



## Program and Staff Development Committee

### Quarterly Meeting via Zoom

#### Agenda

April 16, 2024

**Attendees:**

Bethany Eigel, Celeste Allgood, Cheryl Newberry, Cynthia Pierfax, David Herpy, Diann Simmons, Donna Peterson, Hannah Gerken, Janette Wheat, Julie Robinson, Karl Bradley, Ken Jones, Kristi Carpenter, Lola Adedokun, Meredith Weinstein, Nesma Osman, Robertha Richardson, Sarah Baughman, Scott Cummings, Steve Siegelin, Susan Guynn, Tearney Woodruff, Tia Gregory

**Advisors:**

None Present

<b>Call to Order</b>	Kristi Farner	Kristi Farner called to order at 11:01 CST/12:01 EST
<b>Review of Agenda</b>	Kristi Farner	
<b>Review of Minutes &amp; Approval</b>	Tearney Woodruff	Motion to approve January Minutes by Sarah Baughman, second by Ken Jones. Minutes Approved
<b>Officer Reports</b>		
Chair	Kristi Farner	Introductions. Apologies about Zoom link issue.
Vice Chair	Cynthia Pierfax	No Report
Secretary	Tearney Woodruff	No Report
<b>POW Updates</b>		
Establish a community of practice working group for evaluation	Donna Peterson Celeste Allgood	Met recently as a POW. Great place to share ideas, space to support or commiserate and encourage as individual is often sole person at their institution doing this work. They are on track to meet their August deadline.
Develop a universal model for program development process for the southern region	Ken Jones Julie Robinson	Please view these links: <a href="#">Program development   MU Extension (missouri.edu)</a>

			<p><a href="https://extension.missouri.edu/programs/mu-extension-way/learning-and-teaching-services/program-development">https://extension.missouri.edu/programs/mu-extension-way/learning-and-teaching-services/program-development</a></p> <p>This model was presented on at NAEPSDP. The group has looked at several models and compared language. This one was highlighted for its interactive nature. The group would like you to look at this one. They will also show at our in-person meeting a couple of additional models. This model will allow a collegial shared language to work with especially since it has reference videos.</p>
	Building supervisory capacity for the region	Matt Bengé	The committee has a meeting date in June to begin this work.
	Host a virtual summer school in collaboration with NAEPSDP with the topic to be determined via needs assessment. Continue promotion efforts through committee and organization leadership.	Bethany Cleveland NAEPSDP Co-Chair	Virtual Summer School -- Date: July 8-12 – most likely just the 8-11 with no session on Friday. Theme: Program Development Through the Lens of Access and Belonging. Daily themes will center around these topics: Access – need recommendations for speakers, Design (ADA, LEP, and more) – working on securing Bluetrunk.org and Robin Ertz for speakers, Deliver (tentative speaker confirmation), and Evaluation – Culturally responsive evaluation (speaker confirmed). If you have suggestions for speakers, reach out to Bethany Cleveland with Auburn University or Emily Smith, Arkansas
	Leadership Lunch and Learn webinar series	Julie Robinson	Still in need of a May and October speaker for these. Reach out to Julie! Recordings for 2024 webinars have been updated. Tia's book review of Winning Minds: Secrets from the Language of Leadership is this month.

			Leadership Lunch and Learn page: <a href="https://www.uaex.uada.edu/business-communities/leadership/lunch-and-learn.aspx">https://www.uaex.uada.edu/business-communities/leadership/lunch-and-learn.aspx</a>
	Resource Database engagement and partnering with NAEPSDP	Tia Gregory	No Report
	<b>Report from PLC Representatives</b>	Cynthia Pierfax and Cheryl Newberry	PLC moving along in planning for conference. Theme: All Aboard. Hilton Charlotte Airport. Cost is not changing. Early bird: July 15 \$490. \$540 Regular. \$590 Late. Speaker -- Ryan Jenkins (Florida) how to engage multiple generations within the workforce. Preconference event -- highlight novel retention, recruitment, etc. strategy. How to effectively keep employees engaged.
	<b>Reports from Administrative Advisors</b>	Rick Avery and Obadiah Njue	No advisors present. Will email for a report. Cheryl shared these updates that were shared during PLC meeting. There will be a search for the Executive Director of ASRED as Ron Brown is retiring. ASRED and Research met in March in Lexington, KY The National Extension Awards call for applications is out. They are due May 1. Here's the link to the page: <a href="https://www.aplu.org/food-environment-and-renewable-resources/board-on-agriculture-assembly/cooperative-extension-section/awards/">https://www.aplu.org/food-environment-and-renewable-resources/board-on-agriculture-assembly/cooperative-extension-section/awards/</a>
	<b>Other Business</b>	Kristi Farner	NAEPSDP will have an in-person board meeting the day prior to SR-PLN to leverage the number of board members who are a part of both groups. Look for coming details on this. Good opportunity for groups to

