

# **Extension Committee on Organization and Policy (ECOP)**

## **Organizational Missions and Committee Structure and Functions**

To effectively lead the System, a governing mechanism is necessary. This section contains an explanation of the mission and functions of the Extension Committee on Organization and Policy (ECOP) in partnership with Cooperative State Research Education, and Extension Service USDA (CSREES-USDA). It also describes the membership and functions of the Strategic Planning Council (SPC) and the membership and functions of the ECOP Standing committees.

## **ECOP**

The mission of ECOP is to provide nationwide Extension program and organization leadership and to make and communicate policy decisions.

ECOP is a standing committee created by the Cooperative Extension Section of the Board on Agriculture of the National Association of State Universities and Land Grant Colleges (NASULGC). ECOP represents the 57 state, territory, and District of Columbia Extension Systems in policy decisions and provides nationwide program and organizational leadership. It is an elected committee that functions as a board of directors with authority to make decisions consistent with a common mission and purpose.

Structurally, ECOP works through NASULGC, in concert with the CSREES-USDA, to initiate strategic planning and identify nationwide issues that lead to local, state and national program/budget priorities. ECOP represents the states and territories in legislative matters before Congress, and develops and maintains linkages and supportive relationships with other federal agencies, national organizations, and associations.

The functions of ECOP are:

- Support the respective missions of the Cooperative Extension System, ECOP, and CSREES-USDA.
- Make and communicate nationwide policy decisions.
- Provide comprehensive program leadership.
- Develop budget recommendations and legislative positions on behalf of the state/territory partners.
- Develop and maintain networks and coalitions.
- Maintain an organizational structure to achieve its mission.

- Implement and maintain a process for organizational review and modification of ECOP and the Cooperative Extension System.
- Initiate and promote professional development.
- Promote multi-state cooperation.
- Provide leadership and support to the ECOP Executive Director and NASULGC Board on Agriculture.

## **CSREES - USDA**

The mission of CSREES-USDA is to benefit people, communities, and the nation through cooperative work with agency partners and customers to advance research, extension, and higher education in the food and agricultural sciences and related environmental and human sciences.

CSREES-USDA is part of the Executive Branch of the Federal Government. As the federal partner in the Cooperative Extension System, CSREES-USDA has legally specified authorities and Congressionally mandated responsibilities that relate to the allocation and oversight of federal funds, program and organizational support, leadership, and accountability.

In addition to fulfilling those mandates, CSREES-USDA maintains relationships with other federal agencies and national organizations whose interests are served or affected by the Cooperative Extension System.

The functions of CSREES-USDA are:

- Originate fundamental knowledge from basic research at the frontiers of the biological, physical and social sciences.
- Produce, apply, and adopt applied research-based knowledge in innovative ways to address problems and issues.
- Provide developmental research and technology transfer to promote the commercialization and transfer of technologies and practices to potential uses in a timely, cost-effective manner.
- Provide leadership in the delivery of research-based knowledge through extension, outreach, and information dissemination to strengthen the capacity of public and private decision-makers.
- Strengthen the capacity of institutions of higher education to develop the skills of the nation's workforce in the food and agricultural sciences.
- Assure quality control, review, and oversight of programs supported through federal funding.
- Coordinate programs across institutions to create a national perspective and minimize duplication of effort.

## **Relationship between CSREES-USDA and ECOP**

New directions for the Cooperative Extension System require a strong leadership role for ECOP in assertively representing the states and territories in matters of systemwide importance. ECOP works for consensus, but it must have the flexibility, authority, and courage to make critical decisions for the benefit of the System.

CSREES-USDA represents the perspective of the federal partner, and ECOP represents the perspective of the state/territory partners in accomplishing their respective responsibilities to further the common goals of the System and to serve a broad nationwide constituency with cultural, political, and geographic diversity.

The process of decision making between ECOP and CSREES-USDA continues to be based on consensus.

## **Strategic Planning Council**

The Cooperative Extension System SPC relates to each of the Standing Committees of ECOP and to the Executive Council of CSREES-USDA and makes recommendations to both the ECOP Chair and the CSREES-USDA Administrator. The CSREES-USDA Administrator and the ECOP Chair jointly appoint 10 members to 4-year terms on the Council. They also appoint one of the Directors/ Administrators and one of the CSREES-USDA members as Co-chairs for 2-year terms with the option of reappointment.

Membership:

- Five Directors/Administrators, one from each region.
- Five Program Leaders/Administrators from CSREES-USDA.
- Five Liaisons, including the chairs elect of the CSREES-USDA Program Leadership Committee (PLC) and the Personnel and Organizational Development Committee (PODC), and one member each from the Budget Committee, Legislative Committee, and the Experiment Station Committee on Organization and Policy (ESCOPE).
- Chair elect of ECOP ex officio voting.
- Associate Administrator of CSREES-USDA ex officio voting.
- Executive Director, ECOP ex officio voting.

