



**2018 Southern Region Joint Meeting
Program and Staff Development Committee
The Florida Hotel and Conference Center**

August 21-23, 2018

MINUTES

Tuesday, August 21, 2018

Call to Order – Donna Peterson, 10:30am EST

Members Attending:

Celeste Allgood (GA)
Nancy Cálix (KY)
Scott Cummings (TX)
Amy Harder (FL)
Todd Hurt (GA)
Kenneth Jones (KY)
Karen Vines (VA)
Nick Place (FL)
Diane Mashburn (AR)
Damona Doye (OK)
Donna Peterson (MS)
Renysha Harris (FL)

Doug Bohner (TN)
Vonda Richardson (FL)
Julie Robinson (AR)
Meredith Weinstein (NC)
Kristi Farner (GA)
Thelma Barnes (MS)
Eugenia Gwynn (NC)
Marina Denny (MS)
Paul Waddy (AL)
Eric A. Irizarry (PR)
Susan T. Guynn (SC)

Review of Agenda

REPORT/DISCUSSION	
Donna Peterson called meeting to order, welcomed everyone, gave an overview of the PSD committee, and provided overview of the agenda. No discussion on the agenda was made. Committee contact information sheets were passed around for members to make edits and updates.	
MOTIONS, RECOMMENDATIONS, & FOLLOW-UP	The committee agreed on agenda as presented.

Review of Minutes and Approval from the July 18, 2018 PSD Committee Meeting

REPORT/DISCUSSION	
No changes or corrections were made to the minutes from the July 18, 2018 PSD conference call.	
MOTIONS, RECOMMENDATIONS, & FOLLOW-UP	Scott Cummings moved that the minutes be accepted. Ken Jones seconded the motion. The minutes were accepted by the committee.

Overview of Committee Events for the Week

1 SPLN-PSD Committee Meeting: August 21-23, 2018

COMMITTEE NIGHT OUT – AMY HARDER

This is an optional activity for Tuesday evening. Amy Harder made reservations for the group at a local restaurant.

Officer Reports**Chair – Donna Peterson**

No report.

Vice Chair – Julie Robinson

Julie reported on newcomer’s orientation.

Secretary – Nancy Cálix

No report.

Reports from PLC Representatives**MEREDITH WEINSTEIN – 1862**

When committee reports are submitted, add a cell phone number in case a question arises, the individual can be contacted immediately. Also, for “Action Items” – only do things that require decisions from administration. Upcoming meeting will take place in New Orleans in 2019 and in Fort Worth in 2020. Meredith reminded the committee that we need to elect an 1862 representative. She described the role of the PLC representative which includes traveling to Atlanta, attending conference calls and attend a 7am meeting during the PLN meeting. Role also includes reporting back to the PSD group. This is a 3-year commitment. Scott Cummings recommended that a representative should have at least one year experience with the PSD-PLN committee. Meredith Weinstein also stated that we could nominate a representative for the Executive Cmte. She stated that this position has a leadership role with limited duties. No further discussion was held on this topic.

CELESTE ALLGOOD – 1890

Concurred with Meredith’s report.

Reports from Administrative Advisors**NICK PLACE – 1862**

1) Shared ASRED and ECOP personnel changes 2) The southern region has been well represented in the National Diversity Award and the National Excellence Award. 3) Rachel Wellborn has done a lot of work on civil dialogue on race relations. Racial Understanding train the trainer pilot will be held in Washington DC. This effort is supported by ASRED and ECOP. 4) ECOP – Extension Resource and Partnership Committee. Vonda Richardson is on this committee. 5) Farm Bill – conversations have started about the change in how program for SNAP will look at the state level. Current bill expires September 30. Uncertainty about what will happen. 6) ASRED will host a meeting in Fort Lauderdale in March 2019. It will bring together research, teaching, Extension and CARET. 7) USDA has a plan to relocate NIFA. Nick shared concerns about this. Committee members shared comments/concerns on relocation.

