

2019-2020 ACTION PLAN

Committee: Professional Development

Subcommittee: Program Development

Subcommittee Co-Chair for 2019: Candace Heer, Ohio heer.7@osu.edu and Christine Kendle, Ohio kendle.4@osu.edu

Subcommittee Chair-Elect: Karla Belzer, Illinois kbelzer@illinois.edu

Subcommittee Apprentice: Amy Bartels, Missouri bartelsa@missouri.edu

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

NEAFCS President: Roxie Price, Georgia roxieb@uga.edu

Vice president for Professional Development: Jayne McBurney, jayne_mcburney@ncsu.edu

Committee members: Brenda Cockerham, Alison Berg, Amy Elizer, Margaret Jenkins, Jenny Rodriguez, Pat Brinkman, Amy Vance, Amy Bartels, Sarah Sprouse, Rhegan Deptur, Julianne Dinkel, Tonya Poncik, Karen Bernard. Sandy Stoneman, Andrea Nikolai and others listed as listed on the NEAFCS website.

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

Objective:

- Review Concurrent Session and Showcase of Excellence, Ignite, and Subject Program Networking proposals and select presentations for Annual Session; prepare schedule.
- Evaluate Annual Session, 2019
- 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.	Provide information for the Vice President of Professional Development end of year report	Candace Heer Christine Kendle	November 2020
2.	Develop a “Call for Proposals” for 2020 NEAFCS Meeting Webinar on “How to Submit a Successful Proposal” Do webinar on how to review a proposal.	VP for Professional Development & National Management Firm Candace Heer Candace Heer & Christine Kendle	November 2019 System open 12/01/2019 to 1/30/2020. December 2019 January 2020
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.	Ongoing
4.	Recruit additional Concurrent Session, Showcase of Excellence, Ignite, and Subject Program Networking 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 2020	All Program Development sub-	All reviewers will receive instructions on process and

	<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>committee members & recruited reviewers</p> <p>Christine Kendle (review process)</p> <p>National Office (assure schedule is complete and letters are sent)</p> <p>Candace Heer (connect with VP Professional Dev regarding transition to National Office completing the presentation schedule)</p>	<p>procedures in February 2020</p> <p>Included with the announcement of accepted/non-accepted proposals.</p> <p>April 2020</p>
6.	Evaluate 2020 Annual Session	National Office VP Professional Dev.	October 2020
7.	Confirm continuing education credits for 2020 Pre-Conferences and Annual Session	National Office	June 2020
8.	Build awareness of professional development opportunities by sending them to NEAFCS President & VP for Professional Development	Program Development sub-committee members	Ongoing
9.	<p>Improve communication with subcommittee members – keep members informed and engaged.</p> <ul style="list-style-type: none"> ● Schedule two 2020 Conference call/Zoom meeting dates ● Inform full committee of scheduled meeting dates via MemberClicks and email (if available) ● Provide meeting date reminders 30 days before via MemberClicks and email (if available) 	Candace Heer	<p>1st Meeting: Second week of April 2020</p> <p>2nd Meeting: Second week of August 2020</p>
10.	<p>Present seminar at NEAFCS annual meeting on how to submit a successful proposal</p> <ul style="list-style-type: none"> ● Support members in proposal preparation ● Support members as reviewers of proposals 	<p>Program Development Committee Members</p> <p>Candace Heer</p> <p>Christine Kendle</p> <p>Karla Belzer</p>	<p>Submit proposal – Let VP for Professional Development know</p> <p>September 14-17, 2020</p>