

Charter for Recovery Initiative Teams (I-Teams)

ISU Extension and Outreach has identified six priority initiatives focused on assisting Iowans in recovery from the challenges of 2020 caused by COVID-19, recession, drought, derecho, and other factors impacting our state. Each initiative will be led by a team of subject matter experts including program specialists, county services, and operations. This charter describes expectations for the I-Teams regarding leadership, program areas, outputs, outcomes, communication, evaluation, and reporting.

Organization and function

COVID Recovery Implementation Committee (CRIC)

- Comprises representatives of each Initiative Team, ISU Extension and Outreach leadership, and the COVID Recovery Operations Committee
- Meets regularly to provide direction and coordination and address questions that arise
- Communicates across teams and to ISU Extension and Outreach leadership
- Coordinates evaluation, reporting, and external communication

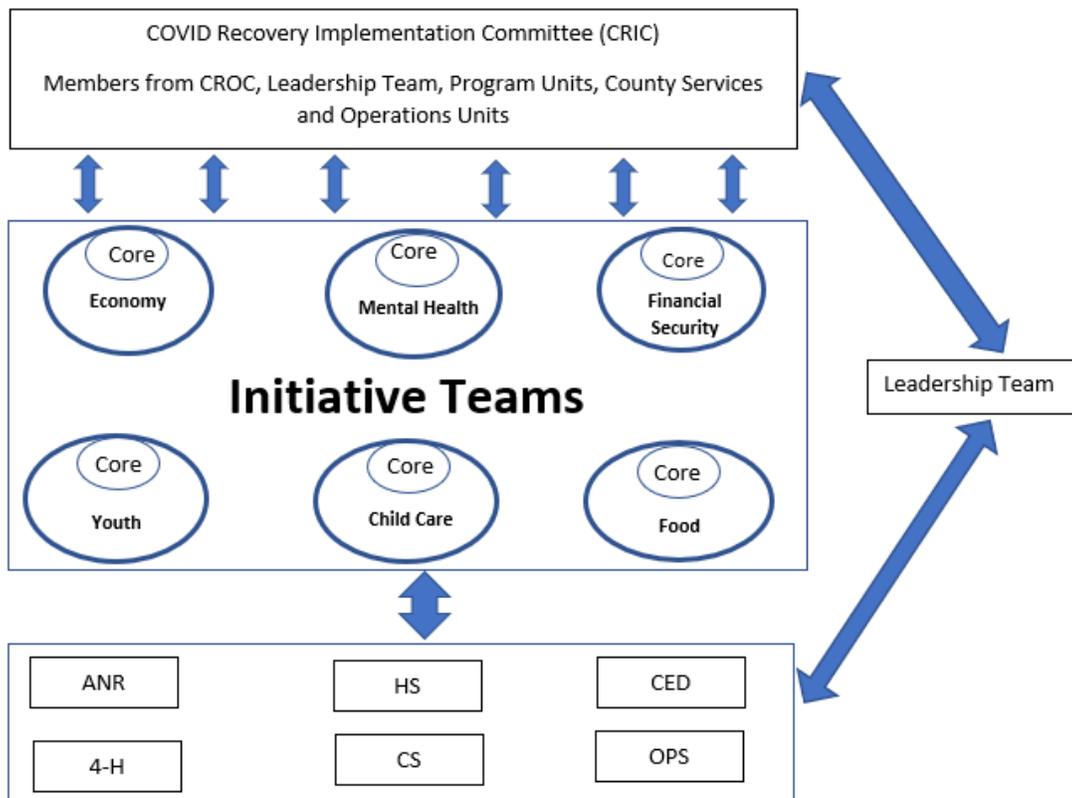
Initiative Teams (I-Teams)

- Each initiative will have an interdisciplinary I-Team.
- Anyone can join an I-Team to receive communication and share ideas via a listserv.
- Core team members will provide direction and leadership for the initiative and include subject matter experts from program areas, county services, and operations from across appropriate units of ISU Extension and Outreach.
- Core members will designate team chair and co-chair to lead team meetings and represent initiative on the CRIC.
- I-Teams will identify and request support and resources.
- I-Team core members have the following roles and responsibilities:
 - Program, curriculum, product, engagement, and activities identification and evaluation
 - Review recovery initiative and refine description and scope.
 - Model interdisciplinary thinking and programming.
 - Designate current ISU programs, curricula, products, engagement, and activities that address the initiative that meet the Curriculum Review Process standards.
 - Review and designate products from other LGUs or partners that address the initiative and follow the Curriculum Review Process.
 - Focus on a relatively small number of offerings that counties/regions can choose to create a visible, feasible, and impactful action plan. Designate these offerings from across the program units as meeting the initiative goals.
 - Identify gaps in program offerings relative to appropriate requests and determine if and/or how to address the gaps.
 - Assure appropriate evaluation and reporting are part of program offerings.

- Identify what, if any, common measures can be aggregated across the initiative.
- Determine goals and procedures for determining impact including change in knowledge, change in behavior and change in condition.
- Leadership, communication and coordination within initiative
 - Lead iterative process with counties/regions to choose, implement, and evaluate programming.
 - Communicate regularly and effectively with counties that choose the initiative as a priority (listserv, webinars, etc.).
 - Provide a forum for sharing ideas and addressing challenges.
 - Utilize MyData to monitor information on programming activity.

Program Units

- Provide representatives to the appropriate I-Teams
- Nominate programs, curricula, engagement, and activities to the appropriate I-Team
- Communicate about program planning for I-Team designated programs
- Coordinate professional development when appropriate, including program specialists and county staff engaging in program delivery



Proposed timeline

October 9

- Designate and contact I-Team core members.
- Name CRIC members.
- Program units begin nominating offerings for I-Teams.

October 16

- CRIC meets and discusses charge, expectations, and support for I-Teams.
- Identify I-Team chair and co-chair.

October 23

- Host webinar to launch the I-Teams.
 - I-Team core members and CRIC meet with vice president for charge and questions.
 - Breakout rooms by I-Team will start the process.
 - Begin process of designating existing offerings that address Initiative.
- Provide each I-Team with logistical support for scheduling meetings, taking notes, and monitoring progress against the timeline and goals.

November 20

- Full I-Teams meet to begin sharing ideas.
- Continue regular virtual meetings through at least March. I-Team determines frequency.
- CRIC meets weekly to monitor progress, address questions, and communicate to I-Teams.