Functions:

- Recognize Extension's mission throughout the planning process and recommend clarification as needed.
- Coordinate the overall futuring, including issue identification, development, and review process.
- Recommend membership of the futuring panels and specify products.
- Recommend procedures for scanning the external environment.
- Seek and develop involvement within the Extension System, including stakeholder involvement, in legitimizing issues.
- Recommend emerging issues for development as new National Initiatives and recommend continuation, modification, or transition to Base Programs of existing National Initiatives.

The Cooperative Extension System Strategic Planning Council will meet at least twice annually and more often as needed to provide periodic review of potential and emerging issues. One meeting will be held concurrently with those of the Program Leadership Committee and the Personnel and Organizational Development Committee, with some joint sessions.

## **Standing Committees of ECOP/CSREES-USDA**

### **Budget Committee**

Membership:

- Chair, appointed by the Chair of ECOP, for each federal fiscal year budget from one of the five regional representatives, on a rotational basis.
- Two members from each of the five regions, 4-year staggered terms.
- One member from Agents' Associations, 2-year term, rotating among Associations.

- One member from the Council for Agricultural Research, Extension and Teaching (CARET), no term limit.
- One member from CSREES-USDA, ex officio, nonvoting.
- Executive Director, ECOP, ex officio, nonvoting.
- The respective organizations, associations, and regions appoint representatives to the Committee.

Functions:

- Develop budget recommendations to ECOP for federal funding for the Cooperative Extension System, including consideration of recommendations from other ECOP committees.
- Scan funding systems for nontraditional sources of budget support.
- Represent ECOP with the NASULGC Board on Agriculture in budget preparation.
- Assume responsibility for presenting and supporting the Cooperative Extension System budget at the Congressional level.

## **Legislative Committee**

Membership:

- Chair, appointed by ECOP from one of the five regional representatives, on a rotational basis.
- Two members from each of the five regions.
- One member from, CSREES-USDA, ex officio, nonvoting.
- Executive Director, ECOP, ex officio, nonvoting.

Functions:

- Review proposed federal legislation for its impact on the Cooperative Extension System.

- Develop legislative positions for ECOP consideration on behalf of the state/territory partners.

## **Program Leadership Committee**

### Membership:

- Chair, appointed by ECOP from the membership of the Committee.
- Two ECOP Administrative Advisors with 4-year, staggered terms.
- Four representatives from CSREES-USDA, ex officio, nonvoting.
- Four representatives from each of the five regions (three selected by the region and one appointed by ECOP), 4-year, staggered terms appointments should be broadly based to represent diversity, including disciplines and professional perspectives. Regions may select one member from administrative, specialist, or agent staff.

### Functions:

- Create an ad hoc structure in the committee for specific needs, to plan and facilitate interdisciplinary Extension programs, and respond to national and international critical issues in cooperation with CSREES-USDA.
- Establish and coordinate task forces to develop content and educational plan for new initiatives.
- Provide leadership for implementing new initiatives.
- Establish and maintain external linkages to advance Extension programs in coordination with the Executive Director, ECOP.
- Develop and recommend a national program review process to assist ECOP and its standing committees in setting program priorities and improving Extension programs.
- Establish criteria for excellence in Extension programs.
- Plan national workshops for improving technical competence in implementing Extension programs.

- Encourage multi-state, multi-regional, and international Extension programming.
- Identify and analyze program-related organizational issues and develop recommendations to ECOP for action.

The Program Leadership Committee shall meet twice a year with the option to meet a third time with the concurrence of its Administrative Advisors. One meeting will be held concurrently with the Personnel and Organizational Development Committee, with some joint sessions.

## **Personnel and Organizational Development Committee**

Membership:

- Chair, appointed by ECOP from the membership of the Committee.
- Two ECOP Administrative Advisors with 4-year, staggered terms.
- Three members from each of the five regions (two appointed by region, one by ECOP, 4-year, staggered terms.)
- One member from each Agents' Association, 4-year terms.
- Three members from CSREES-USDA, ex officio, nonvoting.

Appointments should be broadly based to represent diversity, including specialists in programs, staff development, communication, program evaluation, and administration.

Functions:

- Create an ad hoc structure in the committee for specific tasks.
- Initiate and promote a national system for maintaining competence among all employees of the Cooperative Extension System.
- Review and recommend improved methods of delivering Extension programs.
- Provide leadership for reviewing, analyzing, and making recommendations to ECOP on the roles, responsibilities, and management of the organizations of the Cooperative Extension System.

