

## ANNUAL EVALUATION & GOALS

**To be used by all Academics in all titles not seeking an advancement.**

**For the Period October 1, 2018– September 30, 2019**

Due by deadline set by your supervisor. Recommended to be completed in autumn 2019.

Uploaded into Interfolio by February 7, 2020

The annual evaluation process is intended to provide an academic and their supervisor an opportunity to discuss the academic’s annual activities, progress towards realizing goals, and future directions. In general, the annual evaluation should document the past year’s activities, accomplishments, and impacts. Check the annual evaluation guidelines for instructions on how to acknowledge online that the review took place.

*For guidance in completing the Annual Evaluation, see “Guidelines for Preparing Annual Evaluations” at <http://ucanr.edu/ae guidelines>. Save your Annual Evaluation as one PDF document and upload to Interfolio.*

**Name:**

**Title:**

4-H Youth Development Advisor

**County/Program:**

### I. POSITION DESCRIPTION

*Upload your most current position description to Interfolio; also send to your supervisor(s).*

<i>Specific Goals</i>	<i>Anticipated Collaborators</i>	<i>Anticipated Outcomes and Impacts</i>	<i>Progress Towards Goal (including any new collaborators or outcomes/impacts)</i>
By September 30, 2019, submit at least 4 conference proposal presentations over the next year on youth development, program development, and/or reaching underserved audiences.	4-H Advisors – In & Out of State	Provide professional development to other professionals, building my own professional competence, and increasing knowledge base.	Successfully submitted at least (7) conference presentations. Presentation proposals were submitted to the following conferences. 2020 Hawaii International Conference on Education (Accepted) – Adapting A Youth Program for Hispanic/Latinx Youth Audiences American Association of Family & Consumer Sciences 2019 Annual Conference & Expo (Accepted) – Adapting A Youth Program for Hispanic/Latinx Youth Audiences National Urban Extension Conference 2020 (1 Accepted/1 Not Accepted) - Creating High Quality & Accessible Programs: Culturally Adaptive 4-H Programs

			<p>Pacific Northwest 4-H Conference (Accepted) – Adapting A Youth Program for Hispanix/Latino Audiences</p> <p>2019 Epsilon Sigma Phi National Conference - Adapting A Youth Program for Hispanix/Latino Audiences</p> <p>National Association of Extension 4-H Agents 2019 Conference (not accepted)</p>
<p>Begin Needs Assessment by October 2018</p>	<p>4-H Advisors, 4-H Staff, Community Stakeholders, 4-H members and volunteers,</p>	<p>Identify local and state community needs to help inform our programs</p>	<p>I began the needs assessment for both counties. Needs Assessment has included gathering data from other data sources, informal interviews with local key stakeholders, and attending local meetings and conferences to gather information on local needs.</p>
<p>By February 2019, begin to create brave spaces and establish a culture of having crucial conversations at a local level.</p>	<p>4-H Advisors &amp; 4-H Staff</p>	<p>Develop spaces in which crucial conversations can happen about diversity and inclusivity and needed change, contribute to UC ANR public value of developing an inclusive and equitable society.</p>	<p>I have established Creating Brave Spaces with 4-H Staff. 4-H Staff have on several occasions used brave spaces when having difficult conversations. This has also included trainings on topics such as Engaging Latinx Youth &amp; Families &amp; microaggressions for both 4-H and CalFresh Staff.</p>
<p>Submit at least one journal article publication by January 2019 on either youth development, program development, and/or reaching underserved audiences.</p>	<p>4-H Advisors – In &amp; Out of State</p>	<p>Contribute to the body of knowledge in youth development, program development, and reaching underserved audiences.</p>	<p>Successfully submitted a Journal Article to the Journal of Youth Development titled, “Developing a Youth Entrepreneurship Program to Reach Hispanic/Latinx Youth” in December of 2018. Received a response December 2019 requesting edits and resubmission. Resubmitted with edits January 4, 2020.</p> <p>Successfully published a journal article in the Journal of Extension, “Youths Learn Responsible Use of Credit Cards” in October 2018.</p>
<p>Assess local 4-H programs for equity and inclusivity – by September 2019 implement at least 1 or 2 changes in practice that</p>	<p>4-H Advisors, 4-H Staff, local stakeholders</p>	<p>Contribute to UC ANR public value of developing an inclusive and equitable society</p>	<p>Created a True Leaders in Equity Youth Team that can help assess our local program for equity. Currently trying to build up this team and provide them with</p>

