we could use the Upload Minutes function under the Project > Draft/Edit > Homepage menu to get the minutes into the system, but Judy sees problems down the road with not linking it to the annual report. Our (Judy and I's) question is, should we even have this function? Is there a better place to put it? etc...
 - Minutes will be displayed on the Homepage, but they must use the Annual Report to upload their minutes.
 - Function to upload minutes from Homepage has been removed.

3. Passwords
Judy has added a login function for the System Administrators so they can login as whoever they want without knowing that person's password. System Administrators have tried this function and approve it.

Other Items

- Judy and Rubie indicated an inquiry was unclear from Mike Harrington and Lee Sommers regarding the size of outcomes, procedures, etc. (I just checked with Dr. Sommers and both the Governance and Educational Plan sections have a 3,000 character limit - which is adequate for him.) The Outcomes section is in a different format and Procedures section allows for 10,000 characters. All are adequate.
- Extension approval from CSREES should be part of our

Official Letters. This is yet to be done and will be added.

- Judy will add a new function on CSREES menu for approving a project extension. This is yet to be done.

NEW AGENDA ITEMS

1. NRSP Budget Forms - Nikki
Judy is still working on including the NRSP Budget forms in NIMSS.
2. Update on Adopting Review Forms in All Regions - Nikki
Nikki sent out the review forms that the NC Region is using - asking for comments.

The review forms (Appendices H and J) that the NC Region is using will be modified so that they will be available for use by all the regions. The modified forms will be an agenda item for approval in the National Guidelines at the March ESCOP meeting.

3. NIMSS User Manual - Nikki
Nikki will send the draft NIMSS User Manual as a MS Word document to all of the system administrators for their comments.

The current draft NIMSS User Manual will be posted on NIMSS and can be changed as needed.

4. Why don't assistants see all of the participating projects that the directors are involved in when selecting "My Participation" if they are able to do all of the functions that the director can do? - Harriet

The "My Participation" function shows only the projects for which the logged on user has an Appendix E in NIMSS. Assistants will not be able to see the participation of the director.

5. When I go to "Edit Profile" the gray area on the left of the menu contains "Directory" options such as Station Directors, Admin Advisors, System Admins, and Find a Person. Whenever I click on any of the options, I get a Cold Fusion error message. Why? - Harriet

This was a system error and has been fixed.

6. The review forms shown on NIMSS (System Administrator access) seem to be specifically targeted (in some cases) for NC projects. Are the review forms not standard across the

regions? The process may be different, but the forms should not be. The NIMSS User Manual (page 48) has a section on REVIEWS that we need to address. - Harriet

This was resolved in item 2 of the New Agenda Items above.

7. Is there a way that an extension request for a multistate activity can be incorporated into NIMSS if a form is developed? - Harriet

This will be discussed in item 15 below.

8. Is there a way to designate, in NIMSS, who the chair of a committee is? - Nikki

Judy will develop an additional box under the "Participants" section to enter the contact information of the project's officers.

9. Is there a way to contact all of the AA's in a region on NIMSS? - Harriet

Judy will develop a menu item for system administrators that will allow them to contact AA's.

10. Should we designate a generic system administrator email contact - rather than a specific email address and name? In the event that the ED retires and/or the system administrator leaves, the edits on NIMSS could be minimized. - Harriet

Each of the system administrators will consider the practicality of a generic system administrator email contact - but it will be an individual regional choice.

11. In the West we use an AA Evaluation form that we ask the AA's to complete prior to their committee's midterm evaluation. Is there a way in NIMSS that it can be included? - Harriet

The NC Region has their AA's use the same forms (Appendices I and K) to evaluate their projects as they have the MRC/NCA use. Harriet is to email the form that the Western Region used the summer of 2004 to the system administrators.