- Establish networks and coalitions with external groups, foundations, and agencies, in coordination with Executive Director, ECOP, to support Extension education.
- Encourage multi-state and multi-regional professional improvement.

The Personnel and Organizational Development Committee shall meet twice annually with the option to meet a third time with the concurrence of its Administrative Advisors. One meeting will be held concurrently with that of the Program Leadership Committee, with some joint sessions.

Source:

*Strategic Directions of the Cooperative Extension System*

United States Department of Agriculture

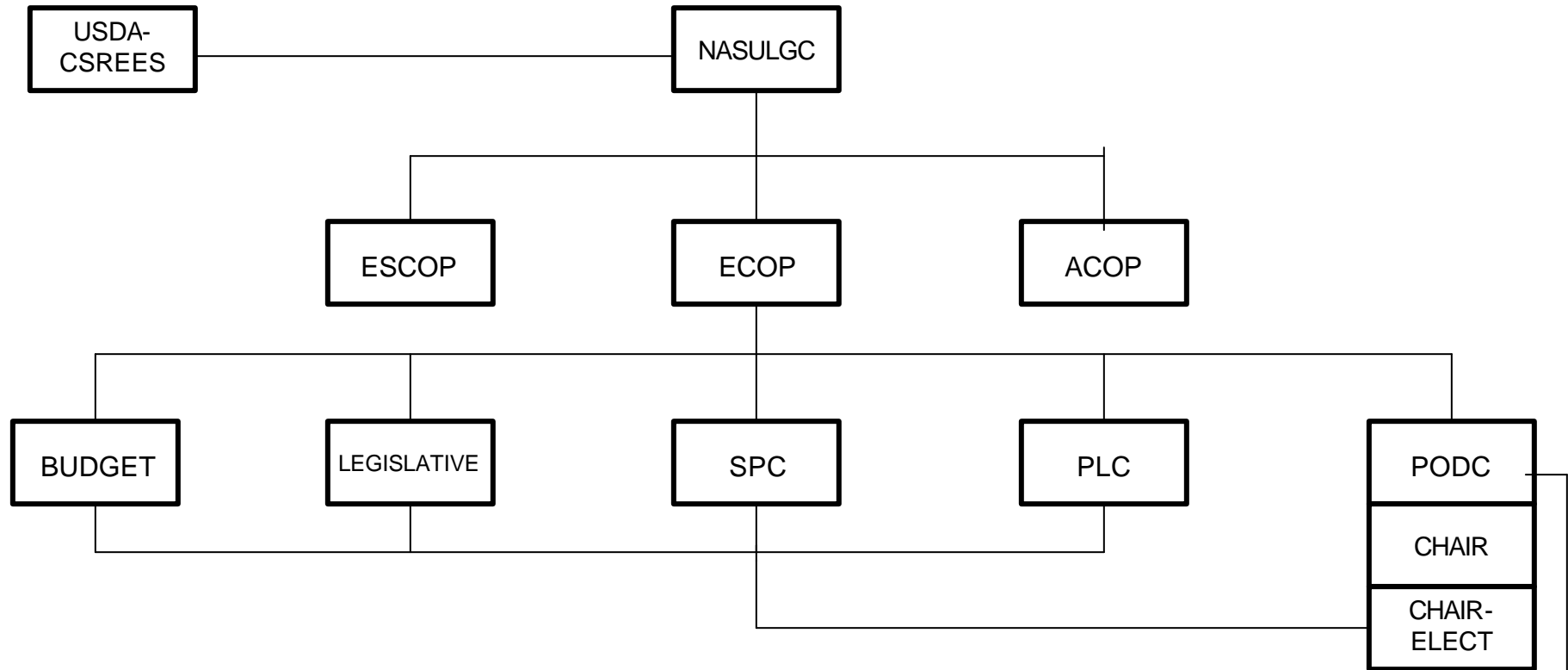
Cooperative State Research, Education, and Extension Service

Extension Committee on Organization and Policy

Board on Agriculture, National Association of State Universities and Land Grant Colleges

August, 1997

# PODC ORGANIZATIONAL CHART



NASULGC:	National Association of State Universities and Land Grant Colleges
USDA-CSREES:	USDA-Cooperative State Research, Education and Extension Service
ESCOP:	Experiment Station Committee on Policy
ECOP:	Extension Committee on Policy
ACOP:	Academic Committee on Policy
PLC:	Program Leadership Committee
SPC:	Strategic Planning Council
PODC:	Personnel and Organizational Development Committee
SED:	Subcommittee on Extension Diversity
NELD:	National Extension Leadership Development

WORK GROUPS

SED

NELD