will create a more inclusive program.			training.
Co-Present at 4-H Camping Institute in January 2019 on Exploring our Individual Camp Data: The Staff Experience and present outcome data to Camp Advisory and participating camps.	4-H Advisors, 4-H staff, 4-H Volunteers & members	Present camp evaluation data so camps can assess for program quality and areas of improvement	Successfully presented at the 4-H Camping Institute in January 2019.
Provide support and direction on local STEAM programs by supporting staff and volunteers to expand STEAM program, adding at least 5 STEAM programs to our county by September 2019.	4-H Advisor, 4-H Staff, 4-H Volunteers & members	Provide youth with opportunities to engage in STEAM programs, provide students with awareness of pathways to college and careers in STEAM.	Staff have continuously supported the STEM committee. Both counties have also implemented a Computer Science programming related to a National 4-H Computer Science Grant.
Create a fund development plan by September 2019 to raise \$30,000 over the next following year.	California 4-H Foundation, VMO, 4-H staff & Volunteers	Generate program funds	Have successfully found a Fundraising Director for the Volunteer Management Board (VMO). Due to issues with the VMO budget – fundraiser has been postponed till October 2020. Have successfully raised over \$8,000 for one county through grants and donations in 2019.
Create a fund development plan in that includes funding for 4-H Endowment, plan to raise \$100,000 by the end of 2019.	California 4-H Foundation, VMO, 4-H staff & Volunteers	Recharge various donor account, raise funds for 4-H endowment	In collaboration with the California 4-H Foundation, we have successfully raised over \$108,600 dollars. In addition, we also raised over \$25,000 for the Forever 4-H Endowment.

### III. BARRIERS OR OBSTACLES IN ACCOMPLISHING YOUR GOALS

*Briefly describe barriers and progress made to overcome them.*

Overall, most goals for 2018-2019 were met successfully. The following were obstacles and barriers in not being able to fully accomplish 2018-2019 goals.

There are few major barriers that I have been able to identify that impedes my progress on the above goals. One of those barriers has been having to hire and train new staff. I have spent a

considerable amount of time hiring new 4-H Youth Development Staff in both the counties I oversee. Hiring new staff is time consuming. Although I have had assistance with the processes of hiring new staff, this process still required a lot of my time and attention. In addition, to the hiring of new staff, I have also been focusing restructuring our 4-H Youth Development Department for both counties. This restructuring is time intensive now but hope that once we realign and all staff understand their roles and responsibilities this will ultimately free up time for myself and all 4-H staff to really focus on the portions of their position that are the most critical and reduce the amount of time spent on non-essential tasks. Additionally, this realignment in our counties, is congruent with the vision of the State 4-H Office and how they are seeking to restructure 4-H Staff across the State of California. Ultimately, this will increase the efficiency of our overall 4-H Program.

The other major barrier has been 4-H Club and Volunteer Management. Managing 4-H Volunteers is extremely time intensive, especially when managing conflicts between 4-H Volunteers, Clubs, Parents, and Youth. I considerable amount of my time has been derailed by major conflict issues that have risen from the club programs. Although I try to have staff handle and respond to the conflict complaints, often my staff have requested I help manage the conflict. Since the restructuring of our program is new, people are still trying to understand their roles and responsibilities. I hope to continue to provide leadership and direction peoples' roles & responsibilities. In addition, since I have new staff, they also have felt ill equipped to handle the conflict on their own. To address the issue of staff needing more professional development around conflict management, I contacted an individual to provide Conflict Management Training to our staff and opened this training to all other 4-H professionals across the state. I continue to encourage staff to participate in conflict management training and send them opportunities for professional development as I become aware of those opportunities.

The Volunteer Management Board (VMO) has operated with an inadequate budget for many decades. I have been working with the VMO to restructure their budget to reflect both income and expenses. The Fundraising Director and I will continue plans for the 4-H Fundraiser once we are able to restructure the budget to one that can be submitted and presented to potential funders.

