

2017-2018 ACTION PLAN
Committee: Professional Development
Subcommittee: Program Development

Subcommittee co-Chair for 2017: Jami Dellifield, Ohio dellifield.2@osu.edu and
 Marcia Parcell, Indiana mparcell@purdue.edu

Subcommittee Chair-Elect: Candace Heer, Ohio heer.7@osu.edu

Subcommittee Apprentice: Christine Kendle, Ohio kendle.4@osu.edu

Subcommittee Past Chair: Pat Brinkman, Ohio brinkman.93@osu.edu

NEAFCS President: Lora Lee Howard, Kentucky howard@email.uky.edu

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

Committee members: Aneta Eichler, Ann Centner, Ann Simmons, Christine Kendle, Chutima Ganthavorn, Cindy Barnett, Cynthia Shuster, Cynthia Thompson, Deborah B. McGiffin, Dennis DeCamp, Diana Stone, Donna Peterson, Elizabeth Shephard, Gisele Jefferson, Joyce Sherrer, Julia Zee, Karen Hinshaw, Karla Belzec, Laurel Kubin, Leigh Anne Aaron, Lori Havungs, Mandy Armentor, Margaret Jenkins, Marian Ross, Marnie Spencer Mary Blackburn, Mary Liz Wright, Nancy Stehulak, Naomi Bechtold, Patricia Merk, Phyllis Lewis, Roxanne Price, Rhea Bentley, Ruth Schriefer, Shannon Carter, Surine Greenway, Susan Routh, Susan Taylor, Terri Crawford, Tonya Johnson, Tonya Short, Traci Florian

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, 2017
- 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) |
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| 1. | Prepare sub-committee Reports <ul style="list-style-type: none"> • Mid-Year • End of Year Report | Jami Dellifield Marcia Parcell | September 2017 September 2018 |
| 2. | Develop a "Call for Proposals" for 2018 NEAFCS Meeting | VP for Professional Development & National Management Firm | October 2017 System open 12/15/2017 to 1/30/2018. |
| | Webinar on "How to Submit a Successful Concurrent Session/Showcase of Excellence Proposal | Jami Dellifield | December 19, 2017 |
| | Do webinar on how to review a proposal. | Jami Dellifield & Marcia Parcell | Possibly early Feb. 2018 |
| 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 |

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| 4. | Recruit additional Concurrent Session and Showcase of Excellence Proposal Reviewers. <ul style="list-style-type: none"> Via NEAFCS Network newsletter | All Program Development sub-committee members | Each state asked to provide at least 2 reviewers. |
| 5. | Review and select Concurrent Session and Showcase of Excellence presentations for 2017 <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 Provide evaluative feedback to members submitting proposals selected and non-selected proposals | All Program Development sub-committee members & recruited reviewers Marcia Parcell (review process) & Jami Dellifield (schedule and letters) | All reviewers will receive instructions on process and procedures in February 2017 Included with the announcement of accepted/non-accepted proposals. |
| 6. | Evaluate 2017 Annual Session | National Office VP Professional Dev. | October 2017 |
| 7. | Confirm continuing education credits for 2017 Pre-Conferences and Annual Session | National Office | June 2017 |
| 8. | Identify and recruit webinars for professional development. Encourage members to utilize the online submission process to submit ideas for webinars. | Author/Topics | |
| 9. | Build awareness of professional development opportunities by sending them to NEAFCS President & VP for Professional Development | Program Development sub-committee members | Ongoing |
| 10. | Improve communication with subcommittee members – keep members informed and engaged. | Karen DeZarn | Conference calls/e-mail updates |
| 11. | 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 Jami Dellifield Marcia Parcell Candace Heer | Submit proposal – Let VP for Professional Development know Sept. 24-27, 2018 |