

ACTION PLAN 2025-2026

Committee: Online Professional Development

Vice President: Susan Moore (GA), VP for Professional Development

Committee Chair: Candace Heer (OH)

Committee Chair-elect: Theresa Jones (AL)

Committee Apprentice: Melissa Cook (WY)

Committee Past Chair: Lauren Weatherford (WV)

Strategic Plan Goal:

Present year-round professional development opportunities through a variety of avenues.

Committee Goal:

Offer online professional development such as webinars, book discussions, and/or virtual meetups.

Objectives:

- Solicit webinar session proposals and other online professional development opportunities.
- Review each proposal using NEAFCS online submission system.
- Select presentations for online presentations for members.
- Market approved webinars through NEAFCS venues.
- Remind members about NEAFCS webinars and other online professional development opportunities.

	What? (action steps)	Responsible for (specific name)	When? (specific date)
1.	Solicit webinar proposals from members. Maximum of 10 in-person annually. Will need to schedule approved sessions in order of priority. <u>Pre-approved sessions</u> (set date 1 month after annual session for request deadline): • Annual session proposals meet the minimum score who indicated that they would like to present a national webinar. • National Award winners • NEAFCS Committee presentations <u>In need of review:</u> • Invite those who were not able to attend Annual Session to vote for	All Committee Members VPPD (Susan Moore)	Ongoing

	sessions they would have liked to attend, then invite those presenters to present a webinar. • Invite partner members and sponsors whose work aligns with Extension for "Partner Spotlight" webinars. • "Hot Topics" • General membership submission <u>Pre-recorded option</u> to be posted to archive. Also, must be submitted and reviewed to be accepted.		
2.	Recruit members for Webinar Committee • Encourage state VPs for Professional Development to join and recruit other state members via reminder emails. • Use NEAFCS Network newsletter to recruit potential members - see committee article schedule. • Use NEAFCS website to recruit.	All Committee Members VPPD (Susan Moore)	Ongoing
3.	Recruit additional Webinar Series Reviewers. • Via NEAFCS Network • Via state affiliates • Provide QR Code requesting webinar reviewers (name, email, specialization, region) and any other information we might want to gather • Provide benefits for serving as a reviewer or committee member	All Committee Members VPPD (Susan Moore)	Ongoing
4.	VPPD will send out webinar proposals for review. Members will review and select webinars for 2025-26 utilizing process similar to concurrent/showcase selection: • Check for online proposal submissions. • Online review process. • 3 reviewers for each proposal. • 1 reviewer per region, but not from the same state as applicant. • Must have an average score of 80 or higher to be eligible. • Prepare schedule; include a variety of topics and minority options. • Review program tracks and make recommendations for next year.	All Committee Members • see separate sheet with those who signed up to review. • Preferences given to listed areas of expertise would like to review: <u>Content Areas:</u> • Health and Well-being • Technology • 4-H and Youth Development	Ongoing

	Provide evaluative feedback to members submitting proposals selected and non-selected proposals.	• Environmental Health and Sustainability • Food and Nutrition • Economic and Workforce Development • Financial Health and Capability • Lifespan Development and Family Relationships • Trending Topics • Education, Leadership, and Diversity	
5.	Schedule Webinars (timely) • Invite presenters of accepted proposals • Schedule with National Office 1:00 pm EST or after if possible, allowing for time zone adjustment. ◦ Submit presentation announcement (include all time zones) for website and NEAFCS Network to VP • Identify host for webinar (notify National Office), Webinar Host Guidelines • Thank presenter after webinar	• Jessica Dunlap will schedule webinars after review process is complete and has met requirements. • VPPD (Susan Moore) will notify authors and Jessica Dunlap if accepted or if not accepted and provide comments to them. • Members of committee can serve as hosts and responsible for thanking presenters after webinar	Ongoing • Two months in advance to allow for publicity.
6	Webinars are available for viewing anytime on website.	Jessica Dunlap will archive all webinars	Ongoing
7.	Prepare sub-committee reports • Mid-Year • End of Year Report	VPPD (Susan Moore)	Approximately - March 2026, early August 2026
8.	Committee will provide other virtual professional development opportunities as requested or determined as a need such as Virtual Meet Ups, blogs, podcasts, book clubs, Connecting with Colleagues, etc.	• Jessica Dunlap/ VPPD (Susan Moore) will schedule. • Members of committee can serve as hosts of virtual online	Ongoing

	Sub-committee formed to work on a Formal Virtual Meet Up with application process for several Members to highlight ongoing projects with opportunities for collaboration via zoom	professional development opportunities. Headed by Jacqueline Amor-Zitzelberger	Ongoing
9.	Build awareness of professional development opportunities. Submit short promotion for quarterly NEAFCS Newsletter to VP for Professional Development (Susan Moore) at least 2 weeks before the newsletter submission deadline.	Members are welcome to write short articles or promotions for online professional development.	Ongoing
10.	Encourage members to recruit using online letter that members can use to send to people for recruiting for proposals	All members	Letter to recruit webinars .pdf (memberclicks.net)
11.	Send out committee updates to the committee e-list during the year about what the Committee is doing and/or could do.	Chair (Candace Heer)/ VPPD (Susan Moore)	Every three months or more