

## Process for Approval of New Curricula for Use in UC Cooperative Extension Programs

September 13, 2013

***Why do I need to get approval before offering a new curriculum to my clientele?*** UC Cooperative Extension (UCCE) programs, including both UC CalFresh and EFNEP, are committed to offering science-based nutrition education programs that are culturally appropriate and relevant to our target audiences. Even though some curricula may be approved by USDA, not all of these are appropriate for California's culturally diverse and/or limited literacy audiences.

In addition, UCCE has a goal of being able to measure program success through key indicators applicable to all UCCE nutrition education programs. Thus, all new curricula used in the UCCE programs must not only be USDA approved, science-based, and appropriate for our target audiences but also contribute to achieving California's specific program goals. Therefore, each new curriculum must undergo State review (as well as USDA review) and be approved before it can be used.

***If I learn about a new curriculum, what should I do to initiate State review?*** That depends on which program will use the curriculum. If the curriculum will be used in UC CalFresh, send your suggestion to the UC CalFresh State Office (Virginia Chaidez). The materials will then be forwarded to the Curriculum Committee, currently chaired by Marcel Horowitz. EFNEP authorizes only a few curricula to be used; any specific suggestions should be sent to Cathi Lamp, Chair of the EFNEP Curriculum Committee.

***What will the State review entail?*** The UC CalFresh Curriculum Committee will determine whether the proposed curriculum meets a high priority need in the program (in other words, fills an important gap in our services). If the curriculum is of high priority, then a committee of at least 2-3 nutrition advisors will review the proposed curriculum, applying a checklist developed by the Curriculum Committee. Some important considerations include the relevance of the content to Smart Objectives and Statewide indicators and availability of a validated evaluation tool, in addition to the scientific merit, literacy level, and cultural relevance. After all the reviews are returned, the Chair and State Office will decide whether the curriculum is approved.

***When can I start using a new approved curriculum?*** Even though a curriculum is "state approved", several other steps are necessary before offering the program in your county. All curricula must be approved by USDA. The state offices will initiate USDA review for approval. Also, any new evaluation tool will be submitted to the UC Davis Institutional Review Board (IRB) before implementation by the evaluation committee, currently chaired by Lucia Kaiser.

Although the State Office will work as quickly as possible to get these approvals, these steps will take several weeks or even months. Therefore, it is strongly recommended that you allow sufficient lead time (could be several months) before delivering a new program in your county.