

ACTION PLAN 2026-2027

Committee: Online Professional Development

Vice President/Board Liaison: Courtney Aldrich

Committee Chair: Theresa Jones (AL)

Committee Chair-elect: Melissa Cook (WY)

Committee Apprentice: To be determined

Committee Past Chair: Candace Heer (OH)

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. A goal of 10 webinar proposals submitted and accepted from affiliate members annually. Sessions will be scheduled in order of priority. Note: Members can sponsor non-members (faculty, specialists, etc.). Members will have priority over sponsored non-members. <u>Pre-approved sessions</u> (set date 1 month after annual session for request deadline): • Annual session proposals who met the minimum score who indicated that they would be interested in presenting a national webinar. • National Award winners	All Committee Members VPPD	Ongoing

	• Staff will send proposals received to the VP for PD within 48 hours of submission. • VP for PD should send the proposal to the committee and begin online review process within 3-5 business days of receiving the proposal from Staff. • Online review process should be completed within 3-weeks MAX of receipt of the webinar submission. ○ 3 reviewers for each proposal. ○ 1 reviewer from at least 3 of the regions, 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 options. ○ Review program tracks and make recommendations for next year. VP for PD will share results with Staff. VP for PD will communicate with member directly sharing evaluative feedback for selected and non-selected proposals. Staff will follow-up with selected webinars to coordinate logistics.	reviewing webinar proposals. • Preferences given to listed areas of expertise would like to review: <u>Content Areas:</u> • 4-H and Youth Development • Administration • Aging • Child Development • Clothing/Textiles • Community Development • Financial Management • Food Safety • Health • Housing • Human Development • Nutrition • Parenting Education • Technology and Social Media	
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	• Jessica Dunlap will schedule webinars after review process is complete and has met requirements. • VPPD (Courtney Aldrich) will notify authors and Jessica Dunlap if accepted or if not accepted and provide comments to them. • Members of committee can	Ongoing • Two months in advance to allow for publicity.

