

North Dakota State University Extension Service CASD Climate Assessment Process

I. Acceptance, Adoption and Training

- A. Co- coordinators introduced the Climate Assessment to the Extension Leadership Team at a leadership team meeting. Discussion followed. Questions were asked and answered.
Timeline was discussed and agreed upon by the leadership team members.
- B. The Director sends an e-mail to all staff members announcing the Climate Assessment and encouraging participation.
- C. District Directors agreed to introduce and administer the Climate Assessment at District meetings.
- D. Co-coordinators agreed to introduce and administer the Climate Assessment at the spring Support Staff Conference, to Extension specialists during the annual Extension/Research conference, and to EFENP/FNP agents and nutrition education assistants during the Extension/Research conference.
- E. The co-coordinators put together a format for administering the climate assessment (available in a separate document). The format was reviewed with the District Directors and questions were answered.

II. Administration of the Survey

- A. The CASD co-coordinators provided each District Director with brown envelopes, copies of the survey and enough sharpened pencils for their agents.
- B. Surveys were administered at district meetings.
- C. Each individual placed their survey in a brown envelope and sealed the envelope. Envelopes were deposited in a box and returned to the Assistant Director, Nutrition, Youth and Family Sciences' office.
- D. Similar procedure occurred with the other groups.
- E. Brown envelopes were all mailed to Sue Rankin for entry and analysis.

III. Sharing the Results by Power Point (in this order from first to last)

- A. NDSU Extension Service Catalyst Team (co-coordinators)
- B. NDSU Extension Service Leadership Team (co-coordinators)
- C. NDSU Extension Service Agents (Extension Assistant Director, Agriculture and Natural Resources; Animal Science Extension Specialist, Family, and Consumer Science Agent – all members of the Catalyst Team)
- D. NDSU Extension Service Support Staff Conference (co-coordinators)
- E. NDSU Extension Service EFNEP/FNP Conference (one of co-coordinators)

IV. Determining Professional Development Based on Results

- A. Catalyst Team and Extension Leadership Team reviewed the results and made recommendations for professional development options.
- B. Professional development options were listed on a handout and each member of the organization was asked to identify five of their choices for professional development.
- C. Suggestions were compiled and prioritized.
- D. Professional development opportunities related to the most frequently reported choices have been conducted; others will be scheduled for future gatherings.
- E. Training resources related to organizational issues identified in the climate survey were researched and reviewed; some have already been purchased and are being used in various organizational settings.

V. Professional Development Conducted at

- A. Extension/Research Conference
- B. District Meetings
- C. Other gatherings where professional development opportunities are included.

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