OPERATIONS SUMMARIES

PROFESSIONAL DEVELOPMENT directly supports ISU Extension and Outreach's strategic plan, aligning the professional skills of our people with the needs of our organization. The unit conceptualizes, designs, and presents development opportunities that will motivate, challenge, strengthen, and enlighten county and campus-paid staff, faculty, and elected council officials.

GRANTS ADMINISTRATION manages ISU Extension and Outreach grants and contracts including pre-award services, budgeting and compliance review prior to proposal submission. Post-award assistance includes reporting requirements throughout the life of an award, as well as financial assistance, and campus liaison for internal and external stakeholders.

ADVANCEMENT COMMUNICATIONS AND ADVANCEMENT MULTIMEDIA AND CREATIVE SERVICES establish and maintain favorable status with stakeholder groups ISU Extension and Outreach depends upon, including decision makers, faculty and staff, partners, and the general public. The units serve as advisers, managing ISU Extension and Outreach's "voice" and reputation. Advancement provides a framework for strategic, effective coordination of all internal and external communication designed to build awareness, strengthen appreciation, drive action, and develop advocates for ISU Extension and Outreach through strategic relations, brand management, internal and external communication, and public relations.

EXTENSION STORE expands the reach of Iowa State University educational products to an online audience. In distributing tangible and digital products worldwide, the store manages all aspects of the online shopping experience. Visit the Extension Store online to download many free publications or purchase a variety of educational products.

OPERATIONS SUMMARIES CONTINUED

EXTENSION INFORMATION TECHNOLOGY supports the ISU Extension and Outreach campus and field network and connects Iowa State with extension services across the country. EIT offers a full range of IT services, computer support, and remote troubleshooting to extension faculty and staff. Call or email the Extension IT Computer Support Hotline at 515-294-1725 or eithotline@iastate.edu, work days, 8 a.m. – noon and 1 – 5 p.m.

PROGRAM DEVELOPMENT AND EVALUATION supports extension professionals' engagement in best practices and methods to ensure educational programs are research-based and needs-driven and create impact. The unit's goals are to promote scholarly practices throughout ISU Extension and Outreach and to create a positive, engaging, and relevant culture of program evaluation through every stage of the program development cycle. The unit will help you build your capacity to measure and report your program's educational learning objectives, outcomes, and impact.

CONFERENCE PLANNING AND MANAGEMENT is your resource for conferences and special events at Iowa State University. Their experienced team has successfully managed local, regional, national, and international events. Whether you are a faculty member or state or county staff, CPM can help with your events.

CPM assigns a lead contact to each event to ensure your conference runs smoothly. Your single point of contact works with you throughout the process—during the planning period, onsite at the conference, and when the event is over.

CONFERENCE PLANNING AND MANAGEMENT REGISTRATION SERVICES offers full service professional registration services to fit the needs of your event and to make the process seamless for both you and your event attendees. From event registrations for 5 to 15,000, CPM Registration Services' wide range of services and flexibility allow you to create the registration experience that is specific to your event attendees.

This institution is an equal opportunity provider. For the full non-discrimination statement or accommodation inquiries, go to www.extension.iastate.edu/diversity/ext. ADV.20.28B. September 2020.