VONDA RICHARDSON - 1890

1) Provided update on AEA personnel. 2) Southern region has had tremendous presence on the awards. The 1890 was awarded last year's national award received by Louie Rivers from Kentucky State University. 3) In planning phase for the AEA system wide conference in Florida for 2020. The last one held was in 2012. 4) AEA will hold a professional development academy. 5) Provided background on focus and rationale of the Extension Resource and Partnership Committee.

2017-2018 POW Updates and Discussion**PROFESSIONAL DEVELOPMENT WITH ANR - KAREN VINES, TODD HURT, AMY HARDER**

Karen Vines provided background and overview of the conversation/presentation that will be held with the ANR group on Wednesday. She shared the link to the document that outlined the plan for the meeting with ANR group. Two areas of need may be: professional development clearinghouse and core competency training for subject matter experts/agents. Amy Harder will share with ANR findings on the core competency survey. Karen Vines, Amy Harder, and Todd Hurt will meet with ANR group on Wednesday, August 22, 2018. They will report back to committee.

Collaboration with Communication Team**Discussion on Communication's Committee Curriculum Learning Objectives Prior to Meeting**

Donna Peterson proposed a shift in the order of the agenda to discuss/prepare for the meeting with the communications committee. Donna Peterson asked Meredith Weinstein to provide a refresher and opened the floor for discussion. Highlights of discussion/comments included: 1) Communications committee developed competencies They are moving to phase into identifying what their learning objectives are regarding competencies for developing curriculum. 2) Amy Harder said that it was brought to her attention that this need has been there for a while. Communications team wants to make sure that they are moving in the right path. Amy cross-checked her competencies with Communications. Many overlapped. 3) Scott Cummings stated that more clarity may be needed to determine involvement of PSD. 4)The committee reviewed and discussed the competencies document submitted by the communications team.

Meeting with Representatives from Communication's Committee Regarding Curriculum Learning Objectives

Angela Hurt and Stacey Herricks addressed the PSD group. Hurt stated that the communications committee compiled communication competencies for the region. They shared document of competencies compiled and rationale for this action. Highlights of conversation included:

- What is the end product? Perhaps online classroom; consistency in message (it has been observed that many times the message changes based on who the trainer is). They would like to provide agents with best practices and ensure that trainers have a cohesive message that will survive transitions and personnel changes.
- Comments from Angela Hurt and Herricks included that the baseline objectives are recommended for all extension communication professionals. All 5 areas of the competencies should be required for professional. No competency should be optional. They would consider online classes as a pre-requisite to face-to-face training. They would also like to measure how behavior changes over time.

- Scott Cummings suggested bringing together people including IT, PSD, Communicaton, blocking a face to face work time to discuss and work out details. He sees this project as helping to elevate all extension faculty be more effective in time. Those states without staff in this field could tap into this training.
- Other considerations: How do we incorporate information into existing technical training? How do we serve the 1890s who don't have the staff that 1862s have?
- The first step for moving forward would be to form a group from communications, PSD, IT, and MM to work on this action. There should be reps from 1890s.

Other 2017-2018 POW Updates

CORE COMPETENCIES – AMY HARDER

Amy Harder is okay with posting whitepaper on the PSD website. Ken Jones proposed making it a live document. Recommendation was made to let other committees know that the document is available.

PROGRAM AREA EVALUATION NEEDS ASSESSMENT – DONNA PETERSON

Conducted needs assessment with CRD, FCS, 4-H, and ANR Committees to identify a high priority evaluation need within each group. 28 people responded. There is uncertainty on how to proceed. Discussion was held on how to proceed from the perspective of two ideas: 1) soil, and 2) succession planning (people). Scott Cummings cautioned on regional differences. Karen Vines would like to see how communities participate in the evaluation process.

