



**Program and Staff Development Committee**  
**Quarterly Meeting**  
**Minutes**  
**January 14, 2020**

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**Call to Order**

Nancy Calix called the meeting to order at 2:20 PM EST.

**Review of Agenda**

Nancy provided an overview of the agenda. Karen Vines asked for verification that she is on the listserv, as she did not receive the email with the agenda. Diane Mashburn also did not receive the email. Marina Denny will check with the listserv manager.

**Review of Minutes and Approval**

Amy Harder moved to approve minutes as submitted; Cheryl Newberry seconded.

**Other Reports**

Chair – no report

Vice Chair – no report

Secretary – no report

**POW Updates**

Collaboration with Communications Committee -- Meredith Weinstein – Have not yet talked to the communications committee. Plans to make contact soon. Need to revise the completion date to April 2020. Marina will make change to POW document and re-send to the group.

Reporting educational contact best practices -- Meredith Weinstein and Donna Peterson – Donna sent email to folks working on this since last fall, but didn't get any response, so waiting for everyone to get in the swing of things for the spring semester before sending out a reminder. Meredith started this whole process, but we're just in a holding pattern now.

Host Virtual Summer School -- Diane Mashburn – The PD committee of NAEPSPD is meeting on January 15<sup>th</sup>, so they will look at the conference evaluations to determine a potential topic and dates for Virtual Summer School. Diane plans to reach out to this group for recommendations on presenters on the topic identified, hopefully in a week or two. Likely to look at July or August for scheduling VSS. Please let Diane know of any major dates to avoid during those months. Julie Robinson recommended at least a week buffer before the end of VSS and the PLN meeting so that Diane has time to put together the final report.

Database for sharing competency-based resources -- Karen Vines – Working with another group (Southern Extension Research Activities) to test partnering with eXtension to use a platform that doesn't restrict participation to paid memberships. Will be meeting with eXtension board tomorrow and will report back to the group soon. Cheryl Newberry reported that all but 2 members in our regions use Microsoft; Scott Cummings was exploring the possibility of using Microsoft Teams as a way to dialogue and communicate across universities. Downside to eXtension using Google instead requires yet another log-in for folks to remember, so need to have a conversation about an appropriate platform for



participants. Meredith indicated that NC State is a Google state and can't use Microsoft, so we need to make sure that regardless of platform, those that don't have the license can still access without additional cost.

### **Report from PLC Representatives**

Meredith Weinstein (1862) – Met in November for PLC committee to start planning conference (Fort Worth, TX, August 25-27, 2020, Hilton Fort Worth). Discussed whether to do ignite sessions; moving away from traditional ignite to more of a hybrid ignite-TED talk. Theme will be *Opportunities in transition: Driving positive change*. Looking for a keynote speaker to talk about transition. Need to identify someone from our PSD committee to present a 5-minute ignite session on “driving positive change.” Will add a fun run on Wednesday morning to the agenda. Thinking about using the Goosechase app to incorporate a scavenger hunt-type component to the meeting. Discussing possibility of real-time polling per session because of low response rates from previous years. FYI: 2021 meeting will be in Orlando, FL. Location for 2022 is still up in the air. Next conference call is Feb 22.

Celeste Allgood (1890) – no report

### **Reports from Administrative Advisors**

Meredith wanted to let the group know about a meeting with the Southern Region Business Officers group – Jan 22<sup>nd</sup> -- Re-imaging call to discuss NIFA's capacity to work with Extension moving forward. She also sent an e-mail to the listserv with the dates of the NERAOC 2020 meeting dates.

Damona Doyle (1862) – no report

Vonda Richardson (1890) – no report

### **Other Business**

If anyone has a discussion topic for the April meeting, please send it to Marina, Amy, or Nancy to add to the agenda for April. Next conference call will be April 14<sup>th</sup>, 2 PM Eastern time.

### **Roll Call**

Adeola Ogunade, Kentucky State University

Susan Guynn, Clemson University

Julie Robinson, University of Arkansas

Karen Vines, Virginia Tech

Amy Harder, University of Florida

Marina Denny, Mississippi State University

Nancy Calix, Kentucky State University

Meredith Weinstein, North Carolina State University

Cheryl Newberry, Oklahoma State University

Donna Peterson, Mississippi State University

Diane Mashburn, University of Arkansas

Ken Jones, University of Kentucky

### **Meeting adjourned at 2:48 PM EST**

Respectfully submitted,

Marina Denny, Mississippi State University

Secretary