



**Professional Development Committee Annual Report
Southern Chapter/Medical Library Association
October 2004**

The Professional Development Committee has met virtually many times during the past year. In the first six months, meeting evaluations from the Coral Gables meeting were analyzed and eight tentative courses were selected based on content, instructor availability and certification by the Medical Library Association. Courses were also chosen based on audience level and national recognition of instructors. Once Pat Wagner agreed to be the MLA Challenge Grant Leadership Seminar presenter, course outlines and timelines were requested and reviewed.

During the last six months, the committee completed the following activities:

- Communication with instructors to:
 - describe courses (
 - gather instructor credentials
 - update instructors on numbers
 - activate acceptance via signed letter of invitation
 - reach agreements related costs, dates, equipment and room arrangements
 - course lists were distributed to instructors on October 14, 2004
- Excel spreadsheet was maintained to:
 - document course costs including per diem
 - manage audiovisual requests, room layouts, and breaks
- Marketing strategies were implemented including:
 - Course descriptions were posted to the Biloxi Meeting Web Site
 - Submittal to five other chapters for distribution
 - Sent course descriptions to individuals upon request
- Two \$500 training grant applications were prepared, submitted to SEA/NN/LM and awarded to:
 - Lisa Traditi (Evidence-Based Practice) and

- Laurie Thompson (Licensing Electronic Resources)
- An article was submitted to *Southern Expressions* on August 14, 2004. The article is attached to this report.
- An Excel spreadsheet was created in early June and used to manage courses
- Two CE Courses were cancelled due to low enrollment and messages sent to registrants:
 - CE 1. Show Me the Money : Grant Writing for Librarians
 - CE 7. Developing a New Role for Librarians: Teaching the Publication Process
 - Personal phone calls were made as well as e-mails sent to Instructors
- CE confirmation letters were sent out to all attending CE courses the week of October 12
- Moderators were assigned to each course (at least three professional development committee members volunteered for this service) by October 15. Moderators will:
 - Check with the instructor to comply with equipment and room arrangement requests
 - Ensure MLA Evaluation Forms are distributed and collected
 - Be onsite to foresee/solve any problems
- Letters of thanks will be sent to CE Instructors by November 1, 2004.

Respectfully submitted,

Karen Dahlen, Chair
 SC/MLA Professional Development Committee

Professional Development Committee Members:

Sarah Adcock, MS 2001-2004
Jan Cambre, SC 1999-2004
Karen Dahlen, GA 2002-2005 (Chair)
Sue Felber, FL 2001-2005
Michael Fitts, AL 2002-2005
Jan Orick, TN 2002-2004(Past Chair)