Welcome to VITA
Training for Extension employees

Learning to use the new reporting system
December 2017

Helpful Links

Program Development and Evaluation website pde.osu.edu
VITA vita.osu.edu
OSU Extension VITA Help go.osu.edu/OSUEvitaHelp
Writing Goals go.osu.edu/OSUEgoals
Link to AAEEO participant registration form go.osu.edu/AAEEO
VITA is an EGG...

VITA
- Extension
- Narratives
- Reports

Elements
- Searches
- Dossier items
- Personal profile
Profile (in Elements)

**What goes in here?**
- Academic appointments
- Non-academic appointment
- Education (degrees and certifications)
- Languages
- Addresses (mailing and web)

**What else can you do here?**
- View and link to other items / activities

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**Corresponding RiV categories**

- Positions
- Positions
- Degrees
- N/A
- Preferred personal information
Also in Elements...

Account settings (in Elements)

**What goes in here?**
- Manage delegates (proxy users)

Publications > Search settings

**What goes in here?**
- Manage author name variance and more

Extension **STUFF**

**Where are they??**
- They live in VITA (not Elements)
Extension programs

What goes in here?

- ***Title (of program)
- ***Year
- ***Plan of action
- ***Program area
- ***Impact area
- Statewide team
- Days planned / days spent
- County highlight item?
- Keywords
- Situation description
- Target audience
- Program objectives
- Activities / products
- Participation
- Short term outcome (change in awareness)
- Medium term outcome (change in behavior)
- Long term outcome (change in condition)
- Short term outcome (evaluation)
- Medium term outcome (evaluation)
- Long term outcome (evaluation)
- Partnerships
- Collaboration description
- Grants
- Team members

Extension events

What goes in here?

- ***Title (of event)
- ***Did you teach?
- ***Program
- ***Date
- ***State
- ***County
- Delivery method
- Scope of audience
- Formal student evaluation (and description)
- Role
- Contact Hours
- Number of volunteers
- Volunteer hours
- Number of phone contacts
- Number of mail or email contacts
- Number of media appearances
- Number of materials distributed
- External partnerships
- Direct contacts [TABLE ... new fields!]
- Indicators

REMEMBER: "programs" are QUALITATIVE; they describe a year-long teaching effort / curriculum.

REMEMBER: "events" are QUANTITATIVE; they describe a single instance of teaching a program (on a specific day).
Extension goals

**There are two types:**
- Performance goals
- Professional development goals

**What goes in here?**
- Choose your goal type
- Year
- Goal number
- Goal description
- Progress on goal

Tips for Writing Goals go.osu.edu/OSUEgoals

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Extension curriculum narrative

**What goes in here?**
- Year
- Your narrative
Documents

Where are they??
- They live in VITA (not Elements)
- Dossier is under “DOCUMENTS”
- Extension Annual Report is under “DEPARTMENT”

Where does it all LIVE?

go.osu.edu/OSUEvitaHelp
Teaching Activities

What goes in here?

• Course-based degree, academic or professional supervision
• Course taught
• Extension & continuing education instruction (including guest lecture and individual instruction)

Corresponding RiV categories

Undergraduate / Graduate / Professional Courses taught
Extension & Continuing Education Instruction

Publications

What goes in here?

• Abstract and short entry [PW]
• Book [PW]
• Bulletin / tech report / fact sheet [PW]
• Chapter in edited book [PW]
• Conference [PW]
• General press article [PW]
• Journal article [PW]
• Media [CW]
• Multimedia / database / website [CW]
• Other creative work [CW]
• Potential publication under review [PW]
• Presentation [PW]

Corresponding RiV categories

PW = published works
CW = creative works

Conference papers and proceedings AND posters
Audiovisual Works
Scholarly presentations
Grants

What goes in here?

- Research grant
- Research contract
- Training grant
- Training contract
- Subcontract
- Clinical trial
- Gift
- Scholarly award (e.g., JCEP scholarship)
- Professional development
- Other (e.g., a fee collected for a workshop)

Professional Activities

What goes in here?

- Advising student group
- Clinical service
- Committee membership
- Distinction
- Editorial
- License
- Membership
- Other professional / public service
- Strategic initiatives (Diversity Statement)

Corresponding RiV categories

- Unit / college / university committees
- INTRO/BIO INFO > Awards
- Editorships and reviews
- INTRO/BIO INFO > License
- Professional societies
- SERVICE > Strategic Initiatives
Narratives★

Where are they?

• They live in VITA (not Elements)

★Currently, only faculty in the P/T process need to use this part of VITA.

TEACHING ACTIVITIES
• ***Approach and goals to teaching
• ***Curriculum development
• ***Evaluation of teaching
• ***Extension courses taught
• Graduate advising narrative
• Noteworthy accomplishments – graduate students
• Noteworthy accomplishments – undergraduate students
• Graduate courses taught

PROFESSIONAL ACTIVITIES
• ***Service activities
• Student life activities
• Academic advising
• Professional interests
• Partnerships and collaborations

BIOGRAPHICAL ACTIVITIES
• ***Biography

PUBLICATIONS & RESEARCH
• ***Focus of research
• Creative works
• Post-doctoral and researcher
• Published works
• Quality indicators
• Research funding
• Research interests
• Partnerships and collaborations

★Currently, only faculty in the P/T process need to use this part of VITA.

Talk to us ...

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Report TECHNICAL issues in VITA
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No “Department ➔ Extension”?
vita@osu.edu
subject line: "please add to Extension in Vita."