

Procedure Manual
Professional Development Committee
Southern Chapter/Medical Library Association

Updated December 2005

Goal

Professional Development Committee is to provide relevant and cost-efficient continuing education courses for the Southern Chapter membership at their annual conference meetings.

Objectives

1. Use conference feedback to develop possible CE topics
2. Identify and schedule CE classes
3. Communicate with local arrangements and publicity

Procedures

Select Annual Meeting continuing education courses.

- a. The current President provides the committee chair with a copy of the Annual Meeting evaluations. These comments can be used to generate possible continuing education topics for the following year.
- b. Group suggestions from the evaluations into categories such as marketing, consumer libraries, technical training, etc.
- c. MLA's Continuing Education Clearinghouse at <http://www.mlanet.org/education/cech/index.php3> is an excellent resource to consult for courses already approved for MLA credit.
- d. In addition, a survey to the members about CE topics could be distributed via the listserv.
2. Committee communication
 - a. Email and telephone conferences are used throughout the year for the committee discussion and ranking courses.
3. Classes should be approved MLA accreditation by the time of the Annual Meeting.
4. Committee attempts to balance projected registration with expenses for invited instructors. Expenses include:
 - a. Honorarium
 - b. Mode of transportation
 - c. Hotel (maximum of two nights)
 - d. Cab Fare
 - e. Per Diem (Food allowance is usually a maximum of \$50 per day)
 - f. AV cost
 - g. Incidentals
 - h. AM and PM breaks (Local Arrangements will provide a cost per person to estimate expenses)

5. Each invited instructor receives a “letter of intent”, AV equipment needs, and a reimbursement form in the mail. These sample forms will be given to current committee chair from the past chair.
6. Once the committee chooses courses, instructors need to provide the chair with a current class description. This description is submitted to the Program Chair and/or Local Arrangements to be used in the preliminary and official program of the meeting. The list of courses should also note the six Essential Areas of Knowledge from the MLA’s Platform for Change as well as the course price for SC members and non-members.
7. AV equipment requests from intended speakers are submitted to the Local Arrangements Committee at least 2 months in advance of the conference.
8. Contact MLA’s Continuing Education Associate for a CE certificate template for all accredited courses offered at the Annual Meeting. A CE certificate template as well as the MLA Evaluation form will be sent via email. Prepare all class certificates to be distributed at the end of classes.
9. A mid-year report is due to the President before the Medical Library Association Annual Meeting. If possible, the Chair attends the mid-year Executive Meeting held during MLA.
10. An Annual Report is due to the President before the Annual Meeting.

Timeline

November

- Review and Edit Goals and Objectives
- Review the Professional Development Committee information on the SC/MLA Strategic Plan

December/January

- Evaluate comments and scores from last Annual Meeting
- Optional: Distribute a survey to the listserv for course suggestions

February/March

- Decide the number of courses and prices for members and non-members.

April/May

- Submit mid-year report to President
- Attend Executive meeting at MLA if possible. Classes should be well established to report. Make changes based on discussion from Executive meeting if necessary.
- Liaison from Chapter Council to MLA CEC will contact chair for a list of the Association’s continuing education classes for the calendar year. This list of classes will be included in the directory of Chapter CE Chairs and a directory of Chapter-sponsored CE activities.

June/July

- Mail out instructors' packet of information and set deadline for return. Packet includes "letter of intent" and A-V request. The "letter of intent" is usually signed at the bottom of the letter.

August/September

- Monitor course registration
- Make lists of attendees including name, institution, and email address. Often instructors appreciate a list of class participants for their records.
- Have instructors make travel arrangements if not already completed
- Assign committee members to assist each instructor before the course. Each helper assigned makes sure the committee chair receives completed MLA evaluation forms at the end of the class. Verify room and AV requirements.

October (before the Annual Meeting)

- A week before instructors leave for the meeting, send a letter with instructions regarding the reimbursement forms via electronic mail. Set a deadline a week to ten days after the Annual Meeting.
- Prepare CE certificates
- Each instructor should have a list of attendees, CE certificates, and MLA evaluation forms on the day of the course.
- Submit Annual report to Executive Committee, usually requested by the President one week before the Business Meeting.

October/November (after the Annual Meeting)

- Write thank you notes to instructors
- Analyze preliminary vs actual budget
- Send evaluations to MLA