

# GLOSSARY

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**ACTION PLAN** – A detailed description of how a program will be conducted.

**BASE PROGRAM** – A major educational effort of ongoing priority programs central to the Cooperative Extension mission.

**COALITION** - Individuals or organizations working together in a common effort for a common purpose to make more effective and efficient use of resources.

**COLLABORATION** - The process of individuals or organizations sharing resources, ideas and responsibilities jointly to plan, implement, and evaluate programs to achieve common goals.

**CONTRACT/SUBCONTRACT** – A signed written agreement between UNHCE and another party to conduct educational programs.

**COOPERATION** - Individuals or organizations working together to accomplish a common goal.

**COUNTY COMMISSIONER** – An elected official responsible for the operation of county government.

**COUNTY CONVENTION** - A body of county government.

**COUNTY DELEGATION** - All elected representatives to the NH General Court from one county.

**DATA COLLECTION METHODS** - Ways of collecting information to mark progress towards reaching key objectives, outcomes and impacts.

**DISCIPLINE** - A field of study. UNHCE disciplines are grouped in the following program areas:

- Forestry and Wildlife
- Sea Grant and Water Resources
- Family & Consumer Resources
- 4-H Youth Development
- Agricultural Resources

**DISCIPLINARY** - Individuals from the same discipline group (as described above) work on a common issue including program planning, implementation, evaluation and reporting. The effort may be inter-county, intra-county or multi-state.

**INPUTS** – Resources invested in programs (staff time, fiscal resources, etc.)

**DEPARTMENT OF AGRICULTURE (USDA)** - The United States Department of Agriculture is the federal funding partner for Extension through the Cooperative State Research, Education and Extension Service (CSREES).

**EXTENSION EDUCATOR** - An Extension employee who delivers educational programs to clientele in a particular county.

**EXTENSION SPECIALIST** – An Extension employee providing statewide leadership in educational program development and evaluation in an assigned subject matter area in alignment with the program area’s vision and goals. Extension Specialists facilitate the application of research-based knowledge and information from the University of New Hampshire, the nationwide Land-Grant System and other sources of reputable research.

**FISCAL YEAR** –A 12-month period used for accounting, which may differ from the calendar year of January through December.

**GIFT** – A direct donation from an individual, group or company to UNH Cooperative Extension for educational programming.

**GRANT** - Funding given for a specific program or project, usually from a private source or public agency.

**GRANT AGENCY** - An agency that is given a grant of money from the county budget to operate. A grant agency is not a part of county government. An example of a grant agency is a county conservation commission.

**HATCH ACT 1887**- Legislation establishing the Agricultural Experiment Stations.

**HATCH GRANT** – Funding given to Land Grant University faculty for agricultural research through the Agricultural Experiment Station.

**IMPACTS** – Long-term changes in social, environmental, civic or economic conditions.

**IMPACT REPORTING** – A description of educational program efforts and their related outcomes that lead to changes in social, environmental, civic or economic conditions.

**INDICATORS** – Items measured throughout an educational program to determine progress toward intended outcomes and impact.

**INTERDISCIPLINARY** - Individuals from two or more discipline groups work together on a common issue. The program effort is shared across disciplines including planning, implementation, evaluation and reporting. The effort may be inter-county, intra-county or multi-state.

**ISSUES** - Matters of wide public concern; often related to base programs and inter-disciplinary initiatives.

**KEY OBJECTIVES** – The measurable, highest priority intentions of an educational program.

**LAND-GRANT COLLEGE** - An institution of higher education sustained and supported by the Morrill Acts, the Hatch Act, the Smith-Lever Act and subsequent legislation. These colleges are charged with making college resources accessible to the public.

**LOGIC MODEL** – A tool for Extension program development, implementation, evaluation and impact reporting.

**MEMORANDUM OF UNDERSTANDING (MOU)** - The document which bonds the University of New Hampshire with county government or other partners in educational programming.

**MORRILL ACTS** - Legislation which increased funds to the land-grant colleges; it created 17 predominantly black land-grant colleges in the southern states in 1890.

**NATIONAL INITIATIVE** – An educational program response to important societal problems of broad concern.

**OBJECTIVE** - A statement indicating measurable intended results of a program.

**OUTCOMES** – Short term changes in learning and medium term changes in action for program participants. Long term outcomes are also known as “impacts.”

**OUTPUTS** – Program audiences reached and activities conducted related to intended outcomes and impacts.

**PARTNERSHIP** - Individuals or organizations working together side-by-side to accomplish a common goal through a shared purpose and responsibility for outcomes and impacts.

**PLAN OF WORK** - A document identifying how Extension staff will focus their work over a fixed time period including intended impacts, action and evaluation plans.

**POSITION DESCRIPTION** - Information describing the job of a UNH Cooperative Extension employee commonly used for staff recruitment and performance management.

**PROGRAM AREA** – A unit of UNH Cooperative Extension staff who work in a similar discipline. (See “discipline” for the five program areas of Extension.)

**PROGRAM ASSOCIATE** - An Extension employee under general supervision of a designated supervisor, responsible for assisting an Extension Educator in implementing and evaluating programs to meet educational objectives.

**PROGRAM LEADER** - An Extension employee who provides statewide leadership for a program vision and mission, securing and managing human and fiscal resources, and directing program development, marketing, implementation, evaluation and reporting to achieve the vision and mission. The program leader also facilitates the application of research-based knowledge and information from the University of New Hampshire, the nationwide Land-Grant System and other sources of reputable research.

**RESEARCH/EMPIRICAL BASE** - Data which supports a claim or situation.

**SITUATION STATEMENT** - Conditions indicating the need for Extension programming.

**SMITH-LEVER ACT** - Legislation establishing Cooperative Extension in 1914.

**STATE ADVISORY COUNCIL** - A body composed of two representatives from each county advisory council, the state representative to the Council of Agriculture, Research, Extension and Teaching, and up to five members “at large.”

**TARGET AUDIENCE** – A specific group of people focused on for specific program impact.

**TRIPARTITE** - Consisting of three parts.

**1890s COLLEGES** - Historically black land-grant institutions in 16 southern states. Tuskegee University is included.

**4-H** - A youth development program of Cooperative Extension. The 4 “Hs” stand for Head, Heart, Hands, and Health.