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EXTENSION

Institute of Food and Agricultural Sciences

## Effective Design Teams<sup>1</sup>

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### State Major Programs and Design Teams

A State Major Program (SMP) is an interdisciplinary programming effort that focuses on a major issue or situation that requires the expenditure of human and financial resources on a problem of importance to a relatively large audience. Once a program has been labeled a "State Major Program", a *Design Team* is established to provide leadership for addressing the issue through educational programs.

### Purpose of a Design Team

Design Teams must see their purpose in four major areas. The purposes of a Design Team are to:

- help County Faculty with the *planning* of county major programs that make up state major programs;
- identify, develop, and/or help obtain educational materials needed to support county major programs;
- give leadership to the *implementation* of SMP and support the *implementation* of the county major program throughout the program term;
- give leadership to SMP *evaluation* efforts, and facilitate and support individual county major program *evaluation* efforts.

### Function of an Effective Design Team

Design Teams coordinate expertise and resources in the establishment of priorities and also provide a refined focus on problems and issues of concern to people. This involves the comprehensive planning, development, and evaluation of a set of educational subject matter and appropriate methods of delivery. In doing so the following functions are important for the Design Team to accomplish:

- Identify a common mission and vision centered on their SMP.
- Communicate clearly with team members, Program Leaders, and Extension Administration.
- Use group process and team-building skills in the program development, implementation, and evaluation stages of the Plan of Work.
- Stay current with issues surrounding their SMP, continuing to explore stated and emerging needs.
- Design and implement a comprehensive research-based curriculum utilizing adult or youth development education principles appropriate for their targeted audience.
- Develop and provide appropriate and relevant educational materials.
- Lead an educational program focused upon educational outcomes.
- Empower County Faculty in learning and teaching.

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1. This document, PE056, is adapted from Fact Sheets PE-53 and PE-31, a series of Program Evaluation and Organizational Development, Florida Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida. First published: October 1993 and October 1990. Revised: October 2001. Please visit the EDIS Web site at <http://edis.ifas.ufl.edu>
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- Plan an evaluation methodology for a full range of output, outcome and impact indicators.
- Report accomplishments and achievements to strengthen the SMP and fulfill state and federal reporting requests.

## A Design Team Self-Assessment

Design Team leaders and members may use the following check list as a self-assessment tool for the Team.

- The SMP Team Mission has been identified and agreed to by the team members and posted.
- County and State Faculty actively participate in meetings.
- Current research or known issue-based information is shared regularly with team members.
- The Plan of Work is based on citizen/industry/societal needs.
- The Plan of Work is capable of being addressed through education.
- The Program Leaders, Extension Administration, and team members have a planned Design Team calendar and minutes of each meeting are shared.
- A quality In-Service Training for County Faculty is planned and implemented (See Fact Sheet on Measures of a Quality In-Service Program).
- Committee members know each other and work together toward common goals on the team.
- The team is able to accomplish specific tasks at each meeting or subcommittee meeting.
- Proposals are written to further develop the Plan of Work.
- Output, Outcome and Impact Indicators are measurable and communicated to County Faculty.
- The curriculum is comprehensive in scope and utilizes adult/youth development education principles appropriate for the targeted audience.
- County Faculty have active teaching roles.
- County Faculty use the evaluation tools, reporting clearly indicators and impacts in local program reports.
- Reports are thorough and submitted on time.

## References

- Fact Sheet PE-31 Role of a Design Team, October 1990  
Fact Sheet PE-56 Concept of State Major Programs and Design Teams, December 1994  
Fact Sheet PE-49 Concept of a Major Program, January 1994  
Circular PE-63 Extension Specialist's Role and Responsibility Statement, July 1996

## Recommended Web Sites for Current SMP Plan of Work and AREERA

**POW:** <http://www.ifas.ufl.edu/~smpweb/>  
**AREERA:** <http://pdec.ifas.ufl.edu/>  
**Faculty Web Modules:**  
<http://pdec.ifas.ufl.edu/newfaculty.htm>