

COMMUNITY FOOD SYSTEMS

Certification

Community Food Systems- Assessor Certification

Part 1: Course Information

Course Description: This certification is for individuals interested in offering the assessor components of Community Food Systems process within Phase 1 and technical assistance related to mapping.

Timeframe: Participants will have 4 months to complete certification and is assessed at 60 hours' time or 4 hours/week for 16 weeks.

Certification Objectives:

Assessor: Modules 1, 3 and Mapping 101. This includes assisting in the community food systems assessment, snapshot, and resource manual, as well as developing maps for decision making.

Mapping 101: This is offered as a separate certification but is included in the Full and Assessor certifications through Community Food Systems. Mapping 101 is appropriate for individuals interested in understanding how to create maps for decision making and building new skills in QGIS for data and map development.

Part 2: Course Requirements

Completing Assignments: You must complete all module activities to receive a Community Food Systems Certificate of Completion. All assignments for this course will be submitted electronically through Moodle unless otherwise instructed.

Important Note: Activity and assignment details will be explained in detail within each learning module. If you have any questions, please contact your instructor.

Part 3: Grades

You must receive 80% or above on all activities to receive your Certificate. You will receive feedback and a grade from instructors on assignments before scheduled cohort meetings.

Viewing Grades in Moodle

- Click into the course
- Click on the Grades link in the Settings Box to the right of the main course page



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Part 4: Course Methods and Delivery

Course/Technical Requirements:

- Internet connection (DSL, LAN, or cable connection desirable)
- Adobe Flash Player
- Adobe Acrobat Reader
- Audio out and audio in
- QGIS: must be able to download the free QGIS software

Workshop Binders: It may be helpful for you to follow along in your binder while completing modules as some activities are like those completed in the workshop. If you took notes, information shared during the workshop between your cohort may also be helpful in completing assignments.

Moodle Access: This course is delivered online through Moodle online learning platform. If you need technical assistance at any time during the course, or to report a problem with Moodle, please contact the Moodle assistance contact below. For any assistance with course enrollment/cancellations or questions about course content please email kaleyh@iastate.edu.

Moodle Assistance Contacts:

Moodle username and password assistance	515-294-1725
Technical assistance with Moodle	515-294-1725
Enrollment and cancellations	kaleyh@iastate.edu
Content questions	court7@iastate.edu



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Outputs:

Following **completion of the certification** you will receive all transferrable materials and templates related to your certification.

Assessor:

- Marketing materials
- Fee for Service and Community Food Systems Applications
- Community Food System Menu of Tactics
- Public input session tactic posters
- Community Input Tools: surveys/ evaluations/ directory templates
- QGIS Maps and Data Links
- Templates:
 - Research Manual
 - Snapshot
 - Maps Layouts
 - Community Food Systems Assessment

Mapping 101:

- QGIS Maps and Data Links
- Map reports
- Templates
 - Reports
 - Map design guidelines



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Part 5: Course Outline

Cohort Timeline: While going through the certification you will have the opportunity to participate in cohort meetings that are scheduled through Zoom. This is optional for your certification.

This is a separate attachment in your email

Module 1: Community Food Systems Framework

Goal: Individuals will understand the Community Food Systems process and where they fit.

***Following completion of your certification you will receive all templates for Fee for Service and Community Food System Application*

Introductory Presentation: Melissa Clampitt: Need for Community Food Systems

1.1: Community Food Systems Framework

Overview: This section is a welcome to the Community Food Systems program and reviews logistics for the certification.

Outcomes: Participants will understand the logistics for going through the community food systems certification.

***Following completion of your certification you will receive all templates for CFS Application, meeting notes + presentations, public input sessions + tactic posters, input mechanisms, and marketing materials*

Required Activities:

1.1.1 Presentation 1: Community Food Systems Certification Logistics

Optional Activities:

Profitability of Local Food Markets

1.2: Internal organization the Community Food Systems process

Overview: This section will provide an overview of the internal organization of the Community Food Systems program and a transferable model for financial sustainability, outreach, implementation, and research. This includes an in-depth review of each type of certification role in their process.