#### **IV. PROJECT BOARD REPORTING BY February 1, 2020**

*These are required for annual organizational reporting in Project Board by February 1, 2020.*

*Please indicate you have submitted required annual organizational reporting (check):*

- program outcomes and impacts (reported in Project Board – Themes)*
- Extension activities (reported in Project Board – Activities)*
- review and update clientele group(s) baseline (updated in Project Board – Clientele)*
- clientele contacts (reported in Project Board – Activities)*
- publications (reported in ANR Portal Profile – Bibliography). Include publications developed during the time period covered in this annual evaluation year.*

I have reported the applicable clientele contacts to Project Board (though my understanding is that 4-H clientele is determined via 4-H Online registration) and have updated my

bibliography in my ANR Portal Profile. It is also my understanding extension activities can be recorded in other formats other than through project board. I intend to record my extension activities using a curriculum vitae. The statewide 4-H program determines my clientele group via California Department of Education enrollment figures.

**V. SABBATICAL LEAVE PLAN AND REPORT *(if applicable)***

*Plans and reports for sabbatical leaves completed during the review period.*

**WORK PLAN OR PERFORMANCE IMPROVEMENT PLAN *(if applicable)***

A work plan, recommended for all academics with less than one (1) FTE, describes how the academic will meet advancement criteria at that percent time, for the rank and title. A performance improvement plan is also used when an academic receives a negative advancement decision and/or negative annual evaluation review. The plan, developed between the academic and their supervisor, outlines areas needing improvement, actions to be undertaken, and milestones identified to track progress. Plans should be included with applicable annual evaluations and academic advancements. Information on plans and a template maybe found on the [Academic Human Resources website](#).

*Include goals you intend to accomplish in the coming year, anticipated collaborators, and anticipated outcomes and impacts. You may want to organize your goals according to the themes you are going to use in your program review dossier. Remember to include goals addressing the advancement criteria for your title series.*









**GOALS FOR COMING YEAR**

**For the Period October 1, 2019- September 30, 2020**

Due by deadline set by your supervisor. Recommended to be completed in autumn 2019.

Uploaded into Interfolio by February 1, 2020

*Provide a brief description of goals, collaborators, and anticipated outcomes and impacts, including any barriers or obstacles to achieving these goals.*

**Name:**

**Title:**

4-H Youth Development Advisor

**County/Program:**

**I. GOALS FOR THE COMING YEAR: October 1, 2019- September 30, 2020**

*Include goals you intend to accomplish in the coming year, anticipated collaborators, and anticipated outcomes and impacts. You may want to organize your goals according to the themes you are going to use in your program review dossier. Remember to include goals addressing the advancement criteria for your title series.*

<b><i>Specific Goals</i></b>	<b><i>Anticipated Collaborators</i></b>	<b><i>Anticipated Outcomes and Impacts</i></b>
<b>Theme 1: Increasing College &amp; Career Readiness</b>		
Collaboration on the 4-H Computer Science Grant.	4-H Advisors, 4-H Staff, Community Stakeholders, 4-H members and volunteers Community Organizations & Potential Program Partners	Help Build Computer Science Literacy among youth in our county. Engage more youth in STEAM (Science, Technology, Engineering, Arts, and Math) activities and programs.
Continue Needs Assessment - meet with at least 5 different stakeholders.	4-H Advisors, 4-H Staff, Community Stakeholders, 4-H members and volunteers Community Organizations & Potential Program Partners	Identify local and state community needs to help inform our programs
Attend at least 5 community meetings.	Community Stakeholders, Community Organizations & Potential Program Partners	Identify local and state community needs to help inform our programs on community needs.
Begin to create an internship program.	4-H Advisors, 4-H Staff, Community Stakeholders, 4-H	Helps interns build college & career readiness and learn life skills while helping increase program capacity

	members and volunteers Community Organizations & Potential Program Partners	to engage more youth.
<b>Theme 2: Increasing Diversity, Inclusiveness, &amp; Cultural Competency</b>		
Submit at least one journal article publication by January 2019 on either youth development, program development, and/or reaching underserved audiences.	4-H Advisors – In & Out of State	Contribute to the body of knowledge in youth development, program development, and reaching underserved audiences.
By September 30, 2020, submit at least 5 conference proposals on youth development, program development, and/or reaching underserved audiences.	4-H Advisors – In & Out of State	Provide professional development to other professionals, building my own professional competence, and increasing knowledge base.
Continuing supporting the use of brave spaces and establishing a culture that creates inclusive and supportive programs.	4-H Advisors & 4-H Staff	Develop spaces in which crucial conversations can happen about diversity and inclusivity and needed change, contribute to UC ANR public value of developing an inclusive and equitable society.
Continue to support and grow the True Leaders in Equity Team.	4-H Advisors, 4-H Staff, local stakeholders	Build support for creating equity and inclusivity in our 4-H Programs. Team will help create practices that will create a more inclusive program. Contribute to UC ANR public value of developing an inclusive and equitable society
<b>Theme 3: Leadership</b>		
Create a fund development plan to raise at least \$15,000 over the next year. Continue working with the VMO to restructure their budget and support the fundraising Gala.	California 4-H Foundation, VMO, 4-H staff & Volunteers	Generate program funds
Create a fund development plan that includes funding for 4-H Endowment, plan to raise \$100,000 by the end of 2020.	California 4-H Foundation, VMO, 4-H staff & Volunteers	Recharge various donor account, raise funds for 4-H endowment
<b>General/Other</b>		

