

2016-2017 ACTION PLAN
Committee: Professional Development
Subcommittee: Webinar

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Subcommittee Chair: Amy Elizer, TN (aelizer@utk.edu)

Subcommittee Chair-Elect: Leslie Shallcross AK (lashallcross@alaska.edu)

Subcommittee Apprentice: Alexis Roberts GA (roberts9@uga.edu)

Subcommittee Past Chair: Gisele Jefferson, CO (gisele.jefferson@colostate.edu)

Subcommittee Members: Julie Cascio, AK (jmcascio@alaska.edu), Mary Ann Lienhart Cross, IN (lienhart@purdue.edu), Vicky Hayman, WY (vhayman@uwyo.edu), Joanne Kinsey, NJ (jkinsey@njaes.rutgers.edu), Sonja Koukel, NM (sdkoukel@gmail.com), Leslie Shallcross, AK (LAShallcross@Alaska.edu), Julia Zee, HI (zee@hawaii.edu), Alexis Roberts, GA (roberts9@uga.edu), Kristen Sumpter, GA (ksumpter@uga.edu), Leif Albertson, AK (leif.albertson@alaska.edu), Patty Merk, AZ (pmerk@cals.arizona.edu)

Goal: Provide innovative professional development opportunities via online webinars for NEAFCS members.

Objective:

- Solicit Webinar Session proposals.
- Review each proposal using NEAFCS online submission system.
- Select presentations for online presentation for members.
- Market approved webinars through NEAFCS venues.





















	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 	Chair Chair-elect	Approximately - February 2017 September 2017
2.	Revise a “Call for Proposals” for 2016-17 Webinar Series. Submit to VP. Solicit webinar proposals from members, including members who presented at Annual Session. Invite others (i.e., partner members, sponsors) whose work aligns with Extension for “Partner Spotlight” webinars.	Chair & National HQ Chair Members VP	November 2016 Ongoing













	What (Action steps)	Who (Specific name)	When (Specific date)
3.	Recruit members for Webinar Sub-committee <ul style="list-style-type: none"> • Encourage state VPs for Professional development to join and recruit other state members • Use eNEAFCS newsletter to recruit potential members • Use NEAFCS website to recruit potential members 	Members VP	Ongoing
4.	Recruit additional Webinar Series Reviewers. <ul style="list-style-type: none"> • Via eNEAFCS 	Members	Ongoing
5.	Review and select webinars for 2016-2017. Utilizing process similar to concurrent/showcase selection: <ul style="list-style-type: none"> • Check for online proposal submissions • Online blind review process • 3 reviewers for each proposal • 1 reviewer per region, but not from the same state as applicant • Lowest score is dropped • Must have an average score of 80 or higher to be accepted • Prepare schedule; include a variety of topics and minority options • Review program tracks and make recommendations for next year Provide evaluative feedback to members submitting proposals selected and non-selected proposals.	All subcommittee members, recruited reviewers, and NEAFCS VP for Professional Development	All reviewers will receive instructions on process and procedures in January 2017, and as they volunteer Included with the announcement of accepted/non-accepted proposals

	What (Action steps)	Who (Specific name)	When (Specific date)
6.	Schedule Webinars (up to 9 webinars per year – scheduled through the national office – skip month of NEAFCS conference) <ul style="list-style-type: none"> • Invite presenters of accepted proposals • Schedule with National Office, 2:00 pm EST • Submit presentation announcement (include all time zones) for website and eNEAFCS to VP (to forward to National Office) • Identify host for webinar (notify National Office); Webinar Host Guidelines • Thank presenter after webinar 	Chair or other member	One month prior to presentation
7.	Market webinars as opportunities for professional presentations and as a valuable benefit of membership. Inform members that Webinar Archives are available for viewing anytime on website, and webinar attendees receive Participation Certificate from National Office. Build awareness of professional development opportunities. Submit short article for eNEAFCS to VP for Professional Development by first Friday of each month.	Chair Members	Ongoing

Members (15 members)

 [Add Members](#)

<u>Name</u>	<u>Position</u>		Edit		Remove
Karen DeZarn (Admin)	VP		Edit		Remove
Amy Elizer (Admin)	Chair		Edit		Remove
Alexis Roberts (Admin)	Member		Edit		Remove
Gisele Jefferson (Admin)	Member		Edit		Remove
Joanne Kinsey (Admin)	Member		Edit		Remove
Julia Zee (Admin)	Member		Edit		Remove
Julie Cascio (Admin)	Member		Edit		Remove
Kristen Sumpter (Admin)	Member		Edit		Remove
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<u>Name</u>	<u>Position</u>	
Leslie Shallcross (Admin)	Member	 Edit  Remove
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Patricia Merk (Admin)	Member	 Edit  Remove
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