Outcomes: Participants will understand the certification offerings; and how their certification fits within the process. Participants will understand how the Community Food Systems process can be used for food systems development in their communities and regions. Participants will think through potential ways to replicate the community food systems program within their own organizational and team structures as well as in collaboration with Iowa State University Community Food Systems program and think through their approach for a fee for service program and partnerships needed.

1.2.1 Presentation 1: Organization and Transferability

1.2.2 Activity 1: Where do you see the CFS process working for your organization?

(for example, part of revenue generation? As a collaborative effort? This is just a skill set I'm going to use, but won't be charging for it)



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1.3: Common Language and Practices

Overview: This section will provide an in-depth overview of common language of community food systems, outcomes for Phase 1 and Phase 2, as well as a review of community food system sectors, asset areas, and all tactics.

Outcomes: Participants will have increased understanding of the timeline and CFS process, common language for working with partners and other certified leaders, awareness of food systems tactics and the ability to consider additional needs for research in their own communities.

Required Activities:

1.3.1 Presentation 1: Community Food Systems Process

1.3.2 Presentation 2: Phase 1 & 2

1.3.3 Activity 1: Determine a community to work with throughout the course of the program (*you will use this community for activities within the modules- conducting meetings, creating templates for projects, developing a food systems assessments, and identifying priorities etc. This can be of any scale and will hopefully address a need in your community for capacity development*).

1.3.4 Reading 1: Community Food Systems Toolkit Booklet

1.3.5 Activity 1: Download the Community Food Systems tactics checklist and research if they exist in your community. Check all that are available and provide a contact and website as appropriate.

Tips:

1. Before you continue, create a plan for time to complete each module--> identify time in your calendar and make it a priority
2. State Cohort: You received a list of your cohort by state prior to starting your certification. Consider reaching out to them to determine a way of working together. This is particularly important for Full, Facilitator, and Assessor certifications, but may be helpful for TA certifications as well in terms of planning how to develop your CFS team in your state.
3. Certification Cohort: In your registration email you received a syllabus based on your level certification that included a cohort call timeline. If you would like additional support and assistance, consider joining those calls as needed.
4. Start to identify and consider your priorities. What is your goal for becoming certified in Community Food Systems? For example, becoming a trainer, a consultant around your state or region, you want to help your local community, etc.

Module 1 Evaluation



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Module 3: Community Food Systems Assessments

Goal: Individuals will learn new skills for conducting a community food systems assessment, including primary and secondary research techniques, visualizations, and report generation.

***Following completion of your certification you will receive all templates for Research Manual, Snapshot, Maps Layouts, and CFS Assessment*

Introductory Presentation: Ron Rainey: Local Food Systems Mapping

3.1: Introduction- Importance of Community Food Systems Assessments

Overview: This section provides an overview of multiple platforms for food systems assessments and mapping. It will discuss the need and importance of imaging and mapping as a resource for community food systems assessments. Additionally, it will review the Community Food Systems method for conducting a Community Food Systems assessment including Research Manual, Snapshot and Assessment.

Outcomes: Participants will have improved understanding of food systems assessments and the Community Food Systems framework for conducting an assessment. Additionally, participants will know new sources for finding relevant information and data.

Required Activities:

3.1.1 Presentation 1: Community Food System Assessment Introduction

3.1.2 Reading 1: Local Food Economics- Framing Your Assessment Process

3.1.3 Activity 1: Connect with your cohort and determine what sections of the assessment you and cohort partners are going to work on throughout the rest of the module. Write which asset area you will focus on for the research manual as well as which sector you will focus on for the Community Food Systems assessment and snapshot. This activity must be uploaded and submitted by file (all file types accepted).

