

2023 ACTION PLAN
Committee: Professional Development – Program Development
Professional Development Vice President – Marcia Parcell

Committee Co-Chairs: Karla Belzer(IL) and Amber Allen (MO)

Committee Chair-elect: Andrea Haubner (VA)

Committee Apprentice: Mackenzie Johnson(IA)

Committee Past Chair: Christine Kendle (OH)

Strategic Plan Goal: *Provide innovative professional development opportunities for Extension Family and Consumer Sciences professionals.*

Committee Goal: *Provide innovative professional development opportunities for Extension Family and Consumer Sciences professionals throughout the year and annual session.*

Objectives:

- Review Concurrent Session and Showcase of Excellence, Ignite, and Subject Program Networking proposals and select presentations for Annual Session; prepare schedule.
- Evaluate Annual Session, 2022
- Present a seminar to support members in preparation of proposals for Annual Session; recruit and prepare reviewers for Annual Session.

	What? (action steps)	Responsible for (specific name)	When? (specific date)
1.	Prepare information for the Vice President of Professional Development end of year report	Karla Belzer & Amber Allen	July 2023
2.	a. Develop a “Call for Proposals” for 2023 NEAFCS Meeting b. Ask administration of each state to contribute 2 program recommendations from their state. Webinar on “How to Submit a Successful Proposal” Do webinar on how to review a proposal.	VP for Professional Development and National Office Karla Belzer & Amber Allen Karla Belzer & Amber Allen	November 2022 System open 12/01/2022 to 1/31/2023. December 2022 January/early February 2023
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	Committee members, NEAFCS President, & VP Professional Development	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 Committee members, VP Professional Development	Each state asked to provide at least 2 reviewers.
5.	Review and select Concurrent Session and Showcase of Excellence presentations for 2023 <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 Co-chairs and VPPD (review process) & National Office (Assure schedule is complete, and letters are sent.) National Office will provide (Concurrent and Showcase of Excellence schedule for program.) Co-chairs will assign rooms.	All reviewers will receive instructions on process and procedures in February 2023. Included with the announcement of accepted/non-accepted proposals. April 2023
6	Evaluate 2023 Annual Session	National Office VP Professional Dev.	November 2023
7.	Build awareness of professional development opportunities by sending them to NEAFCS President & VP for Professional Development	Program Development Committee Members	Ongoing
8.	Improve communication with subcommittee members – keep members informed and engaged. <ul style="list-style-type: none"> Schedule at least two 2023 Conference Call/Zoom Meeting Dates Inform full committee of scheduled meeting dates via MemberClicks. Provide meeting date reminders 30 days before via MemberClicks. 	VP Professional Development will schedule	1 st Meeting: Second week of January 2 nd Meeting: Second week of May
9.	Present seminar at NEAFCS annual meeting on how to submit a successful proposal <ul style="list-style-type: none"> Support members in proposal preparation Support members as reviewers of proposals 	Program Development Committee Members Karla Belzer Amber Allen Andrea Haubner	Submit proposal – Let VP for Professional Development know September 2023