12. The Appendix E does not currently have a box to select the participant as the principal investigator - thus requiring the director/staff to (1) submit the Appendix E, and (2) then to edit the Appendix E to designate the principal investigator. Is there a way to incorporate the two steps

into one? - Harriet

The Appendix E DOES have a box to designate the participant as the principal investigator. Harriet has contacted the assistant who raised the question and clarified the situation.

13. Can we discuss the process that is used in NIMSS to request either a new or renewed project/activity? I have tried to submit a request using both my logon and that of the AA and received an error message. - Harriet

Rubie indicated that there was a programming problem that has been fixed.

14. A problem with selecting the appropriate project proposal appendix has occurred for several committees. Judy will make a change to the request menu to help clarify the type of project the committee is requesting. This will help the system administrators when they approve the request.
15. Bart Hewitt and Rubie are planning to submit an innovation grant proposal to CSREES. This grant will be to incorporate the forms that the states use for allocating their MRF and allow them to be submitted via NIMSS. Requests for extension of projects will also be included in the grant, as well as the approval letter from CSREES to station directors indicating approval of their station's participation in a project. The submission of the MRF allocation may require additional training by the system administrators.
16. The project approval letter that CSREES sends to the Executive Director will be modified and will be sent to the Advisor instead. The text of the letter will remain the same.
17. The next conference call will be hosted by Nikki on January 31, 2005 at 11:00 - 12:00 EST.
18. Questions regarding NIMSS during the period between Christmas and New Year's should be directed to Judy at both judysun@umd.edu and judyysun@hotmail.com to be sure that she receives them as the software for UMD email will be changed during that time frame.

PREAMBLE

The Partnership Working Group was formed in 2002 based on a recommendation resulting from a LGU-CSREES workshop held in Baltimore in February 2001. The Baltimore workshop was organized by ESCOP, ECOP and CSREES to address a variety of structural and communication issues that were confronting the system. The workshop included participation from representatives of administrative heads, academic programs, and international programs. The following statement was developed for the partnership and it was confirmed during the workshop and presented in the final task force report. The purpose of the partnership is to assure that the land-grant system effectively engages the public in the discovery, dissemination and application of knowledge to prevent and solve problems.

RULES OF OPERATION **NASULGC Board on Agriculture Assembly** **Partnership Working Group**

Adopted November 2003

Article I – Purpose

The purpose of the Partnership Working Group shall be to create meaningful engagement addressing mutually beneficial issues and actions enhancing the LGU partnership. The Partnership Working Group recommends and takes actions that enhance and facilitate an effectively integrated LGU Partnership that creates, disseminates and applies knowledge to meet societal needs. In so doing, the promotes agriculture and related programs in the State Universities and Land-Grant Colleges of the several states of the Union, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, Guam, the Northern Marianas Islands, the Virgin Islands and the Federated States of Micronesia.

The PWG considers assignments/projects presented by member organizations or that emerge from PWG deliberations. All PWG activities must have wide-spread applicability in fostering the Land-Grant University/CSREES partnership agenda.

Article II – Membership

Section 1. Members of the Partnership Working Group shall be appointed by the various sections of the Board on Agriculture Assembly and USDA-CSREES. Representation shall be as follows:

- AHS - up to four (4) members
- ACOP - up to four (4) members
- ECOP - up to four (4) members
- ESCOPE - up to four (4) members
- ICOP - up to four (4) members

CSREES - up to five (5) members

Section 2. Terms of Service and Vacancy.

The term of service shall be three (3) years and begins with the NASULGC annual meeting. The terms within the member organizations shall be staggered so as to provide for continuity. In the event of a vacancy, the Section or organization appointing the member shall appoint a replacement to serve out the remainder of the term.

Article III - Organization

Section 1. The Committee shall elect Co-Chairs who will provide overall leadership and a Secretary who will record minutes of working group meetings and conference calls.