## **II. ANTICIPATED BARRIERS OR OBSTACLES IN ACCOMPLISHING YOUR GOALS**

*Provide a brief description.*

I continue to be new to both counties. Learning about both these communities will take a considerable amount of time. Both counties have very different communities embedded within their counties. I am also managing two large counties with large geographical areas. Both counties have different needs and are not open to collaboration with each other and seem to resist sharing an Advisor and staff.

Both counties, consistently bring up policy and programmatic changes they are not content with and getting them to move past those changes will continue to be a challenge. It has been a struggle just getting them to change and update their budget to reflect income and expenses. I continue to plan is to focus on positive youth development with staff and volunteers and try to reinforce that our main goal and objective is to provide positive youth development and anything that hinders positive youth development is not supporting our mission.

Managing two large programs and staff in both counties can take up a considerable amount of time and effort. I know I will need to continue to find times to work virtually or out of the office to focus on academic work with minimal interruptions. I know it can be difficult to balance different responsibilities but setting aside time for academic work will be crucial. Now that I have successfully realigned the 4-H Program Supervisor position, so they can assist with the management and supervision of 4-H staff in both counties. However, it will take a considerable amount of time to refill this position and train the new individual. Hiring and training new staff may continue to be a barrier to being able to focus on my other work. Additionally, I will have to continue to focus on fund development for this individual's salary. Unfortunately, one county has not had a strong fund development plan in recent years and working with the volunteers to align our fund development goals may also be a challenge.

Managing the overall 4-H Program, including the 4-H Club program and the volunteers will likely continue to interrupt my main responsibilities. Conflict management particularly with 4-H volunteers and parents will likely continue to derail my time. Some of the conflict management that occurs in our program can be cumbersome on staff time and at times requires staff to consult with me or that I get involved if the conflict escalates. I am trying to minimize this by making roles and responsibilities of staff clear and by trying to provide professional development opportunities for staff on conflict management. I also hope that with the new search for a new Community Education Specialist Supervisor, that we are able to find an ideal candidate with experience in managing and handling conflict. This would minimize my need to be consulted or involved in conflict management at the club level.

Creating an inclusive and equitable 4-H program will take a social justice lens that management, other advisors, staff and volunteers may not be accustomed to using or lack understanding and can present a lack of support and challenges to my work. I recognize I may need to spend considerable amount of time training staff on how to create brave spaces, have crucial conversations, using a social justice lens, cultural competency trainings such as implicit bias,

microaggressions, culturally appropriate programming, etc so we can discuss the needed program changes that will assist with creating inclusive and equitable culture in 4-H and UC ANR.

Volunteers in both counties have strong historical attachments to the program and will likely be hesitant to change. Because I am very familiar with the challenges of being a faculty of color, the difficulty and challenges of addressing equity, and how extremely emotionally draining and challenging this work is which often leads to burn out, focusing on self-care will be crucial to recharge and prevent burnout. Without the equity work, this position of itself is already very complex and has many responsibilities, being self-aware of burnout and self-care will be crucial to my well-being and overall success.

### **III. SUPPORT FROM SUPERVISOR(S)**

*Briefly describe any support you would find helpful from your supervisor(s).*

I appreciate all the support my CD has provided. I would appreciate her continued support with learning UC ANR's procedures for Promotion and Tenure. I am a kinesthetic learner and learn best by seeing examples. I would appreciate help finding great quality packets that I can use as examples. It would be helpful to meet more often to hold me accountable and to ensure I am on track for promotion and tenure. I also value her willingness to have open and honest conversations around equity and look forward to being able to continue these discussions especially as they relate to supporting the work that I do at a local, state, and national level.