

Minutes of the Program and Staff Development Committee Conference Call June 30, 2009

Participants: AL—Chris McClendon, Virginia Morgan (secretary); AR—Rich Boling; FL—Cheri Brodeur; GA—Mary Ellen Blackburn, Jeff Christy; KY—Martha Nall, Gae Broadwater, Paul Warner (Administrative Advisor); LA—Debra Davis; NC—Mitch Owen; OK—Joyce Martin (Chair), Vernon Jones (Administrative Advisor); SC—Della Baker (chair-elect); TN—Joseph Donaldson; VA—Nancy Franz

Meeting convened at 1:30 p.m. (Central) with a welcome from Joyce.

April 2009 meeting minutes <http://srpln.msstate.edu/psd/apr09minutes.pdf> were approved as posted.

Program Evaluation Module Feasibility – On behalf of Heather Boyd, Nancy Franz reported that Heather met with the CoP evaluation leadership group to discuss modifying Joseph Donaldson's module. The leadership group is currently focusing on what's currently in Moodle. Adding Joseph's module for modification is not feasible for the 2010 year.

Program & Staff Development Virtual Conference, October 2009 – Joyce noted that Scott is not available for the call today, but will be sending out an e-mail next week with the report. No specific dates for the conference were finalized at the last meeting. Refer to the Greensboro minutes for dates to avoid. Please send comments and ideas directly to Scott. Also, the eXtension National Meeting is the week of October 19.

Accountability on-line sharing session – Because Marcie Simpson was not able to participate in today's call, we will hold this item until the next session.

National Professional Development Association – Debra Davis reported that the committee met June 29. They discussed the importance of developing a shared vision for the association. We need to move forward. A written report follows these minutes.

A PSD contact list was generated by the national group to invite everyone on the distribution list to participate in a virtual conference. We will invite PSD people from other regions to expand the committee, and develop a Facebook page for PSD professionals as a forum for sharing resources. Joyce asked if anyone on the call was a member of the Community Development Association. Gae Broadwater was a member of the association at one point. The association was established in 2002 – can we learn from any mistakes they made? Mike Woods, Ed Jones, and Bo Beaulieu were involved in setting it up. Debra will follow up with them and determine the next steps to take. She will also set up the listserve, and Julie and Mitch will set up the Facebook page.

Seal Conference – Mitch reported that the conference had a good crowd considering the budget constraints. The participants seemed to draw energy from each other. Registration was actually a bit higher than anticipated (60's). Good interaction between volunteers and staff. Ten states were represented, which was the largest number of states. Paul, Jeff, and Mitch attended at least part

of the conference. Mitch noted that we [Extension] don't understand how important volunteers are to us; they set us apart from other organizations that provide adult education. The next conference will be in 2 years.

Review process for modules in Moods/CECP – Debra learned from Larry Lipke that the review process has not changed, since they are using the same rubric and review process used in CECP for Moodle. Debra will send the document (as two PDF attachments) to the group. The documents are below these minutes.

Management Skills Curriculum – Mary Ellen Blackburn reminded us that the group was put together in response to a request from the directors. They had a couple of conference calls, which collected information from states and sent to the full committee for review. The committee will develop a list of topics on the collaborate wiki (staff development: management training topic, southern region project). Allison will take the contents to develop a survey distributed to this committee to prioritize the top 5 topics. The committee is asked to send the link to middle managers. Joyce will request a joint meeting for the reporting. Mitch suggested that there might be time after the cross committee discussion time (Wednesday @ 3:30). Cheri will forward the list of contacts developed last year. CRD wants some assistance in developing some leadership modules. This may need to be a separate meeting. Retention may be a topic for the agenda. Cheri and Mitch will share findings from the respective state studies.

Report from our Administrative Advisors – Paul Warner and Vernon Jones

Paul: ASRED has not met since our last call. The SEAL Conference is strongly supported by the directors, especially John Ort from NC. The Management Skills curriculum is very important to the directors group. They want to see us move forward with it. The directors will be pleased with the inclusion of middle management representatives on the committee. Paul urges us to continue moving forward with the curriculum – we have months, not years to make it happen.

Vernon: Among 1890 administrators, there is a program development committee. Retirement is a big concern for the 1890's also. Succession planning is very important. He is looking for information from this committee to share with the 1890 group. There is a lot of good overlap between this committee and the 1890 committee on program and staff development.

PLN Meeting – Orlando, Florida – August 24-27 – Mitch Owen

1. Please register today – discount on the hotel and conference registration ends today.
2. Check out the survey sent by Allen and rank the PLC issues (three internal, with the rest external) if you haven't yet done so.
3. Mitch is requesting a facilitator to manage each small group session. If you are interested or know of someone who may be interested, please send your information to him next week. Please recommend people who are not on the PSD. Cheri offered to find Florida faculty who were are involved in the meeting to facilitate the sessions.
4. The Cross Committee discussion on a variety of issues is designed to elicit collaboration among committees.

PSD Educational Tour and Committee Night Out - Cheri Brodeur

Send reply to Joyce – Re: Restaurant choice by July 10 – so that Cheri can make final arrangements. Tour: Still working on back door to Disney. Darden Restaurants Corp: Home

office is in Orlando. They are checking to see if they can meet with us August 26 for an informal discussion. Cheri will keep us posted.

Announcements

1. Date for next conference call: August 17, 10:00 a.m. – final conference call prior to Orlando Meeting.
2. Nominations committee: Scott, Herb, Mary Ellen. Please send recommendations to the committee. Herb will serve as chair of the committee.
3. Technology survey and review: Herb – the survey conducted by Larry Lipke precludes our having to do one. If we don't need to do anything, we can mark it "done."

Meeting adjourned at 2:49 p.m. Central time.

Attachments follow.

Report of subcommittee regarding the development of a national PSD association (Mitch, Julie, Joyce, Allisen, Debra, Scott)

Our vision:

To provide an organized forum for the extension organization/program/staff development professionals across the country to come together (both physically and virtually) to:

1. Improve communication and collaboration (building and sharing resources)
2. Advocate for the profession
3. Enhance multi-state efforts
4. Provide a venue for professional development for our peer group

The overall goal would be to move toward the development of a formally-organized PSD association.

We will use the PSD contacts list generated by the NEPDC to market the forum and invite others to get involved. That list has PSD contacts for every 1862, 1890 and 1994 land grant institution in the Extension System. A key PSD contact list is also identified for each institution on that list. The current list contains a total of 164 PSD contacts listed.

Recommendations for immediate actions include:

1. If we do not have a SR-PSD virtual conference this fall, we proposed that the individuals on the contacts list be invited to participate. (Debra coordinate this with Scott)
2. Identify and include the regional contacts for other regions of the country in future discussions. Some of them attended our last regional PSD meeting. (Debra will identify them and contact them)
3. Develop a listserv to begin the dialogue, share resources, and build collaboration. (Debra will contact SRDC to see if they can help with this)
4. Develop a Facebook page and invite all extension PSH professionals to join. (Julie & Mitch have offered to do this)

Please send me any comments you may have. Given the discussion today at the SR-PSD conference call, we will move forward with all 4 of the above recommendations and begin gathering information regarding the development of the formal association.