

2024 ACTION PLAN

Committee: Professional Development: Program Development Committee

Vice President: Marcia Parcell, VP for Professional Development

Committee Co-Chairs: Amber Allen (MO) and Andrea Haubner (VA)

Committee Chair-elect: Andrea Nikolai (FL)

Committee Apprentice: Chris Roofe (UT)

Committee Past Chair: Karla Belzer (IL)

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 the schedule.
- Evaluate Annual Session, 2023
- Present a seminar and webinars to support members in preparation of proposals for the Annual Session; recruit and prepare reviewers for the 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.	Amber Allen & Andrea Haubner	July 2023
2.	a. Develop a "Call for Proposals" for 2024 NEAFCS Meeting, and add and develop any new scoring rubrics if needed. b. Ask the administration of each state to contribute 2 program recommendations from their state.	VP for Professional Development and National Office	November 2023 System open 12/01/2023 to 1/31/2024.
	Webinar on "How to Submit a Successful Proposal"	Amber Allen & Andrea Hauber	December 2023
	Do webinar on how to review a proposal.	Amber Allen & Andrea Hauber	January/early February 2024
3.	Recruit members for Program Development Sub-committee	Committee members, NEAFCS President, & VP Professional Development	Ongoing

	<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. 		
4.	<p>Recruit additional Concurrent Session, Showcase of Excellence, Ignite, and Subject Program Networking Proposal Reviewers.</p> <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.	<p>Review and select Concurrent Session and Showcase of Excellence presentations for 2024.</p> <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>All Program Development sub-committee members & recruited reviewers</p> <p>Co-chairs and VPPD (review process) & National Office (Assure schedule is complete, and letters are sent.)</p> <p>National Office will provide (Concurrent and Showcase of Excellence schedule for program.) Co-chairs will assign rooms.</p>	<p>All reviewers will receive instructions on process and procedures in February 2024.</p> <p>Included with the announcement of accepted/non-accepted proposals.</p> <p>April 2024</p>
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.	<p>Improve communication with subcommittee members – keep members informed and engaged.</p> <ul style="list-style-type: none"> Schedule a post-annual session call for the state affiliate VP of Professional Development 	VP Professional Development will schedule	<p>Affiliate Meeting: 30 days post-annual session</p> <p>1st Meeting: Second week of January</p>

	<ul style="list-style-type: none"> • Schedule at least two 2024 Conference Call/Zoom Meeting Dates • Inform full committee of scheduled meeting dates via MemberClicks. • Provide meeting date reminders 30 days before via MemberClicks. 		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 Andrea Haubner	Submit proposal – Let VP for Professional Development know September 2024