Section 2. Meetings. The Partnership Working Group shall meet at least twice a year, usually at the Joint COPs summer meeting and at the NASULGC Annual Meeting. The latter meeting shall be considered the annual meeting of the Partnership Working Group. Additional meetings may be called by the Chairs as necessary. In addition, the committee may also conduct its business via conference calls as necessary.

Section 3. Elections. The officers shall be elected at the annual meeting of the Partnership Working Group for a one (1) year term. Officers may be re-elected.

Article IV - Duties

Section 1. The Co-Chairs shall:

- Call for and preside at Partnership Working Group meetings.
- Create meaningful engagement addressing mutually beneficial issues and actions.
- Carry out other duties as the Partnership Working Group may prescribe.
- Provide reports of actions to the various partners
- Appoint committees of the Partnership Working Group.

Section 2. The Secretary shall:

- Record the minutes of the meetings of the Partnership Working Group and provide members with an electronic copy of the minutes of the meetings.
- Supervise the maintenance of permanent records of the Partnership Working Group and its committees and other records determined by the Partnership Working Group pertinent to the business of the Group.
- Arrange for materials of the Partnership Working Group to be transmitted to the various sections, the Policy Board of Directors and to be posted on the Partnership Working Group website.
- By May 1, notify the Chairperson of each Section and/or organization concerning the appointments needed for the year.

Section 3. Representatives on the Partnership Working Group shall:

- Participate fully in the activities of the Partnership Working Group

- Create meaningful engagement addressing mutually beneficial issues and actions.
- Accept responsibility for volunteered and/or assigned duties

Article V – Quorum

A quorum shall constitute 50% of the currently appointed members.

Article VI - Parliamentary Authority

The emphasis in all meetings shall be on orderly process to achieve an objective decision by those present and voting. Should there be a parliamentary challenge, however, it shall be answered by reference to Roberts Rules of Order.

Article VII - Amendments

This *Rules of Operation* may be amended by a two-thirds majority vote of the Partnership Working Group members provided the proposed changes have been presented to the members at least thirty (30) days prior to the voting.

PARTNERSHIP WORKING GROUP MEMBERS

November 2006

Academic Committee on Organization and Policy/Academic Programs Section

Kirby Barrick Term ends 2008 Dean University of Florida PO Box 110270 Gainesville, FL 32611-0270 Phone: (352) 392-1961 kbarrick@ufl.edu	Edwin L. Miller Term ends 2009 Associate Dean for Academic Programs 136 Ag Hall Oklahoma State University Stillwater, OK 74078 Phone: (405) 744-5395 ed.miller@okstate.edu
Leon Slaughter Term ends 2007 University of Maryland College Park Assoc Prof & Assoc Dean College of Agriculture & Natural Resources 1104 Symons Hall University of Maryland College Park, MD 20742-5551 Phone: 301 405 2078 lslaugh@umd.edu	Wes Holley Term ends 2010 Assoc Dean/Director Academic Programs New Mexico State University MSC 3AG P.O. Box 30003 Las Cruces, NM 88003 Phone: (505) 646-1807 Fax: (505) 646-5975 wholley@nmsu.edu

Administrative Heads Section

TBD	Term ends
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Cooperative State Research, Education, and Extension Service

<p>Larry R. Miller Indef. USDA-CSREES Acting Associate Administrator 305-A Jamie L. Whitten Federal Bldg. 1400 Independence Ave, SW Washington, DC 20250-2201 Voice: (202) 720-7441 lmiller@csrees.usda.gov</p>	<p>Jeff Gilmore Term ends 2006 USDA-CSREES 1400 Independence Avenue SW., Stop 2201 Washington, DC 20250-2201 Phone: (202) 720-1973 Fax: (202) 720-2030 jgilmore@csrees.usda.gov</p>
<p>Richard Hegg USDA-CSREES 1400 Independence Avenue SW., Stop 2201 Washington, DC 20250-2201 Phone: (202) 401-6550 Fax: (202) 401-5179 rhegg@csrees.usda.gov</p>	<p>Chavonda Jacobs-Young Term ends 2007 USDA-CSREES 1400 Independence Avenue SW., Stop 2201 Washington, DC 20250-2201 Phone: (202) 401-6188 Fax: (202) 401-4911 cjacobs@csrees.usda.gov</p>
<p>Caroline Crocoll National Program Leader, Families, 4-H, and Nutrition USDA-CSREES Room 4405 Waterfront Centre 800 9th Street, SW Washington DC 20024 Phone: (202) 720-4795 ccrocoll@csrees.usda.gov</p>	