		mix.  Karl Bradley shared this: New Tool from Extension Foundation <a href="https://extension.org/team-health-dashboard/">https://extension.org/team-health-dashboard/</a>
<b>Upcoming Meeting</b>	Kristi Farner	July 16 at 11am CT / 12pm ET
<b>Roll Call</b>	Tearney Woodruff	See list above
<b>Adjourned</b>	Kristi Farner	Adjourned at 11:24 CST/12:24 EST.

Zoom Meeting: <https://zoom.us/j/8431436179?omn=93951262667>  
Meeting ID: 843 143 6179



**New Committee Officers and Key Contacts**  
**September 1, 2023 – August 31, 2024**  
*(See submission instructions at end of document)*

Committee Name	Program and Staff Development	Submission Contact Name:	Tearney Woodruff
Chair	Kristi Farner	Submission Contact E-mail	tearney.woodruff@ag.tamu.edu
Vice-Chair	Cynthia Pierfax	Submission Contact Phone	(979) 479-5179
Secretary	Tearney Woodruff	Date of Submission	8/23/23
PLC Representative 1862	Cheryl Newberry	PLC Representative 1890	Cynthia Pierfax
1862 Advisor	Rick Avery	1890 Advisor	Obadiah Njue

**Annual Plan of Work**  
**September 1, 2023 – August 31, 2024**

Item to Accomplish	Responsibility (Names of people assigned to item)	Key Contact (Person who will serve as a key contact for item)	Goal Date (Anticipated completion date)	Completion Date (to be filled in when completed)
Establish a community of practice working group for evaluation	Celeste Allgood, Meggan Franks, Donna Peterson, Lola Adedokun, Meredith Weinstein, Lauren Hargrave, John Toman, Jeantyl Norze, Shirley Brown, Susan Guynn	Donna Peterson Celeste Allgood	August 2024	
Develop a universal model for program development process for the southern region	Meredith Wienstein, Armenta Lockhart, Ken Jones, Julie Robinson, Sarah Baughman, Kristi Farner, Nesma Osman, Cheryl Newberry, Matt Bengé, Lola Adedokun	Ken Jones Julie Robinson	August 2024	
Building supervisory capacity for the region	Matt Bengé, Steve Siegelin, Dave Herpy, Brandi Berven, Hannah Gerken, Tearney Woodruff, Tia Gregory, Bethany Cleveland, Cindy Canfield	Matt Bengé	August 2024	
Host a virtual summer school in collaboration with NAEPSDP with the topic to be determined via needs assessment. Continue promotion efforts through committee and organization leadership.	Cheryl Newberry, Armenta Lockhart, Tia Gregory	Bethany Cleveland NAEPSDP Co-Chair	August 2024	
Leadership Lunch and Learn webinar series	Tia Gregory, Tearney Woodruff, Hannah Gerken, Brandi Berven, Steve Siegelin, Dave Herpy, Armenta Lockhart	Julie Robinson	August 2024	
Resource Database engagement and	Matt Bengé, Sarah Baughman	Tia Gregory	August	

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partnering with NAEPSDP			2024	

Quarterly Conference Call Schedule: (Dates/Times – Please indicate time zone)

- January 16 at 11am CT / 12pm ET
- April 16 at 11am CT / 12pm ET
- July 16 at 11am CT / 12pm ET
- August 20-22 in Charlotte, NC

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