3.2 Research and Asset identification

Overview: This section will provide a comprehensive overview of the process for the Community Food Systems assessment, beginning with the development of a research manual.

Outcomes: Participants will understand how to create a research manual for a community asset area.

3.2.1 Presentation 1: Research Manual Overview

3.2.2 Presentation 2: Research Manual Walkthrough

3.2.3 Reading 1: Local Food Economics- Using Secondary Data

3.2.4 Reading 2: Finding Quick Stats

3.2.5 Reading 3: Local Food Economics- Primary Data

3.2.6 Activity 1: Download the example Research Manual and read to understand and become familiar with how information is organized

Want time to discuss the research manual? We will talk about this during the cohort meeting, or reach out to Courtney Long to schedule a 1:1 about research manual and data gathering: court7@iastate.edu.



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3.2.7 Activity 2: Download the research manual template and fill in content for the asset area you determined. Submit your resource manual section for grading. Please note, this may take several hours, so take your time and reach out if you would like assistance in finding information, data, etc. Research manual template

Want time to discuss the research manual? We will talk about this during the cohort meeting, or reach out to Courtney Long to schedule a 1:1 about research manual and data gathering: court7@iastate.edu

Suggested Reading:

Growing Food Connections: Policy Database
Data Suggestions worksheet

3.3 Mapping

Overview: This section will provide an overview of the basics of GIS, the QGIS open source software, and common publicly available GIS datasets that can be used for food systems mapping.

Outcomes: Participants will know what GIS is, how it can be used in the food systems context, and will be able to create a map with the QGIS opensource software. Participants will also know new sources for finding relevant data.

Required Activities:

3.3.1 Reading: Terms
3.3.2 Presentation 1: What is GIS

Optional Activities:

Map forms
Tools of the Geographer
Types of Thematic Maps
Video: Data Sources Final

Required Activities:

Download the Essentials of QGIS Workbook before proceeding with activities and presentations. It may be helpful to have the workbook open in a different window, second screen or printed while installing QGIS software and downloading the CFS Data Package.

In addition, follow instructions provided below for either Windows or Mac to download and install QGIS on your computer.

CFS Data Package folder
Windows-QGIS software download instructions
Mac-QGIS software download instructions

3.3.3 Presentation 2: Interface Navigation

Optional Activities:

Supported Data Formats
Exploring Data Formats and Fields
Files and Data: Vector and Raster



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Working with Web Map Service Data
OS GEO LIVE
GeoSpatial Data Gateway
Web Feature Services Lesson

3.3.4: Presentation 3: Accessing and working with GIS data
3.3.5: Presentation 4: Styling Layers
3.3.6 Presentation 5: Adding Labels
3.3.7 Presentation 6: Making a Map and downloading
3.3.8: Activity: Submit your map

3.4: Making the Document

Overview: This section reviews the community food system assessment, which includes coalition information, maps, data, and input sessions. This section walks through the development of a community food systems assessment and community food systems snapshot.

Outcomes: Participants will be able to create a place-based community food systems assessment and snap shot utilizing the ISU Community Food Systems template.

Required Activities:

3.4.1 Presentation 1: Community Food Systems Assessment and Snapshot

Download and review the 2-Pager, CFS Assessment example and template.

3.4.2 Presentation 2: Community Food Systems Assessment Walkthrough

3.4.3 Activity 1: Transfer your section of the resource manual into your CFS assessment within the sector that you have chosen-- work with your cohort to aggregate additional information for your sector and share your asset information from the research manual as appropriate (This may take several days) Submit your sector section of the assessment.

3.4.4 Activity 2: Download and review the example Snapshot and template

3.4.5 Presentation 3: Creating a Community Food Systems Snapshot (Walkthrough)

3.4.6 Activity 3: Transfer the completed sections of your asset and sector from module 3 into your Snapshot, as well as the tactic from Module 2. Submit your sections of the Snapshot.

