Reminder – OSU Extension Director Interviews (Source: Dean McPherson) . . .

The third presentation will be made Wednesday morning, August 19, at 9:00 a.m. (4-H Center) for another of the candidates for the OSU Extension Director position. A link to view Wednesday’s live streaming and candidate information can be found at [http://cfaes.osu.edu/about/from-the-vp/osu-extension-associate-dean-and-director-search](http://cfaes.osu.edu/about/from-the-vp/osu-extension-associate-dean-and-director-search). The Curriculum Vita information is available on the website for the two candidates who presented last week. We encourage you to attend the presentation and reception on Wednesday at the Nationwide and Ohio Farm Bureau 4-H Center or view the streaming video and provide feedback for all candidates.

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TERSSA (The Extension Research and Support Staff Association) …

**Attention Support Staff** - If you are a member of TERSSA, this is a reminder that August 21 is the deadline to submit applications for upcoming awards. The application form can be found at [http://www.aces.edu/dept/associations/terssa/index.php](http://www.aces.edu/dept/associations/terssa/index.php)

Available awards include:

- The Award of Excellence (winner receives an engraved clock and a cash award of $100)
- The Above and Beyond the Call of Duty Award (winner receives an engraved plaque and cash award of $50)
- The Executive Board Award (winner receives an engraved plaque and cash award of $50)

The awards will be presented at this year’s National Conference which will be held on September 9-10 in Verona, Mississippi.

If you are not currently a member of TERSSA, please consider joining when you receive this year’s Chi Epsilon Sigma membership information (TERSSA info will be included with the CES information). Both organizations offer wonderful award opportunities, professional development and leadership opportunities. The 2016 National TERSSA Conference will be held in Ohio and plans are underway. Stay tuned for more details!

CFAES Staff Recognition Awards – Deadline Approaching …

Nominations are currently being accepted for the following Staff Advisory Council Awards and are due by August 31:

**Shirley Brooks-Jones Citizenship Award** – created to recognize staff members in the College of Food, Agricultural, and Environmental Sciences who excel in providing outstanding and ongoing excellence in services to faculty, staff, students and/or others through communication, fairness, problem solving and contributions to the common good.

Cindy Torppa’s Schedule for August 17 – 21

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Above and Beyond Awards

*Key Value Award* – A service award for dedication, cooperation and positive attitudes in the workplace. Nominations for staff members within the first (3) years of employment.

*Innovation Award* – For developing and/or participating in project initiatives and/or process operations improvements that enhances CFAES, Extension, ATI or OARDC and its mission.

*Special Recognition Award* – For going above and beyond job duties, for having special commitment to tasks, positive customer service and improving workplace communications.

Nominate an outstanding staff member at [http://go.osu.edu/SAC-recognition-awards](http://go.osu.edu/SAC-recognition-awards)
Review Process for OSU Extension Educational Materials (Source: “Policy of the Month” Email from Jeff Dick) . . .

Authored by county educators or Department of Extension specialists for statewide distribution

Review procedures are designed to enhance the credibility and research base of OSU Extension publications, protect the individual’s or team’s work and strengthen scholarship credentials. Papers submitted to a rigorous blind peer review process in a journal or at national professional meetings do not require this review.

OSU Extension professionals are responsible for the accuracy and overall integrity of any educational materials or print pieces they author or produce for public distribution. These may be distributed through the web, mass media, educational programs, audio, video or other means. These are referred to below as “publications.” Plagiarism and copyright infringements must be avoided. Use of citations and receiving written permission for materials, pictures or creative expressions of which you are not the original author is essential.

All publications (electronic or print) intended for statewide (or broader) distribution by county educators will be submitted for blind peer review by a minimum of three people. In practice, usually three to five people review the potential bulletin, fact sheet, audio/video, web or educational offering. One of those reviewing should be a faculty member from outside Ohio. When state specialists are authors or co-authors blind peer review is not required. However, the use of this blind peer review process is strongly recommended because it enhances the credibility of the publication.

Some items may be approved for an educator or team to share, but not as OSU Extension publications which are posted to Ohioline or published by Extension. For those items identified as OSU Extension publications, we will provide assistance in editing and layout if needed after the review process is complete. Guidelines published by Communications and Technology must be followed. Pricing is determined at the time of approval, if this will be a for sale OSUE publication.

Unit publications are published by County offices for local use and do not require peer review unless published to the web. County newsletters published to the web do not require peer review.

