Extension
In the City

History of OSU Extension in the City

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information: go.osu.edu/cfaediversity.
Urban Extension History

Extension has a long history of being very present in the rural areas throughout the country. There have been multiple attempts with varying success to make Extension a staple in the urban environments of Ohio and the United States.

Below are important milestones that Extension has seen in urban areas on a national and state level. This information along with more milestones and links to historical documents can be found on our interactive timeline: http://cityextension.osu.edu/urbanextensiontimeline

National History

• 1930s – A.B. Graham, the founder of 4-H, travels to the USDA in Washington to advocate expansion of 4-H programs in urban areas of the nation
• 1954 - National Association of Land-Grant Colleges and Universities published a Senate committee report on Problems of Urban Educational Extension.
• 1966 – The Ford Foundation releases a report on experimental programs in urban areas.
• 1976 – Urban gardening program launched by USDA
• 1989 – Coalition of Urban and Metropolitan Universities formed
• 1991 – First urban Extension conference held in Chicago Illinois, focusing on the North Central Region – The first of a now semi annual conference.
• 1995 – National Urban Taskforce formed made up of Extension professionals.
• 2013 – National Urban Leaders Network (NUEL) is formed

Ohio History

• 1918 – The first 8 "Urban Extension Agents" were named for Ohio cities
• 1925 – The first demonstration livestock auction for 4-H members held in Cleveland
• 1957 – First Urban 4-H evaluation on a national scale with select counties.
• 1976 – Ohio’s Urban Agents Committee formed
• 1981 – First Ohio urban Extension conference held in Cuyahoga County
• 1986 – First Master Gardener Program in Ohio
• 1995 – Urban staff position added – Urban Programs Coordinator
• 2007 – Creation of the Urban/Metro Advisory Team (UMAT)
• 2014 – Statewide Program Leader added to lead Ohio’s urban Extension programming – the creation of OSU Extension in the City.
Extension In the City

Team Tools: Internal Communication

http://cityextension.osu.edu
Carmen Connect

In order to connect on a consistent basis we use CarmenConnect. Widely used throughout Extension, it assists us in facilitating meetings with the entire Extension in the City team, as well as more focused meetings within working groups, without having to coordinate meetings and travel. All members of Extension are welcome and encouraged to join a working group and participate in their meetings, as well as attend the Extension in the City team meetings.

CarmenConnect Links:

OSU Extension in the City Team – [http://carmenconnect.osu.edu/cityextension](http://carmenconnect.osu.edu/cityextension)
OSU Extension in the City Leadership - [http://carmenconnect.osu.edu/leadcityextension](http://carmenconnect.osu.edu/leadcityextension)
4-H youth Development in the City - [http://carmenconnect.osu.edu/city4h](http://carmenconnect.osu.edu/city4h)
Health and Wellness in the City - [http://carmenconnect.osu.edu/cityhealthandwellness](http://carmenconnect.osu.edu/cityhealthandwellness)
Economy and Employment in the City - [http://carmenconnect.osu.edu/cityeconomy](http://carmenconnect.osu.edu/cityeconomy)
Sustainable Cities - [http://carmenconnect.osu.edu/sustainablecities](http://carmenconnect.osu.edu/sustainablecities)

Conference Calls

In tandem with CarmenConnect, we have a toll free conference call number that we use while having group meetings. It is common practice for the leader of the meeting to call into the conference call as a moderator, and place their phone on speaker by their computer. This allows team members who might be on the road or away from their computer to still participate and remain up to date on current and future endeavors.

Toll Free Phone number and password:

Dial in telephone number: 1-877-820-7831 (Toll Free)

Participant Passcode: 524068
BuckeyeBox

In order to share files in an organized and efficient fashion, we use BuckeyeBox to transfer files. To be added to OSU Extension in the City’s BuckeyeBox folder, email James Stiving at Stiving.3@osu.edu.

OSU Extension in the City BuckeyeBox overview
The following are folders within OSU Extension in the City’s BuckeyeBox, along with their subsequent folders.

