

ACTION PLAN

Committee: Professional Development

Vice President: Susan Moore, VP for Professional Development

Committee Co-Chairs: Andrea Haubner (VA), Andrea Nikolai (FL)

Committee Chair-elect: Chris Roofe (AR)

Committee Apprentice: Debbie Messenger (KY)

Committee Past Chair: Amber Allen (MO)

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, 2024
- Present a seminar and webinars to support members in preparation of proposals for the Annual Session; recruit and prepare reviewers for the Annual Session.
- Help create and disseminate the proceedings document.

| | What? (action steps) | Responsible for (specific name) | When? (specific date) |
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| 1. | Prepare information for the Vice President of Professional Development end of year report | Andrea Haubner & Andrea Nikolai(FL) | July 2024 |
| 2. | Develop a "Call for Proposals" for 2025 NEAFCS Meeting, and add and develop any new scoring rubrics if needed. Webinar on "How to Submit a Successful Proposal" Do webinar on how to review a proposal. | VP for Professional Development and National Office Andrea Haubner & Andrea Nikolai(FL) Andrea Haubner & Andrea Nikolai(FL) | November 2024 System open 12/01/2024 to 1/31/2025. December 2024 January/early February 2025 |
| 3. | Recruit members for Program Development Sub-committee | Committee members, NEAFCS President, & | Ongoing |

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| | <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 | VP Professional Development | |
| 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 2025</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.)</p> <p>Co-chairs will assign rooms.</p> | <p>All reviewers will receive instructions on process and procedures in February 2025.</p> <p>Included with the announcement of accepted/non-accepted proposals.</p> <p>April 2025</p> |
| 6. | Create a proceeding document | Past Chair and Committee | January 2025 |
| 6 | Evaluate 2024 Annual Session | National Office VP Professional Dev. | November 2024 |
| 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 | Affiliate Meeting: 30 days post-annual session |

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| | <ul style="list-style-type: none"> • Schedule at least two 2025 Conference Call/Zoom Meeting Dates • Inform full committee of scheduled meeting dates via MemberClicks. • Provide meeting date reminders 30 days before via MemberClicks. | | <p>1st Meeting: Second week of January</p> <p>2nd Meeting: Second week of May</p> |
| 9. | <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 Andrea Haubner & Andrea Nikolai(FL)</p> | <p>Submit proposal – Let VP for Professional Development know</p> <p>September 2025</p> |