

2016-2017 ACTION PLAN

Committee: Professional Development

Subcommittee: Program Development

**Subcommittee co-Chair for 2017: Jami Dellifield, Ohio dellifield.2@osu.edu and
Pat Brinkman, Ohio brinkman.93@osu.edu**

Subcommittee Chair-Elect: Marcia Parcell, Indiana mparcell@purdue.edu

Subcommittee Apprentice: Candace Heer, Ohio heer.7@osu.edu

NEAFCS President: Theresa Mayhew, New York tcm5@cornell.edu

Vice president for Professional Development: Karen DeZarn, Texas kjdezarn@ag.tamu.edu

Goal: Provide innovative professional development opportunities for Extension Family and Consumer Sciences professionals

Objective:

- Review Concurrent Session and Showcase of Excellence proposals and select presentations for Annual Session; prepare schedule.
- Evaluate Annual Session, 2016
- Write reviews for Pre-conferences and keynote speakers for Annual Session
- Present a seminar to support members in preparation of proposals for Annual Session; recruit and prepare reviewers for Annual Session. (bi-annually)

	What (Action steps)	Who (Specific Name)	When (Specific date)
1.	Prepare sub-committee Reports <ul style="list-style-type: none"> • Mid-Year • End of Year Report 	Pat Brinkman Jami Dellifield	September 2016 September 2017
2.	Develop a “Call for Proposals” for 2017 NEAFCS Meeting Webinar on “How to Submit a Successful Concurrent Session/Showcase of Excellence Proposal Do webinar on how to review a proposal.	VP for Professional Development & National Management Firm – Jody & Erin Pat Brinkman Pat Brinkman & Jami Dellifield	October 2016 System open 12/15/2016 to 2/15/2017. December 2016 Possibly early Feb. 2017
3.	Recruit members for Program Development Sub-committee <ul style="list-style-type: none"> • Encourage state VP for Professional development to join and recruit other state members • Use eNEAFCS newsletter to recruit potential members • Use NEAFCS website to recruit potential members 	NEAFCS President VP Professional Dev. Karen DeZarn	Ongoing
4.	Recruit additional Concurrent Session and Showcase of Excellence Proposal Reviewers. <ul style="list-style-type: none"> • Via e-NEAFCS 	All Program Development sub-committee members	Each state asked to provide at least 2 reviewers.

<p>5.</p>	<p>Review and select Concurrent Session and Showcase of Excellence presentations for 2017</p> <ul style="list-style-type: none"> • Online blind review process • 5 reviewers for each proposal • 1 reviewer per region, but not from the same state as applicant • Highest and Lowest score is dropped • Must have an average score of 85 or higher to be accepted • Prepare schedule; include a variety of topics and minority options • Review program tracks and make recommendations for next year <p>Provide evaluative feedback to members submitting proposals selected and non-selected proposals</p>	<p>All Program Development sub-committee members & recruited reviewers</p> <p>Pat Brinkman (review process) & Jami Dellifield (schedule and letters)</p>	<p>All reviewers will receive instructions on process and procedures in February 2017</p> <p>Included with the announcement of accepted/non-accepted proposals.</p>
<p>6.</p>	<p>Evaluate 2016 Annual Session</p>	<p>National Office VP Professional Dev.</p>	<p>October 2016</p>
<p>7.</p>	<p>Recruit writers to review 2016 Pre-conferences and Keynote Speakers</p> <p>Monday Pre-Conference – Wildflower Reflections: Families, Property, and Estate Planning -Presenter –Dr. Marsha Goetting</p> <p>Monday Pre-Conference –Different Kinds of minds Contribute to Society - Presenter – Dr. Temple Grandin</p> <p>Keynote Speaker - Keynote – Dr. Waded Cruzado, Pres. Montana State University</p> <p>Tuesday – In-Depth Sessions – (your choice)</p> <p>Tuesday – Concurrent Session (your choice)</p> <p>Wednesday – General Session –Take This Job and LOVE It!- Karen McNenny</p> <p>Wednesday – Showcase of Excellence (your choice)</p> <p>Thursday – Concurrent Session and/or Showcase of Excellence – (your choice)</p>	<p>Committee Members needed to write articles for eNEAFCS</p>	<p>September 2016</p> <p>300 – 500 word limit</p>

8.	Confirm continuing education credits for 2017 Pre-Conferences and Annual Session	National Office	June 2017
9.	Identify and recruit writers for professional development articles for eNEAFCS newsletter. Article should be on a personal or professional development subject – 300-500 words and reviewed.	Author/Topics Jan. – February March – April – May – June – July – August –	Articles need to be emailed to by Committee chair the last Friday of the month proceeding the assigned month. Committee chair will send to Vice President for Professional Development by 1 st Friday of the month.
10.	Build awareness of professional development opportunities by sending them to NEAFCS President & VP for Professional Development	Program Development sub-committee members	Ongoing
11.	Improve communication with subcommittee members – keep members informed and engaged.	Karen DeZarn	Conference calls/e-mail updates
12.	Present seminar at NEAFCS annual meeting on how to submit a successful concurrent session/showcase of excellence proposal <ul style="list-style-type: none"> • Support members in proposal preparation • Support members as reviewers of proposals 	Program Development Committee Members Pat Brinkman Jami Dellifield Marcia Parcell Candace Heer	Submit proposal – Let VP for Professional Development know October 16-19, 2017