



## Program and Staff Development Committee

### Quarterly Meeting via Zoom

#### Minutes

Cynthia Pierfax, Kristi Farner, Sarah Baughman, Jaime Curbelo, Donna Peterson, Meredith Weinstein, Becca Hedden, Ben Grove, Cheryl Newberry, DJ Johnson, Dr. Hargrave, Guadalupe Castro, Janette Wheat, Joan York, John Toman, Julie Robinson, Karl Bradley, Kenneth Jones, Kimberly Williams, Lola Adedokun, Matt Benge, Meggan Franks, Obadiah Njue, Rick Avery, Scarlett Kingsley, Tia Gregory, Stacey McCullough, Scott Cummings, B. Robinson, Celeste Allgood

January 17, 2023 11am CT / 12pm ET

<b>Call to Order</b>	Sarah Baughman	
<b>Review of Agenda</b>	Sarah Baughman	
<b>Review of Minutes &amp; Approval</b>	Cynthia Pierfax	
<b>Officer Reports</b>		
Chair	Sarah Baughman	
Vice Chair	Kristi Farner	
Secretary	Cynthia Pierfax	No revisions. Minutes approved at 11:05 AM.
<b>POW Updates</b>		
Pilot sharing PSD resources internally	Tia Gregory	Update on subgroup shared on Connect Extension. Wants to funnel shared resources on top tier topics. Created general list of top-tier 12 topics. (Southern region program and staff development committee subgroup)  <b>Action item:</b> Feedback from team and pilot to see if topics work.
Virtual Summer School	Cheryl Newberry	No updates
Virtual program delivery and evaluation best practices	Donna Peterson	No updates. <b>Action Item:</b> Follow up to get meeting date
Regional civil rights review working group	Meredith Weinstein	Sent out invitation to join. 10 people expressed interest in joining. Informed NIFA of the project.

			<b>Action item:</b> First half hour will be update on activities in state. Second hour will be discussion on the happenings in their state. First meeting will be in February, followed by monthly meetings.
	Organizational health score card assessment	Tearney Woodruff	Met on 1/17. Reviewed literature for themes and discussed how to scale items. Developed a timeline for the development of the timeline. Wants the scorecard to be congruent across institutions. Will meet monthly.
	Evaluator taskforce	Lauren Hargrave	Created a request for PSD committee form. The PSD committee will review request and decide if the request is something the committee can honor.
	Monthly leadership book review webinar	Julie Robinson	Scheduled for the 2023 Lunch and Learn Series. Shared the artwork, ppt template, and schedule for the series. Action item: Cheryl Newberry will send list to everyone in the southern region list-serve for marketing.
	<b>Report from PLC Representatives</b>	Reynesha Harris and Cheryl Newberry	Met on 10/31 and 11/9 for the winter planning meeting. Do not have an expense report yet. Registration fee may go up. Dates 8/21-24. Brainstorming speakers. Cheryl will chair the newcomers committee.
	<b>Reports from Administrative Advisors</b>	Obadiah Njue and Rick Avery	Njue-no report. Avery-failed search for director of ECOP. Position description reviewed. Jan 1, Smith replaced Eubanks as director of LA director. Bonano will complete cashair of ASRED. Applications of excellence in extension awards coming up. ASRED will hold spring meeting in GA.
	<b>Other Business</b>	Sarah Baughman	Next meeting April 18, 2023
	<b>Upcoming Meeting</b> April 18, 2023, CT / 12pm ET		
	<b>Roll Call</b>	Cynthia Pierfax	Meeting adjourned by Newberry and Grove at 11:44.

Zoom Meeting: <https://virginiatech.zoom.us/j/6293814405>

## Committee Leadership

Chair	Sarah Baughman		
Vice-Chair	Kristi Farner		
Secretary	Cynthia Pierfax		
PLC Representative 1862	Cheryl Newberry	PLC Representative 1890	Reynesha Harris
1862 Advisor	Rick Avery	1890 Advisor	Obadiah Njue

## Annual Plan of Work (September 1, 2022 – August 31, 2023)

Item to Accomplish	Responsibility	Key Contact	Goal Date
Continue to pilot the adoption of <a href="https://connect.extension.org/">https://connect.extension.org/</a> for sharing PSD resources internally.	Tia Gregory, Meredith Weinstein, Scott Cummings	Tia Gregory	August 2023
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, Julie Robinson, Sarah Baughman, Ken Jones, Armenta Lockhart, Meggan Franks	Cheryl Newberry	July 2023
Design and disseminate how-to briefs for virtual program delivery and evaluation.	Donna Peterson, Bethany Cleveland, Armenta Lockhart, Virginia Brown, Celeste Allgood	Donna Peterson	August 2023
Launch a quarterly regional civil rights review working group	Meredith Weinstein, Ben Grove, Bethany Cleveland	Meredith Weinstein	January 2023
Develop a draft organizational health score card assessment	Tearney Woodruff, Cindy Canfield, Lauren Hargrave, Meggan Franks, Brandi Berven, Hannah Gerken, Amy Harder	Tearney Woodruff	August 2023
Pilot evaluator taskforce to review committee requests and best practices	Lauren Hargrave, Virginia Brown, Armenta Lockhart, Lola Adedokun	Lauren Hargrave	August 2023
Develop, launch, and host monthly leadership book review lunch and learn webinar	Julie Robinson, Kristi Farner, Shannon Brooks, Cheryl Newberry, Tia Gregory, Brandi Berven, Matt Bengé	Julie Robinson	August 2023

### Quarterly Conference Call Schedule:

April 18th at 11am CT / 12pm ET

July 18th at 11am CT / 12pm ET

August 21-24 in Orlando, FL