VIRTUAL SUMMER SCHOOL – JULIE ROBINSON

Julie Robinson reported that based on evaluation reports, the webinar was moved to July. The webinar was also extended to 5 days based on availability of content. Nancy Cálix developed objectives. Dionardo Pizaña (MSU) put together the slate of presenters. Highest participants of all years. Certificate of participations were given to those who attended. Materials posted on NAEDSP website. If committee wants, we can also post at the PLN PSD site. Julie reported that she would no longer be able to lead this action item. Scott Cummings suggested consideration be given to tracks via zoom. Marina Denney reminded the group that the NAEDSP conference planning committee was also responsible for the virtual webinar. This task is too much for one committee. Another committee should be created to focus on online training. Julie Robinson suggested that topics be provided in advance and selected early for purposes of early marketing. Past topics included:

- 2015- Program planning and evaluation
- 2016 – Social media
- 2017 – Career advancement and promotion
- 2018 – Diversity and Inclusion

Some new topics suggested included: longitudinal evaluation (Scott Cummings); marketing and branding (Ken Jones); supervision/management (Kristi Farner).

Wednesday, August 22, 2018

Finalize Accomplishments, Information, and Action Items

FINALIZE ACCOMPLISHMENTS, INFORMATION, AND ACTION ITEMS

4 SPLN-PSD Committee Meeting: August 21-23, 2018

Accomplishments were reviewed. Action items were discussed by the committee members. No action item was submitted. Accomplishment report included core competencies, needs assessment, and virtual summer school. The report was submitted to Rachel Welborn via email at 2:17pm on August 22, 2018.

2018-2019 Plan of Work

2018-2019 PLAN OF WORK

Committee members engaged in discussion on the 2018-2019 POW. Action items were drafted, key contacts were identified, and deadlines were established. All members approved the plan. The plan of work was submitted to Rachel Welborn via email at 9:26 am on August 23, 2018. POW items and key contacts are: 1) Strategies for succession planning (Ken Jones); 2) Virtual summer school (Diane Mashburn); 3) use of database for sharing competency-based resources (Scott Cummings); 4) explore linguistic and cultural resources for programs and evaluation (Nancy Calix).

State Reports

STATE REPORT

Committee members shared brief reports beginning on Wednesday, August 22, 2018. Sharing continued on Thursday, August 23, 2018.

eXtension

EXTENSION - MOLLY IMMENDORF

Molly Immendorf presented on eXtension and the impact collaborative efforts. Upcoming events include: 1) Impact Collaborative Summit, October 16-18, 2018, Indianapolis, IN; 2) facilitator training, January 15-17, 2019; 3) Impact Collaborative Summit, April 20, 2019.

Elections for Secretary and 1862 PLC Representative

ELECTION OF PLC REPRESENTATIVES

Meredith Weinstein was nominated to serve as the 1890 PLC Representative term. She was unanimously elected as the 1862 PLC representative.

ELECTION OF SECRETARY

Amy Harder was nominated for the position of secretary. She accepted the nomination. Amy Harder was elected as the new PSD secretary.

Meetings for Upcoming Year

MEETING DATES

Quarterly conference call schedule was established for the upcoming year:
January 16, 2019
April 17, 2019
July 17, 2019
All meetings will be held via Zoom at 1pm CST/2pm EST.

Thursday, August 23, 2018

5 SPLN-PSD Committee Meeting: August 21-23, 2018

State Reports – Continued

STATE REPORTS
Committee members continued sharing brief reports.

Comments/Announcements

- Deadline for NAEPSD extended to Sunday. Kristi Farner would like the group to consider having a roundtable on the topic of competencies. Interested committee members will pursue.
- Information on NAEPSD conference for 2018 and 2019 was shared.
- Julie Robinson thank Donna for her leadership and reminded the group to please send any announcements to her and she will share with the rest of the committee.
- Donna announced that after the meeting was adjourned, new working groups could use the meeting room until 12 pm EST if they desired to meet.

The meeting was adjourned at 10 am EST on Thursday, August 23, 2018.