Historic Urban Extension Documents

OSU Extension in the City Communications
• Blog
• OSUE in the City artwork
• Print Resources
• Reports

OSU Extension in the City Research and Publications
• IRB
• OSUE Personnel Search
• OSUE City Programs Best Practices
• What are cities and what do they have?

OSU Extension in the City Working Groups
• 4-h Youth Development in the City
• Economy and Employment in the City
• Emerging Programs
• Health and Wellness in the City
• Sustainable Cities

Team Meeting Minutes
Website Resources

On the OSU Extension in the City website we have created a resources tab with useful documents and links that frame OSU Extension in the City, as well as provide tools to further develop our urban programs.

To access this section, go to cityextension.osu.edu and click resources on the far left.

From there, you can see all of the sections within resources that have been created.

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information: go.osu.edu/cfaesdiversity.
Extension
In the City

Team Tools: External Communications

Extension in the City
http://cityextension.osu.edu

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information: go.osu.edu/cfaesdiversity.
Blog

Creating a new post
A benefit that OSU provides is the blog publishing platform u.osu.edu. This tool allows us to run our own personal blogs, as well as blogs that are related to our work with Extension. OSU Extension in the City's blog is u.osu.edu/cityextension. The blog posts are written by a variety of OSU Extension in the City team members, and then peer reviewed by other colleagues on the team.

In order to become an author or editor for the Extension in the City blog, you need to first contact James Stiving at stiving.3@osu.edu to be giving access. Once you do that, and are on the main dashboard, go to posts, and select new post.

Once you have written out the blog post and formatted it to your liking, you should select categories and tags for the post. This makes the post easier to search for when someone is looking at the blog. The categories are already decided as the working groups, history, and other more broad topics, but the tags are more free form. You can choose anything you think matches for the post, whether it's the name of the program, or the city that it's in.

This is accomplished by going into the tags and categories potion on the right side of the page when looking at your blog post. When you are finished, change the status from "draft" to "pending review, in the box above the categories tab.
Blog

Reviewing a colleagues post
After you complete your blog post, you are going to need to get your post reviewed by one of your colleagues. This will be determined by a schedule of posting/reviewing that we set up. To review a colleagues post, go to the dashboard, select posts, and then select all posts. Locate the post that you want, hover over the post with your cursor, and select “edit”.

Once you access the post, review it for grammar, content, and sources if there are any, take necessary steps to fix the potential issues, and then write “reviewed by” followed by your name and title at the end of the post. Then, all that’s left to do is to select “publish”.

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information: go.osu.edu/cfaesdiversity.
Blog

Posting guidelines

Blog length – while it can be any length – most of top posts are in the 325 to 450 word length. If you want to add more information – think about cutting your article into 2 different posts – one for now and one for next month, or trade with someone else for this month and put them both up close together. A goal for all of us should be to keep them as close to 500 words as possible.

Pictures should be pictures, not clip art or graphics, as much as possible. Make sure they are from copyright-free site. Microsoft images, Comm Tech., Flicker.com, your own (photo release), etc. It is good practice to save the image in a folder or on your desktop, and attach it from there.

References/sources – Try to keep them within the last 5 years and from Extension, University, eXtension, or Government sources. By using reputable sources, we insure that we can have

Peer Reviewed- Make sure posts are peer reviewed by an OSU extension in the City team member (Office co-workers are also great to check for typing, grammar, etc – but shouldn’t be the only reviewer (they would not be a peer).

To schedule your blog article ahead of the posting date – in the Publish section on the right side of the posting page – click on EDIT in Publish Immediately and select the date and time. Make sure to click OK and Publish – or it won’t go up.

If you can’t post your blog on the day it is due – see if a post is already on the site and scheduled to post later. If there are articles already on the site, ask the writer if you can change the publishing date and “push” it to publish on your date. You’ll want to make sure it is ready to go and peer reviewed. Then you’ll need to publish on the next date (switching dates). Note: looking in the drafts also helps you to see topics that are in the drafts. If it is an emergency email or call James or Julie – we will work to get something up soon. Posts typically go up on Monday/Tuesday or on Thursday/Friday.

