

UC-FSNEP Advisory Committee

Committee description and responsibilities

September 2, 2008

The University of California – Food Stamp Nutrition Education Program (UC-FSNEP) Advisory Committee will advise the state office on all matters related to the efficient operation of the statewide program. The membership of the Committee and their contact information along with the minutes of each meeting will be posted to the UC-FSNEP web page. County advisers, Specialists and other members of the UC community may relay their issues, questions and comments to the Committee by contacting any member of the Committee. Issues for discussion should be forwarded to the Chair of the Committee and will be considered for the Agenda for following meetings. Committee meetings will operate using Roberts Rules of Order and minutes will be prepared for each meeting. The Director of UC-FSNEP serves at the pleasure of the UC Davis, Dean of the College of Agriculture and Environmental Sciences and will be expected to seriously consider, and implement whenever possible, recommendations from the Committee.

Functions of the committee:

1. To identify program educational activities in areas that will continually strengthen UC-FSNEP program goals and objectives.
2. To identify mechanisms to analyze and evaluate the effectiveness of the implementation activities of FSNEP.
3. To provide a framework for coordination of activities, communication with, and dissemination of information to all UC-FSNEP counties.
4. To provide a process for determining programmatic opportunities, needs and improvements.
5. To help coordinate programs with the Network for a Healthy California at the local and state levels and to maximize resources and program delivery.
6. To advise on communication and cooperation with the California Department of Social Services.
7. To advise the program on new and existing curricula, program operations, budget reviews and analyses, annual reports, and annual meetings.
8. To advise the state office on the preparation of the annual plan and the annual final report preparation.
9. To advise the state office on matters related to strategic planning, best practices and the implementation of new policies, especially those mandated by USDA and CDSS.
10. To assist in the coordination of programs with EFNEP and 4-H.
11. To appoint subcommittees in the following areas:
 - a. Conference planning subcommittee to plan the annual UC-FSNEP conference, and the annual administrative conference.
 - b. Program evaluation subcommittee.

c. Curriculum subcommittee

Frequency of meetings:

Committee will meet once each month. Half of the meetings each year will be in person and half by conference call. At least one meeting each year will be held off the UC Davis campus.

Committee structure:

1. Membership, typically 9-12 members. Members may be self nominated, or nominations may be suggested by existing members of the committee, ANR Regional Directors, the CAES Dean's office, or other sources. An annual reminder call will be posted on the UC-FSNEP website requesting nominations for open slots on the committee. All recommendations for membership should be submitted to the Chair of the committee. The committee will evaluate the candidates and propose them to the UC-FSNEP Director for final approval. The term of office will typically be two years. Recommendations for membership will be presented to the Dean of CAES for appointment, and an official letter of appointment will be sent to each new member. The following member categories are recommended:
 - a. One representative from each of the three regions in CA (North Coast and Mountain Region, Central Valley Region, Central Coast and Southern Region) recommended by the Regional Directors
 - b. One person to represent EFNEP (Chair of the EFNEP Advisory Committee or designee)
 - c. One person to represent youth programs
 - d. One person to represent adult programs
 - e. In addition to the representatives for the three regions, one advisor should represent an urban area and another from a rural area.
 - f. One member each from UCR, UCD and UCB.
 - g. ANR HR representative
 - h. Director, UC-FSNEP *ex officio* (non-voting member)
 - i. Program Supervisor, UC-FSNEP *ex officio* (non-voting member)
 - j. Representative from the CAES Dean's office *ex officio* (non-voting member)
2. Officers:
 - a. Chair – will be selected by vote of the committee at the first scheduled meeting every other year. The Chair typically serves for a two year term.

- i. The Chair will develop the agenda for each meeting in consultation with the Committee and the UC-FSNEP Director.
 - ii. The Chair will monitor the activities of the subcommittees and insure that they regularly report to the Committee of the whole.
 - iii. The Chair will communicate closely with the Director of UC-FSNEP to implement suggestions from the Committee.
 - iv. The Chair will communicate with the members of the advisory committee at least twice each month to update them on issues of importance.
- b. Secretary – selected by vote by the Committee for a two year term.
- i. The UC-FSNEP office staff will take the minutes at each meeting of the Committee and pass them to the secretary for editing.
 - ii. The minutes will then be examined by the Committee Chair and the UC-FSNEP Director before submitting to the Committee for approval.
 - iii. All agenda for Committee meetings will be announced on the UC-FSNEP website one week prior to a Committee meeting, and all approved minutes will be posted to the UC-FSNEP web page.

Subcommittees:

1. Conference planning subcommittee
 - a. The subcommittee will typically consist of three members, at least one member representing the advisory committee. The advisory committee member will usually chair the subcommittee.
 - b. Meetings will be held as needed in person or by conference call.
 - c. Duties:
 - i. Work with the UC-FSNEP office staff to plan the annual FSNEP conference typically held in December each year. This includes selecting the venue, determining the program and agenda and recommending a guest speaker if necessary.
 - ii. Work with the UC-FSNEP office to plan administrative conferences typically held quarterly at the UC Davis campus. The subcommittee will assist in developing the agenda and format for the meeting.
 - iii. Identify skill building training opportunities for county staff to participate in
 - iv. Report monthly to the Advisory Committee

2. Program evaluation subcommittee. (This subcommittee will not conduct formal auditing for administrative compliance but rather will assist and recommend programmatic best practices.)
 - a. The subcommittee will typically consist of three members, at least one member representing the advisory committee. The advisory committee member will usually chair the subcommittee.
 - b. Meetings will be held as needed in person or by conference call.
 - c. Duties:
 - i. Development programmatic criteria or metrics/conduct at county visits
 - ii. Develop programmatic performance criteria
 - iii. Review exit interviews with FSNEP counties who dropped their program for feedback on programmatic challenges
 - iv. Evaluate Federal reporting processes for consistency and programmatic impact
 - v. Assist UC – FSNEP with programmatic reviews: Plan of work vs. actual activity
 - vi. Identify programmatic issues/concerns/gaps
 - vii. Report monthly to the Advisory Committee

3. Program planning subcommittee
 - a. The subcommittee will typically consist of three members, at least one member representing the advisory committee. The advisory committee member will usually chair the subcommittee.
 - b. Meetings will be held as needed in person or by conference call.
 - c. Duties:
 - i. Identify and review new curricula and advise the Committee on possible adoptions.
 - ii. Advise the Committee on issues related to Youth and Adult curricula.
 - iii. Communicate with EFNEP and 4-H on new developments and advise the Committee.
 - iv. Advise on efficient procedures related to ordering and distributing curricula.
 - v. Review effectiveness of plan on reaching diverse audiences
 - vi. Identify areas of need for program
 - vii. Develop strategic planning for improving adult outreach
 - viii. Advise on methods for sharing programmatic information and sharing best practices
 - ix. Report monthly to the Advisory Committee