

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

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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 evidence-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, evidence-based, and appropriate for our target audiences but also contribute to achieving California's specific program goals. Therefore, each new curriculum must undergo review and approval by the UC-CalFresh/EFNEP Joint Curriculum Committee and state and federal level funders before it can be used.

If I learn about a new curriculum, what should I do to initiate a review? That depends on which program will use the curriculum. If the curriculum will be used in UC CalFresh, send your request to Tammy McMurdo at tjmcmurdo@ucdavis.edu in the UC CalFresh State Office. The request and materials will be forwarded to the EFNEP/ UC-CalFresh Joint curriculum committee for review.

If the curriculum will be used by EFNEP, requests should be sent to Katie Panarella at khpanarella@ucanr.edu in the EFNEP State Office. **EFNEP authorizes only a few curricula to be used; any specific suggestions should be sent to Katie Panarella Statewide Nutrition, Family and Consumer Sciences Director and California EFNEP Coordinator.**

What will the review entail? The Curriculum Committee will determine whether the proposed curriculum meets a high priority need in the program (fills an important gap in our services). If the curriculum is of high priority, then a review panel will be assembled to review the curriculum using a rubric adopted by the Joint Curriculum Committee.

For UC-CalFresh: important considerations include the relevance of the content to Smart Objectives and Statewide indicators, availability of a validated evaluation tool, in addition to the scientific merit, literacy level, and cultural relevance. After all the reviews are returned, the Chairs and State Offices will decide whether the curriculum is approved.

For EFNEP: If the EFNEP committee chair initiates a review, the curriculum will undergo the procedure outlined above. Once the review is completed, the report will be forwarded to the chair and the EFNEP state office for consideration.

When can I start using a new approved curriculum?

UC-CalFresh; Even though a curriculum is “state office approved”, several other steps are necessary before offering the program in your county. All curricula must be approved by CDSS and USDA. The state office will initiate CDSS review for approval and CDSS will seek USDA approval.

For curricula with new evaluation tools, these evaluation tools must be submitted to and approved by the UC Davis Institutional Review Board (IRB) before they may be used by county programs. The UC CalFresh evaluation committee will initiate this process. Contact Barbara Mknelly at bmknelly@ucdais.edu in the UC CalFresh state office

EFNEP county programs will be notified by the EFNEP state office if the curriculum is approved.

Although the Joint Curriculum Committee and State Offices will work as quickly as possible to obtain these approvals, approvals can weeks to months. Therefore, it is strongly recommended that you allow sufficient lead time before delivering a new program in your county.

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