

**Program and Staff Development Committee Conference Call
September 21, 2009**

Marcie moved to adopt the agenda. Virginia seconded the motion. Motion approved.

Members present: AL - Virginia Morgan, AR – Karen Ballard, Allisen Penn, Richard Poling, FL – Cheri Brodeur, Diane Craig, GA – Marcie Simpson, Mark Thomas, KY – Martha Nall, LA – Debra Davis, MI – none, NC – none, OK – Vernon Jones, PR – none, SC – Della Baker, Demier Richardson, TN – Herb Byrd, TX – Scott Cummings (briefly), VA – Nancy Franz, and WV – none.

Virginia moved the minutes be approved as presented. Debra seconded the motion. Motion approved.

Committee Report

Scott Cummings reported on the PSD Virtual Conference. The “save the date” memo went out; the site for the call for proposals went out nationally and across the region. One submission has come in so far. There appears to be a lot of interest in the event. The web site will be open through October 15th. We need to talk up the call for proposals and the conference.

Officer Reports

Chair’s report – Della drafted a document on the Southern Region PSD Committee Roles and Guidelines (discussed later in the meeting) and chaired a phone conference of officers to discuss it.

Vice Chair’s report – None

Committee Reports

Management Skills Training – Mary Ellen was not on line but she sent out a template for others to use.

Financial Management Module – Della and Joe Schaefer are in the planning stage with this. Della sent Joe copies of training documents being used in SC and approached Dr. Porter, state specialist in SC about working on this module.

Managing Conflict – Cheri is beginning to work on this.

Leading the Total Program – Debra asked for input from around the region for developing this module. She and Claude will start working on this tomorrow.

Managing People for Performance – Herb would like to (assist) lead this but he needs to wait and see if his workload may change. No one else stepped forward to help with this.

Coaching – Mitch couldn't be with us but Della shared an e-mail from him about using the Blanchard Situational Analysis for use in this module. The group thought it would be helpful to include this information. Allison volunteered to help with this module.

Virtual Conference – (see Scott's report above). Debra reinforced that the Southern Region needs to continue to submit high quality proposals. We should encourage our peers around the south to submit proposals.

National Professional Development Association – Debra indicated the leadership team for this group has formed. They will be drafting bylaws and will submit a proposal for the virtual conference on the formation of the association.

Cross Committee Issues

Benchmarking Program Impacts – Nancy has talked with Paul Warner about this and discussed the development of regional program logic models similar to other regions. She has a copy of a JOE article from Tom Blewett in Wisconsin on the process that NC region has used to develop their models. She will discuss next steps with Scott Cummings. As a result of her conversation with Paul, she will propose at the American Evaluation Association conference (Extension section) that CSREES take leadership for pulling together a committee of regional representatives to examine this effort across regions. Debra indicated the PSD national association has set up a collaboration section on eXtension that can be used to deposit resources like the program logic models for other to view.

Human Capital – Mitch would like more help in developing this module since Barbara Board is now retired. He also wants to involve two middle managers in this process. Della will follow up with Mary Ellen to see if additional middle managers can be recruited to help.

Report from Advisors

Dr. Jones enjoyed meeting everyone in Orlando. He is glad to hear the excitement about the virtual conference in December. He hopes there will be a publication (conference proceedings) published from this conference to share with others and maybe journal articles that discuss the process and lessons learned.

Dr. Warner was not able to join us. He previously forwarded the SEAL conference proposal to us. Della will forward it to everyone since some members hadn't seen it. Paul is not requesting any action from us on the proposal. The conference will be held in Atlanta. Della reported that ESP notified her that they had received a contribution to the endowment fund in Dr. Warner's name.

New Business

PLN Meeting – Mitch will send conference evaluation comments to us when he has them. We should explore an electronic hook up of the PSD meeting for next year. The pilot using this technology went pretty well this year.

Southern Regional PSD Committee Roles and Guidelines – Della created this document by adapting a current PLN document. The first line under “Membership” will be edited to make it clear that more than one representative per institution can participate. A section on “Voting” will be added with only one vote per institution and each institution determining who will vote. Information will be added under “Terms of Office” that leadership should be shared between 1862 and 1890 institutions. A section called “Meetings” will be added to indicate that Roberts Rules of Order will be used. The term for committee representation on the SR-PLC should be three years instead of one. The document with the suggested changes was approved by the members present.

Schedule Conference Calls for the Year – Della is exploring web conferencing instead of or in addition to phone conferences. The PLN’s technology capacity doesn’t allow for long term archiving of the meetings but it does support document sharing. The group will leave it up to Della to set up the appropriate technology for our quarterly meetings in January, April, and July at 10:00 EST. Della will send a Doodle meeting link for committee members to weigh in on meeting dates.

The meeting adjourned at 11:00 am.