

Making Sense of Programs and Events in RiV
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Most of us think we understand what a “program” is until we get into RiV and then we often get confused about where to put things. Remember, RiV wasn’t initially developed for Extension Educators, it is a dossier preparation tool for resident faculty members.

Important things to remember:

RiV identifies **PROGRAMS** as your bigger, umbrella program areas. For instance, Volunteer Development may be your larger program focus, while you may offer many topics within that larger **PROGRAM** area (e.g., Minor 1.5, Financial Record Keeping, etc.).

RiV uses the term **EVENT** for what you would typically identify as a “program” you might be offering to clientele. I like to call these “Big P” and “Little P” programs. The easiest way to remember them is the following:

“Big P”= bigger PROGRAM area. Examples include Volunteer Development, Agronomic Crops, Pest Management, and Food Safety.

“Big P” PROGRAMS represent the larger umbrella program areas you cover and are entered into the Non-Dossier Section of RiV under the PROGRAM link. You should not have dozens of these. The **PROGRAMS** will represent a higher level organizing structure that will capture many of your teaching topics within them. They are larger programming focus areas.

“Little P”= EVENTS the individual programs you teach. We often call our teaching events “programs” when we discuss them in our daily work and that is perfectly fine. However, for the purposes of putting them in the appropriate place in RiV, begin to think of your teaching program session as an **EVENT**. These should have more specific titles. For instance, I might have Volunteer Development as a “Big P” program in the **PROGRAM** area of RiV but my **EVENT** might be titled “Understanding 4-H Financial Records and Reporting Requirements.”

The more specific title matches the actual topic and content you presented. It better describes to the committee what you taught and the level of expertise you have in the area. For assistance with understanding what to include in PROGRAMS and EVENTS in RiV, please contact the Program Development and Evaluation office or your supervisor.



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