**2018-2019 ACTION PLAN**

**Committee: Professional Development**

**Subcommittee: Program Development**

**Subcommittee co-Chair for 2018: Marcia Parcell, Indiana mparcell@purdue.edu** and **Candace Heer, Ohio** **heer.7@osu.edu**

**Subcommittee Chair-Elect: Christine Kendle, Ohio** **kendle.4@osu.edu**

**Subcommittee Apprentice:**

**Subcommittee Past Chair: Jami Dellifield, Ohio** **Dellifield.2@osu.edu**

**NEAFCS President: Karen Munden, Virginia** **kmunden@vt.edu**

**Vice president for Professional Development: Jayne McBurney, North Carolina** **jayne\_mcburney@ncsu.edu**

**Committee members:** Anne Clarkson, Brenda Cockerham, Pamela S. Pruett, Natasha Parks, Amy Mullins, Jay Christiansen, Rachel Stewart, Alison Berg, Joni Muchler, Margaret Jenkins, Daron Monnin, Meilana Charles, Jana Anderson, Johanna Ramirez, Jenny Rodriguez, and Pat Brinkman

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

**Objective:**

* Review Concurrent Session and Showcase of Excellence, Ignite, and World Cafe proposals and select presentations for Annual Session; prepare schedule.
* Evaluate Annual Session, 2018
* Present a seminar to support members in preparation of proposals for Annual Session; recruit and prepare reviewers for Annual Session. (bi-annually)

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|  **What (Action steps) Who (Specific Name) When (Specific date)** |
| **1.** | Prepare sub-committee Reports* Mid-Year
* End of Year Report
 | Marcia ParcellCandance Heer | September 2018September 2019 |
| **2.** | Develop a “Call for Proposals” for 2019 NEAFCS MeetingWebinar on “How to Submit a Successful Concurrent Session/Showcase of Excellence, Ignite, and World Cafe ProposalsDo webinar on how to review a proposal.  | VP for Professional Development & National Management Firm Marcia ParcellMarcia Parcell & Candance Heer | October 2018System open 12/01/2018 to 1/30/2019.December 12, 2018Possibly early Feb. 2019 |
| **3.** | Recruit members for Program Development Sub-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 PresidentVP Professional Dev.  | Ongoing |
| **4.** | Recruit additional Concurrent Session, Showcase of Excellence, Ignite, and World Cafe Proposal Reviewers.* 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 2018* 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 reviewersCandance Heer (review process) & Marcia Parcell (schedule and letters)  | All reviewers will receive instructions on process and procedures in February 2019Included with the announcement of accepted/non-accepted proposals. |
| **6.** | Evaluate 2018 Annual Session | National OfficeVP Professional Dev. | October 2018 |
| **7.** | Confirm continuing education credits for 2019 Pre-Conferences and Annual Session  | National Office  | June 2019 |
| **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. |  | Conference calls/e-mail updates |
| **11.** | Present seminar at NEAFCS annual meeting on how to submit a successful concurrent session/showcase of excellence proposal* Support members in proposal preparation
* Support members as reviewers of proposals
 | Program Development Committee MembersMarcia ParcellCandace HeerChristine Kendle | Submit proposal – Let VP for Professional Development knowSept. 30-October 3, 2019 |