

2021-2022 ACTION PLAN

Committee: Professional Development Program Development Committee

Committee Chair: Karla Belzer, Amy Bartels, kbelzer@illinois.edu, bartelsa@missouri.edu

Committee Chair-elect: Amber Allen, amallen@missouri.edu

Committee Apprentice: Andrea Haubner, andrea1@vt.edu

Committee Past Chair: Christine Kendle, kendle.4@osu.edu

Strategic Plan Goals:

Enhance growth opportunities for our members through professional development, program sharing, and leadership/personal development.

Enhance the profession through year-round opportunities for professional development that build core competencies in Extension Program areas.

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

Objectives:

1. Review Concurrent Session and Showcase of Excellence, Ignite, and Subject Program Networking proposals and select presentations for Annual Session; prepare schedule.
2. Evaluate Annual Session, 2023. 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)	Responsible for (specific name)	When? (specific date)
1.	Provide information for the Vice President of Professional Development end of year report	Karla Belzer, Amy Bartels	11/1/2021
2.	Develop a "Call for Proposals" for the 2022 NEAFCS Meeting	VP Professional Dev and National Management Firm	November 2021 System open 12/1/21 to 1/30/22
3.	Present webinar on How to Submit a Successful Proposals	Karla Belzer and Amy Bartels	12/8/2021
4.	Present webinar on How to Review a Proposal	Karla Belzer and Amy Bartels	2/2/2022
5.	Recruit members for Program Development Committee.-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

6	Recruit additional Concurrent Session, Showcase of Excellence, Ignite, and Subject Program Networking Proposal Reviewers.- Via NEAFCS Network Newsletter	All Program Development committee members	Each state asked to provide at least 2 reviewers
7.	Review and select Concurrent Session and Showcase of Excellence presentations for 2022-Online blind review process, with 5 reviewers for each proposal-1 reviewer per region, but not from 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 selected and non-selected proposals	All Program Development committee members Amy Bartels (review process) Karla Belzer (schedule) National Office (assure schedule is complete and letters are sent)	All reviewers will receive instructions on process and procedures in January 2022 Reviews completed February 2022 Schedule built March 2022 Letters with evaluative feedback to accepted/non-accepted proposals April 2022
8.	Evaluate 2022 Annual Session	National Office VP Professional Dev	11/1/2022
9.	Confirm continuing education credits for 2022 Pre-conference and Annual Session	National Office	6/1/2022
10.	Build awareness of professional development opportunities by sending them to NEAFCS President and VP for Professional Development	Program Development Committee members	Ongoing
11.	Improve communication with committee members “keep members informed and engaged.-Schedule two 2022 conference call/Zoom meeting dates-Inform full committee of schedule meeting dates via MemberClicks and email (if available)-Provide meeting date reminders 30 days before via MemberClicks and email (if available)	Karla Belzer and Amy Bartels VP Professional Dev National Office	1st Meeting: Second week of April 2022 2nd Meeting: Second week of August 2022
12.	Present seminar at NEAFCS Annual Session on how to submit a successful proposal	Karla Belzer, Amy Bartels, Amber Allen	Annual session 2022