

MCMLA Education Committee Meeting

MINUTES

December 15, 2014 via JoinMe
10:00AM Central Time / 9:00AM Mountain Time

Attendance:

Gwen Wilson (chair), Kansas; Monica Rogers, Nebraska; Shelie Vacek, South Dakota
Rebecca Graves, Missouri; Marty Magee, Nebraska

Announcements/Reminders

- I. MCMLA Education Committee Goals and Objectives 2015
 - a) Work with the 2015 Virtual Meeting Planning Committee to select and coordinate 1 to 2 Continuing Education classes (in the format of a webinar) that are an hour for MLA Continuing Education Credit.
 - b) Survey the membership for continuing education and professional development needs.
 - c) Hold at least one webinar event for MCMLA membership. Topic to be determined.
- II. Budget: \$125.00.
 - a) This would cover the application fee for a MLA continuing education course. Which is something we might need for the virtual conference
- III. Discuss the Education Committee description in the policy and procedure manual. The Policy and Procedure Manual Link:
<http://mcmla.onefireplace.com/Resources/Documents/MCMLA%20Policy%20Procedure%20Manual%20Sept%202014.pdf> (The Education Committee is on page 20-21)
 - a) Questions:
 - i) Does the committee do all the activities that are listed? If not, which activities are not being done and can those activities be removed from the committee's listing?

Please see the attached Word file for the proposed changes to the wording of some activities listed and the removal of one.

- ii) Does the committee do activities that are not listed? If yes, what are the activities and do the activities need to be added to the committee's listing?

Based on discussion, no the Education Committee does not do any activities that are not listed.

- iii) Does the number of committee members need to change? How many MCMLA members are needed to do the work of the committee?

Based on discussion yes, committee members could be reduced to 5 members instead of 6. Thoughts during the meeting was that with reduced membership it would be easier to find 5 committee members than 6. Will ask executive committee if they have any objections to this change.

IV. Next Meeting – When should we meet next? What are good days and times?

Next meeting will be toward the end of January, Gwen will send out a Doodle request for best dates and times to meet online.

ii. EDUCATION COMMITTEE

1. MEMBERSHIP

- a. Committee has at least ~~six (6)~~ **five (5)** members including the Committee Chair, with wide geographic distribution – (South Dakota and Wyoming may be considered one state unit). Each member serves a three-year term.
- b. **Preferable that no more than** two members rotate off/on the committee each year.
- c. Annual Meeting Advisor, MLA Credentialing Liaison, and NN/LM MCR Education Liaison serve as ex-officio members.

2. OBJECTIVE

- a. Assess the continuing education and professional development needs of the Chapter members.
- b. Assist with the selection of continuing education classes and/or professional development activities at the Chapter Annual Meeting.
- c. Coordinate arrangements with MLA or local group presenting the course.

3. RESPONSIBILITIES

- a. Chair directs and organizes the flow of committee responsibilities.
- b. Chair maintains communication with the Chapter Chair and the Executive Committee.
- c. **Committee** conducts an annual survey **as needed** of the membership to assess the educational needs of the Chapter members.
- d. Chair works closely with the Chair of the Annual Meeting's CE Committee and may be requested to plan the CE courses.
- e. **Committee** explores variety of avenues for continuing education offerings for Chapter members.
- f. **Committee** publishes columns and articles as appropriate in each issue of the MCMLA Express.
- g. Chair submits invoices and receipts for any Committee expenses to the Executive Secretary.
- h. Committee regularly reviews relevant parts of website to update and notifies Website Editor as needed.
- i. Chair **requests current committee members to** recommends candidates for Committee membership and the Chair ~~designate~~ **for the ensuing year and submits the recommendations** to the Chapter Vice-Chair/Chair-Elect by August 1st or as requested.
- j. Chair serves as ex-officio member of Executive Committee.

4. REPORTS

- a. Annual committee report **including final goals and objectives review** is due to Chapter Chair one month prior to Annual Meeting or as requested.
- b. ~~Final goals and objectives are due to new Chapter Chair one month following Annual Meeting.~~
- c. Mid-year progress report is due to Chapter Chair by February 1st.
- d. Proposed objectives and budget are due to Chapter Chair by the November meeting of the Executive Committee.
- e. ~~(5)~~ Update MLA wiki with CE offerings **following the annual conference.**

<<http://mlachpatercouncilce.pbworks.com>> **User: gwen.wilson@washburn.edu Password: mcmlaeducation**

Page 47 of the Manual Update 4 point up from the bottom of the page

- Education Committee Chair updates information on MLA Continuing Education wiki at:
<http://mlachpatercouncilce.pbworks.com>. User: holly.henderson@mercy.net
gwen.wilson@washburn.edu Password: mcmlaeducation. MLA year begins May 30 and ends April 30-
of the following year.