

# Understanding Home and Community Education (HCE)

## HCE Lesson Guidelines for Extension Staff coordinating HCE Units

### Background

Illinois Association for Home and Community Education (IAHCE) is an independent organization, but also considered a stakeholder and partner of Illinois Extension. The IAHCE mission is to “enhance the lives of individuals and families through quality educational programs and experiences encouraging responsible leadership and service to the community.” First known as Home Bureau Federation, primarily composed of farm wives, today, they are Illinois Association of Home and Community Education (IAHCE).

Around Illinois, an HCE district consists of a cluster of counties, and each county may have multiple HCE units. IAHCE members may choose to be “unit” or “mailbox” members. Unit members are individuals who belong to a county HCE unit. Mailbox members do not belong to any particular county HCE unit and receive their educational lessons and HCE information through the mail.

For more information, visit their website: [www.iahce.org](http://www.iahce.org)

### University of Illinois Extension’s Role

The roles of University of Illinois Extension related to IAHCE are to:

- Develop and teach research-based educational programs
- Enhance the leadership skills of both members and leaders
- Serve as a link to the greater University and Cooperative Extension systems in accessing resources useful to IAHCE

University of Illinois Extension’s “Family and Consumer Sciences” (FCS) team provides IAHCE with educational lessons related to the three program areas in FCS:

- Consumer Economics – Financial Education
- Family Life
- Nutrition and Wellness

Lessons are divided into categories:

- **Educator-taught lessons:** These lessons require more in-depth teaching and are taught by the Extension Educator via webinar or face-to-face. Those given as webinars are recorded and can be accessed anytime at [go.illinois.edu/HCERecordings](http://go.illinois.edu/HCERecordings)
- **Package lessons:** These lessons are prepared by Extension for HCE members, but they are not taught by the Extension Educator.

Lessons are designed to be in a **train-the-trainer** format. IAHCE leaders receive the lessons and then are responsible for teaching the lesson back to members of their unit. Not all lessons HCE units use need to be produced by University of Illinois Extension. HCE members are free to develop their own lessons, without expectations of Illinois Extension assistance. Any lesson not prepared by Extension should not use of the Extension logo.

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**Lesson Planning Timeline**

**February-November** - FCS team will deliver HCE lessons via Zoom as listed on the current lesson schedule.

**Prior to March** - IAHCE Extension Liaison will ask for and sort prospective topics from IAHCE members and the FCS team. Prospective topics for the next year will be discussed at the Annual IAHCE Conference in March.

**March** - IAHCE Extension Liaison and 1<sup>st</sup> Vice Presidents at the Annual IAHCE Conference will discuss prospective topics for the next year. 1<sup>st</sup> Vice Presidents will vote on prospective lessons for all three of the FCS sub-teams.

**April and May** - FCS team will confirm new lessons for the new year, write lesson summaries, and decide if lessons are educator-taught or package lessons.

**June** - IAHCE Extension Liaison sends out lesson titles, summaries, potential dates, and type of lesson (educator-taught or package) to IAHCE board and Extension contacts. FCS educators will return webinar schedule with names of presenters and confirm dates.

**July** - IAHCE Extension Liaison will send out lesson schedule for new year FCS staff, IAHCE Board, HCE Extension contacts and Extension County Directors.

**December** – FCS team will have new lessons and materials posted to the UIE Portal.

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## Directions for Extension Staff

### *Registering for IAHCe Lessons*

Each summer, the IAHCe Extension Liaison (usually an FCS Educator) will email the IAHCe Lesson for Living schedule to designated unit representatives who are responsible for coordinating with HCE groups. With staff changes, county directors and current Extension HCE reps are encouraged to update names and contacts of those who will be working with HCE groups. For any updates, please email the current IAHCe Extension Liaison, Cheri Burcham, [cburcham@illinois.edu](mailto:cburcham@illinois.edu)

If the HCE group is gathering at an Extension office to listen to a “Lesson for Living” presentation, the designated unit staff member will assist in registering their HCE groups for the lessons they want to attend and/or use. A link to the online registration will be provided in the lesson schedule. **Lessons must be registered 1 week in advance of the lesson date.**

### *Retrieving the Lesson Handouts*

Extension staff may retrieve the lesson handouts by logging onto the University of Illinois Extension web portal. Click on “Intranet” (top red bar) >> “Teams” (left column) >> click on “Consumer and Family Economics,” “Family Life,” or “Nutrition and Wellness” to locate which lesson you want to print.

### *Setting up Webinars*

Those registered for a lesson for living webinar will receive an email confirmation with meeting access information. The lessons will be delivered via Zoom. Offices should be prepared for viewing the presentation as a group. If using a projector or large viewing device, set up the zoom meeting in advance to ensure it is ready for the start of the presentation. The presentation will start on time.

To join the meeting, go to your email confirmation and click on the link given for webinar access. Staff may need to hook up speakers and connect to a projector for all participants to see and hear, if using a laptop or other computer. Please mute microphones to prevent background noise.

HCE participants may use the chat box at any time and type in their question as the Educator is teaching the lesson. Reserve spoken questions until the end, unless the Educator instructs differently.

### *Retrieving Recorded Lessons*

HCE members may listen to webinar recordings at any time but know that an Extension Educator will not be available to answer questions.

Recordings of these lessons are available for viewing at [go.illinois.edu/HCERecordings](http://go.illinois.edu/HCERecordings)

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### Additional Information

HCE is a stakeholder group and each unit may have a different relationship or guidelines with its local Extension office. Despite these relationships, it is important to remember that HCE is an independent group. There has been an evolution of the educational content provided from Extension over the years, so sometimes there is a request for the historical ways education was provided. However, this document outlines the current process of how FCS provides content. To help navigate requests, the following is a list of activities that are appropriate for Extension and some that are outside of the scope of the relationship.

Illinois Extension office support staff (and FCS staff) are available to assist HCE as their time allows.\*

#### Allowed:

- A unit may choose to make copies of the lessons for HCE members. It is recommended that sufficient notice is provided.
- Can assist with registering for the lessons for living webinars and setting up equipment for webinar viewing.
- Can assist with HCE newsletter if approved by County Director.
- Can allow HCE to use meeting space for meetings and lessons as the meeting space calendar allows and is approved by County Director.

#### Not allowed

- Cannot develop additional lessons.
- Cannot handle any HCE funds including those from fundraising efforts and membership drives. They also cannot keep financial records of HCE.
- Cannot use the Extension logo for HCE materials.
- Cannot advertise HCE activities or call HCE activities Extension programs.
- Cannot be responsible for registration of HCE members for state and district meetings.
- Cannot be responsible for reminding local HCE Board members of their meetings.
- Cannot physically set up HCE events or meetings beyond regular Extension meeting room tables, chairs, AV arrangements.

\*All of the above are at the discretion of each Extension County Director.

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*Reviewed by Jenna Smith and Marilyn Csernus, October 2015*

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