Module 3 Evaluation



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Mapping 101

Goal: Mapping and visual aids helpful tools to express concerns or opportunities for new projects or existing issues within businesses and organizations. Participation in this program will lead to new skills in mapping techniques, unique input models to garner feedback, comprehensive reports utilizing qualitative and quantitative information, and resources to find necessary data for decision making on multiple scales from business development, organizational work and community food systems assessments.

Introductory Presentation: Ron Rainey: Local Food Systems Mapping

Module 1: Introduction to Mapping for Food Systems

Overview: This section will provide an overview of the need for mapping and how they can be used for decision making.

Outcomes: Participants will have increased understanding of the importance of mapping and appropriate ways to utilize both visualizations and assessments within business development, organizational pursuits, and community foods systems.

Required Activities:

- 1.1 Presentation 1: Introduction to Mapping
- 1.2: Reading 1: Local Food Economics- Framing Your Assessment Process
- 1.3: Reading 2: Local Food Economics- Using Secondary Data
- 1.4: Reading 3: Finding Quick Stats
- 1.5: Reading 4: Local Food Economics- Primary Data
- 1.6 Reading 5 Local Food Economics- Engaging Community Process With Data
- 1.7 Activity 1: Reflect on a project need for a business, community design, etc. Using the template provided, write about the type of map you would need to articulate a change, issue, or opportunity. Describe in detail the context, scale, conditions of the business, etc. How many maps do you need to create to describe your project?

Optional Activities:

USDA Economic Impact Toolkit

Module 2: Creating a Map

*Assessors may skip to section 2.9 at this point, because they have already completed Module 3 in CFS**

Overview: This section will provide an overview of the basics of GIS, the QGIS open source software, and common publicly available GIS datasets that can be used for food systems mapping.

Outcomes: Participants will know what GIS is, how it can be used in the food systems context, and will be able to create a map with the QGIS opensource software. Participants will also know new sources for finding relevant data.



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Required Activities:

- 2.1 Reading: Terms
- 2.2 Presentation 1: What is GIS

Optional Activities:

- Map forms
- Tools of the Geographer
- Types of Thematic Maps
- Video: Data Sources Final

Required Activities:

- 2.3 Presentation 2: Interface Navigation

Optional Activities:

- Supported Data Formats
- Exploring Data Formats and Fields
- Files and Data: Vector and Raster
- Working with Web Map Service Data
- OS GEO LIVE
- GeoSpatial Data Gateway
- Web Feature Services Lesson

- 2.4: Presentation 3: Accessing and working with GIS data
- 2.5: Presentation 4: Styling Layers
- 2.6 Presentation 5: Adding Labels
- 2.7 Presentation 6: Making a Map and downloading
- 2.8 Activity 1: Create a map using the CFS Data Package that you downloaded in QGIS.
- 2.9 Presentation 7: Creating New Data Layers
- 2.10 Activity 2: Create a map with one or more layers by following the Presentation 6 tutorial.
- 2.11 Presentation 8: Analysis and Assessment
- 2.12 Activity 3: Create a map analysis and include a narrative of what data your map is showing.

Module 3: Creating the Report

Goals: This section will describe the process of taking a GIS map and making it into an analysis report. It will review a project design, as well as share templates for layouts.

Objectives: Participants will create their own place-based map based on their reflections in section 1. Participants will develop a report and will receive feedback and critique from Mapping 101 teachers.

Required Activities:

- 3.1 Presentation 1: Building Your Map



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Optional Activities:

Presentation: Community Input Sessions

Required Activities:

3.2 Reading 1: Color Schemes

3.3 Activity 1: Determine which layers you need to create a map. Create a color scheme and 1 map showing environmental conditions surrounding your business or region.

3.4 Activity 2: Create a final report regarding your proposal. Submit at least one map with a legend and narrative to describe what you are trying to show.

Mapping 101 Evaluation