SUBMISSION GUIDELINES

Submissions are made to Assistant Director (programs) Include a cover letter requesting the review. Effective February 1, 2013 all submissions should include an analysis of the content using Turnitin. Instructions for submitting your document to a Turnitin review can be found at this link.
For questions and/or help with Turnitin, contact Ken Kulka at (614-292-2012 or kulka.1@osu.edu).

General Requirements:
• Submit five (5) hard copies if a publication, video or audio or
• Submit one (1) electronic copy as an attachment if a fact sheet or web publication (preferred)
• Include a separate title page with the contents outlined below
• Citations are complete and use APA Publication Manual (5th ed.) standards http://apastyle.apa.org/

Separate Title Page contents:
• Title
• Authors’ full names (this is the only page where authors’ names should be included
• Title(s) and institution
• Complete mail address for lead author
• Telephone and fax numbers
• Valid electronic-mail addresses for all authors
• Description of publication: Is it print, electronic or web-based? Is it: a fact sheet, bulletin, curriculum, video, audio, print piece, other____________?
• Abstract: a succinct list of the content including targeted audience and not exceeding 250 words
• Submission date

FOR PEER REVIEWERS

Use this Review of Extension Educational Materials form to rate educational material submissions. *Note: If your Internet browser does not open this "fillable PDF" file, you can download the file, then open it in Adobe Reader, or ask your IT technician for assistance.

For more information, contact Ken Martin, chair, Department of Extension at martin.1540@osu.edu. Note - An assistant director will complete the information requested at the top of the form.

Administrative Cabinet Approved 04/2006
Over the last several months, challenges associated with Ohioline have increased, and many of you have expressed your frustration with this resource.

For sake of perspective, Ohioline was one of the first (if not the first) websites ever launched by the College of Food, Agricultural, and Environmental Sciences. It was built on a web structure that is now very-outdated and difficult to manage. The search function is not operating well, and links continue to break for unexplainable reasons.

Despite these challenges with Ohioline, Communications had to prioritize work on other CFAES and Extension websites first to resolve security, accessibility and usability issues. That said, we are happy to report that work on the Ohioline system has been going on behind the scenes for several months. CFAES Communications is upgrading functionality by building a new Ohioline site in Drupal 7 (the content management system we are now using for sites in the college). The Ohioline project will be a priority for the college web team in the second half of 2015, anticipated to go “live” in January 2016. When the new site is completed, the search function will work, the site and any new content added to the site will be branded, and all content will be readily available 24/7.

The move of Ohioline to a Drupal 7 content management system will not change how new fact sheets are submitted, peer reviewed, or created by personnel. However, another aspect of the project will address existing content on the site – issues associated with overall age of content on the site, as well as review and validation of information posted.

As January 2016 approaches, more details will be available on all aspects of this project. We appreciate your patience and understanding as Communications moves as quickly as possible to build a new Ohioline presence that is fully functional.

Best Royalty-Free Image Sources Images are a wonderful, and almost necessary, addition to blog and social media posts, marketing materials, and websites. A great photograph can help convey your message and grab your audience’s attention. Research suggests that social media posts, for example, garner more attention than text-only posts, but finding high quality and royalty free images can be a drag!

While a Google image search may help you in Diagnosing a pest or plant disease, it is NOT a proper way to find images for use in marketing or educational materials. Many of the images you may find via Google image search are not licensed for public use. If you find an image online that you would like to use, but cannot find any licensing information, you should attempt to contact the original author for permission. Not receiving an answer from the author is not implied permission. If you do not hear from the author, it is best to find a suitable image licensed under Creative Commons.
If you need a refresher on the types of Creative Commons licenses and allowable image uses, you should watch this helpful video. Read more at http://u.osu.edu/extensionedtech/2015/08/13/best-royalty-free-image-sources/

**2015 Video Creation Workshops**

Registration is now open for this Fall’s Video Creation Workshops! Dates are being held at four different locations:

- Dayton – September 10
- OSU South Centers/Piketon – October 15
- OSU Marion Campus – October 21
- Mahoning County Extension Office – November 5

Visit http://u.osu.edu/extensionedtech/2015/08/17/2015-video-creation-workshops-registration/ for more information and a like to register.

**IT Service Desk Offering 24/7 Support (Source: onCampus Today) . . .**

The Office of the Chief Information Officer’s IT Service Desk is now offering 24-hour support, seven days a week, for 8help@osu.edu and 688-4357 (8-HELP). Having problems with your university email account or your Ohio State username and password at 1 a.m.? IT Service Desk agents can help. BuckeyeBar in-person assistance hours are unchanged.

Contact: IT Service Desk at 688-4357 or TDD: 688-8743