International Committee on Organization and Policy

<p>B. Onuma Okezie ICOP Chair Professor, Food Science and Nutrition and Director, International Programs Alabama A&M University PO Box 1177 Normal, AL 35762-1177 Phone: (256) 372-5418 Fax: (256) 372-5196 bo.okezie@aamu.edu</p>	
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Experiment Station Committee on Organization and Policy

<p>Bruce McPherson Term ends 2007 Penn State University Pennsylvania Agricultural Experiment Station 217 Agricultural Administration Building University Park, PA 16802 Phone: (814) 865-5410 Fax: (814) 863-7905 bam10@psu.edu</p>	<p>Stephen Kolison, Jr. Term ends 2006 Tennessee State University Agricultural Ext. & Res. Bldg., Rm. 125 3500 John A. Merritt Blvd. Nashville, TN 37209-1561 Phone: (615) 963-2194 Fax: (615) 963-5532 skolison@tnstate.edu</p>
<p>Steve Slack Term ends 2008 Director Ohio Agricultural Research and Development Center The Ohio State University 1680 Research Services Building Wooster, Ohio 44691 Phone: (330) 263-3701 Fax: (330) 263-368 oardc@osu.edu</p>	<p>Eric Young Indef. Executive Director, SAAESD North Carolina State University 1730 Varsity Drive, Suite 110 Box 7561 Raleigh, NC 27695 Phone: (919) 513-1746 Fax: (919) 513-1114 eric_young@ncsu.edu</p>

Extension Committee on Organization and Policy

<p>Linda Kirk Fox Term Ends 2008 Dean and Director Washington State University Extension 411 Hulbert Hall P.O. Box 646230 Pullman, WA 99164-6230 Phone: (509) 335-2933 Fax: (509) 335-2926 extension@wsu.edu</p>	<p>Jeff Barcinas Vice President, Univ. & Comm. Engagement Director, Cooperative Ext. Service University of Guam Executive Offices, Admin. Bldg. UOG Station Mangilao, GU 96923 Phone: (671) 734-8276 Fax: (671) 734-6912 jbarcina@uog9.uog.edu</p>
<p>Thomas G. Coon Term Ends 2007 Professor and Director, Extension Michigan State University College of Agriculture 108 Agriculture Hall East Lansing, MI 48824-1039 Phone: (517) 355-2308 Fax: (517) 355-6423 coontg@msu.edu</p>	<p>James Wade Indef. NASULGC 1307 New York Avenue, NW, Suite 400 Washington, DC 20005-4701 Phone: (202) 478-6040 Fax: (202) 478-6046 jwade@nasulgc.org</p>

Emeritus Members

<p>Saleia Afele-Fa'amuli USDA-CSREES 1400 Independence Ave., SW Room 4412 Washington, DC 20250 Phone: (202) 720-0384 Fax: sfaamuli@csrees.usda.gov</p>	<p>Henry Bahn USDA-CSREES 1400 Independence Ave, SW Room 3262 Washington, DC 20250 Phone: (202) 720-1973 Fax: hbahn@csrees.usda.gov</p>
<p>Mark Poth USDA-CSREES 1400 Independence Ave., SW Room 2434 Washington, DC 20250 Phone: (202) 401-5244 mpoth@csrees.usda.gov</p>	<p>Jane Schuchardt USDA-CSREES 1400 Independence Ave., SW Room 4444 Washington, DC 20250 Phone: (202) 690-2674 Fax: (202) 690-2975 jschuchardt@csrees.usda.gov</p>

