

2020-2021 ACTION PLAN

Committee: Professional Development

Subcommittee: Program Development

Subcommittee Co-Chair for 2021: Christine Kendle, Ohio, kendle.4@osu.edu and Karla Belzer, Illinois, kbelzer@illinois.edu

Subcommittee Chair-Elect: Amy Bartels, Missouri, bartelsa@missouri.edu

Subcommittee Apprentice: Amber Allen, Missouri, amallen@missouri.edu

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

NEAFCS President: Dianne Gertson, Texas, dlgertson@ag.tamu.edu

Vice president for Professional Development: Pat Brinkman, Ohio, brinkman.93@osu.edu

Committee members: Emily Barbee, Shannon Carter, Dennis DeCamp, Joanna Gomez-Gonzalez, Candace Heer, Brenda Hill, Courtney Hoikkala, Jane Horner, Casey Jarding, Margaret Jenkins, Mackenzie Johnson, Carrie Krug, Patty Merk, Karen Mort, Andrea Nikolai, Marcia Parcell, Laura Sant, Kate Shumaker, and others 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, 2020
- Present a seminar to support members in preparation of proposals for Annual Session; recruit and prepare reviewers for Annual Session.

	What (Action steps)	Who (Specific Name)	When (Specific date)
1.	Provide information for the Vice President of Professional Development end of year report	Christine Kendle & Karla Belzer	November 2021
2.	Develop a “Call for Proposals” for 2021 NEAFCS Meeting	National Office & VP for Professional Development	November 2020 System open 12/01/2020 to 1/31/2021.
	Webinar on “How to Submit a Successful Proposal”	Christine Kendle & Karla Belzer	December 2020
	Do webinar on how to review a proposal.	Christine Kendle & Karla Belzer	January 2021
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 for 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 subcommittee members	Each state asked to provide at least 2 reviewers.

5.	<p>Review and select Concurrent Session and Showcase of Excellence presentations for 2021 Online blind review process.</p> <ul style="list-style-type: none"> • 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>All Program Development subcommittee members & recruited reviewers</p> <p>Karla Belzer (review process)</p> <p>National Office (assure schedule is complete and letters are sent)</p> <p>Christine Kendle (Concurrent and Showcase of Excellence schedule for program) & National Office</p>	<p>All reviewers will receive instructions on process and procedures in February 2021</p> <p>Included with the announcement of accepted/non-accepted proposals.</p> <p>April 2021</p>
6.	Evaluate 2021 Annual Session	National Office VP for Professional Development	November 2021
7.	<p>Confirm continuing education credits for 2021 Pre-Conferences and Annual Session</p> <ul style="list-style-type: none"> • CEU's and PDU's from AAFCS, AFCPE, and CFLE 	National Office	June 2021
8.	Build awareness of professional development opportunities by sending them to NEAFCS President & VP for Professional Development	Program Development subcommittee members	Ongoing
9.	<p>Improve communication with subcommittee members – keep members informed and engaged.</p> <ul style="list-style-type: none"> • Schedule two 2021 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) 	Christine Kendle	<p>1st Meeting: Second week of April 2021</p> <p>2nd Meeting: Second week of August 2021</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>Christine Kendle Karla Belzer Amy Bartles</p>	<p>Submit proposal – Let VP for Professional Development know</p> <p>November 2-5, 2021</p>

Shannon writing article for December newsletter on becoming a reviewer
2021 NEAFCS Annual Session Theme - Great Depths, Greater Impacts