Schedule Reminder – one idea suggested is to put your blog writing schedule in Outlook and perhaps your phone as a reminder. Schedule it in Outlook – a week ahead so you will have time to write the blog post and get it peer reviewed.

Blog Category/Tags – When you complete a blog, there will be an option on the right side of the screen that will allow you to add a category or a tag. Try to fit your blog’s tags into tags that have already been used, and feel free to add any other tags that you see fit (Such as your city name). The categories will be based on working groups, and other miscellaneous groups.
Social Media

To further enhance our efforts of innovative and efficient ways of communication, social media is a must. OSU Extension in the City have a Facebook Page and a Twitter that we use to interact with other Extension professionals in Ohio and elsewhere, as well as other partners and associates. We encourage you to get involved on social media and interact with us!

Like OSU Extension in the City on Facebook by simply searching for OSU Extension in the City in the search bar on Facebook. If you would like something posted on the webpage, you can comment on the page, or, if it is something that you would like posted by Extension in the City, contact James at stiving.3@osu.edu and he can set that up.

Twitter is a similar story, where you can follow us by searching for the username @cityextension. Just like Facebook, if there is something you would like posted on the City Extension Twitter, contact James at stiving.3@osu.edu. Luckily with Twitter, there is a chance we will have already retweeted what you wanted us to post!
Extension
In the City
Professional Development
http://cityextension.osu.edu
Website External Communications

Just as we use the website for our own resources, we use it as a place that outside audiences can go to obtain more information about what we do, and how they can get involved with our initiatives and projects. The website is accessible at [cityextension.osu.edu](http://cityextension.osu.edu).

The tabs titled “About Us”, “Programs”, and “Collective Impact” are where external visitors will be looking when they are on our website. Each section has information that is based on working groups, team members, and areas that we are focusing on creating an impact in. We encourage you to look at the sections that relate to you and your work, and give us information that can be used to create consistent updates on those pages.
Extension In the City

http://cityextension.osu.edu

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information: go.osu.edu/cfaesdiversity.
Combined Statistical Areas and OSU Extension Regions

Below are the OSU Extension regions in overlaid on a map of the combined statistical areas of Ohio, showing how such a large portion of Ohio is impacted by cities.
Working Groups

4-H Youth Development in the City
The OSU Extension 4-H Youth Development program offers educational opportunities in a variety of settings for youth ages 5–19. Each young person “learns by doing” through hands-on, experiential projects. Whether it’s 4-H Agri-science in the City, a STEM (Science, Technology, Engineering, Math) project, Youth Outdoors, or other program, youth learn leadership, citizenship, and other life skills.

Food & Agriculture in the City
Ohio communities are making the production, processing, distribution, preparation, and celebration of food a catalyst for urban neighborhood redevelopment. Agriculture is a critical part of any sustainability effort because it can have profound effects on the environment, human health, and society.

Health & Wellness in the City
Extension empowers Ohioans with the knowledge, skills and tools needed to make healthy choices, thus creating healthy people with healthy relationships and healthy finances at every stage of life

Sustainable Cities
Sustainable cities seek to maintain and improve the economic, environmental and social characteristics of an area so its members can continue to lead healthy, productive, enjoyable lives there (Hart, 1999). Other frameworks contributing to this topic include thriving cities, community vitality, resilience, capacity, quality of life, and others. Extension engages public and private leaders in community vitality connections and development throughout the rural-urban continuum.

City County Extension Directors
City CED’s is a group of the CEDs in the largest cities in Ohio. They work on continuing to develop new partnerships within their cities, as well as form new partnerships that can benefit all program areas. Working through an interdisciplinary lens, the City CED working group is able to further Extension’s reach within Ohio’s large urban regions.
Extension
In the City

Team Reports