	USDA STRATEGIC PLAN (currently under revision)	APS/ACOP SHAPING EDUCATION IN FOOD, AGRICULTURE AND NATURAL RESOURCES	CES/ECOP THE EXTENSION SYSTEM: A VISION FOR THE 21 ST CENTURY	ESS/ESCOP A SCIENCE ROADMAP FOR AGRICULTURE	IAS/ICOP EXPANDING THE INTERNATIONAL SCOPE OF UNIVERSITIES: STRATEGIC VISION STATEMENT FOR LEARNING, SCHOLARSHIP AND ENGAGEMENT IN THE NEW CENTURY
CONCEPTUAL FRAMEWORK	Action Accountability	Action	Institutional Vision Action	Needs Be more competitive in a global economy Add value to future harvests Adjust agriculture to a changing climate Be good stewards of the environment And natural resources Make agricultural enterprises profitable Make families and communities strong Modify foods for improved health & safety Action	Institutional Vision Action
SOURCES OF INPUT		ACOP and APS members <i>NASULGC Invest in an Educated Workforce</i> <i>Shaping Higher Education in Food, Agriculture, and Natural Resources: A Strategic Plan (1999)</i>	Extension Vision for the 21 st Century Committee of deans, directors, and administrators <i>Framing the Future: Strategic Framework for a System of Partnerships (1995)</i> <i>Kellogg Foundation Engaged Institution</i>	Science Roadmap Task Force of research leaders and scholars NASULGC Food and Security Themes CSREES Budget White Papers (2003) National C-FAR	Strategic Vision Committee of selected leaders <i>NASULGC The Global University for the Twenty-First Century</i> <i>Kellogg Foundation Renewing the Covenant: Learning, Discovery and Engagement in a New Age and Different World</i> <i>Investing in Global Agriculture and Food Systems Development: A United States Policy Imperative</i> American Council on Education <i>Educating for Global Competence</i>

<p>CHALLENGES</p>		<p>Demographic change</p> <p>Technological change</p> <p>Globalization</p>	<p>Demographic change and needs</p> <p>Local implications and consequences of globalization</p> <p>Community vitality</p> <p>Spatial communities and communities of interest</p> <p>On-line technology transfer</p> <p>Crisis, risk and uncertainty</p>	<p>Develop new and more competitive crop products and new uses for diverse crops and novel plant species</p> <p>Develop new products and uses for animals</p> <p>Lessen the risks of local and global climatic change on food, fiber and fuel production</p> <p>Provide information and knowledge needed to further improve environmental stewardship</p> <p>Improve the economic return to agricultural production</p> <p>Strengthen communities and families</p> <p>Ensure improved food safety and health through agricultural and food systems</p>	<p>Resource availability</p> <p>Language (English) insularity</p> <p>Faculty incentives and rewards</p>
<p>GOALS & RECOMMENDATIONS</p>		<p>Provide a national structure that identifies issues and trends, identifies challenges and opportunities for collaboration, fosters collaboration</p> <p>Provide continuing professional development for institutional leadership</p> <p>Recruit, retain and train diverse student population; develop academic programs to meet needs of food, agriculture and natural resource systems</p> <p>Build partnerships between research, extension and teaching</p> <p>Develop national academic initiatives and forums</p> <p>Increase public- and private-sourced resources for higher education</p>	<p>Define the scholarship of engagement</p> <p>Designate 3% - 5% of Smith-Lever appropriations for a national information technology network</p> <p>Expand authorization and appropriations for designated block grant funding</p> <p>Create a CSREES Associate Administrator for Extension position</p> <p>Develop Extension rapid communication and decision making system</p> <p>Establish an <i>Academy of Engagement</i> for leadership development</p> <p>Convene NASULCG to develop strategic plan for engagement research and best management practices</p>		<p>Incorporate internationalization in university strategic plans</p> <p>Promote student international experiences</p> <p>Create academic and cultural environment for international students</p> <p>Increase international activity of faculty and professional staff</p> <p>Internationalize the curriculum</p> <p>Assure international research, scholarship in disciplinary and interdisciplinary fields</p> <p>Ensure international awareness in extension and outreach</p>
<p>STRATEGIES</p>		<p>Advocacy</p> <p>Coordination</p>	<p>Advocacy</p> <p>Responsiveness</p>	<p>Advocacy</p> <p>Communication</p>	<p>Advocacy</p>

		<p>Monitor trends, issues and federal initiatives; update membership</p> <p>Develop programs and agendas to address important trends/issues</p> <p>Planning and Futuring Committee prepares an annual list of problems and opportunities to address</p> <p>National and regional programs to foster institutional collaboration</p> <p>Meet to develop initiatives of mutual interest, discuss current and emerging issues, formulate topics for professional development and encourage attendance at workshops</p> <p>Joint orientation program for new directors/administrators</p> <p>Strengthen and participate in summer COPS meeting and other joint meetings</p> <p>Enroll potential leaders in the ESCOP/ACOP Leadership Development Program</p> <p>Provide symposia to address education issues</p> <p>Recognize exceptional service</p> <p>Human Capital Assessment Committee issues an annual document of the need for students</p> <p>Develop guidelines for effective student recruitment</p> <p>Ad Hoc Committee reviews academic programs every five years</p> <p>Support funding for recruitment of</p>		<p>Project scientific capacity needed to achieve stated goals</p> <p>Calculate and obtain required funding</p>	<p>Teaching and Learning: Provide the appropriate fiscal & academic infrastructure</p> <p>Integrate international issues into curricular and co-curricular components</p> <p>Cultivate multi-area and multi-college cooperation</p> <p>Develop the competence, confidence And comfort required to function effectively in an interdependent world environment</p> <p>Research and Scholarship: Provide the appropriate infrastructure</p> <p>Promote the conceptualization of an international knowledge system</p> <p>Provide understanding of transnational motifs and themes <i>vis ? vis</i> new and emerging paradigms</p> <p>Encourage faculty and professionals to seek prestigious fellowships and grants</p> <p>Form new research and policy paradigms</p> <p>Service and Outreach: Make international expertise available in outreach activities to communities</p> <p>Make international expertise available to government agencies</p> <p>Make international expertise available to pre-college educators</p> <p>Tap the potential of new tele-communications technology</p>
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		<p>diverse students and workforce preparation</p> <p>Develop and articulate budget proposals</p> <p>Collaborate/partner with CAST, CARET, COPS, CSREES, MANRRS, others</p> <p>Inform private and public sectors of contributions and outcomes if education</p>			<p>Reach out to ethnic groups in society</p>
OUTPUTS					
OUTCOMES		<p>Transformed education system for the agricultural sciences</p> <p>Land grant system remains trusted and unbiased</p> <p>Minorities and underserved populations succeed in the workforce</p> <p>Highly skilled, knowledgeable graduates</p>		<p>Exploit emerging basic scientific discoveries and new technologies</p> <p>Responsiveness to the globalization of markets</p> <p>Strengthened rural, peri-urban and urban families and communities</p> <p>Protection of the environment and preservation of natural resources</p>	<p>Responsiveness to community learning, scholarship and engagement in an international context</p> <p>Awareness of global interdependence</p> <p>Reoriented land grant mission to incorporate the changing international environment</p> <p>Communities with tools and skills to survive in a dynamic environment</p>
IMPACTS				<p>Responsive and accountable science</p> <p>Greater farm profitability</p> <p>Economically healthier rural communities</p> <p>Reduces reliance on fossil and petroleum-based resources</p>	<p>Competence, comfort and competency with international affairs</p>