

## MCMLA Education Committee Meeting

### Minutes

January 27, 2015 via JoinMe

10:00AM Central Time / 9:00AM Mountain Time

Attendance: Gwen Wilson (chair), Kansas; Ben Harnke, Colorado; Shelie Vacek, South Dakota; Monica Rogers, Nebraska; Tallie Casucci, Utah; Shawn Steidinger, Utah

#### I. Old Business

- a) Update on 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)

Gwen submitted the committee's revisions to Jackie Hittner and the Executive Committee. During the Executive Committee discussion meeting additional suggestions were made to the revisions. Once all the MCMLA committee sections of the policy and procedure manual are reviewed the Executive Committee will vote on the changes.

#### II. New Business

- a) MCMLA CE Survey
  - i) What questions should we ask?
    - (1) Attached are the questions from the 2013 CE survey

It was decided to conduct a survey of the membership to help guide any CEs that offered during the virtual meeting or at another point during the year. The committee reviewed the questions of the last CE Survey that was conducted in 2013.

Monica suggested that the proposed topics be a ranking question. There was also a comment asking the possibility of using Moodle for future CEs.

An idea during discussion, was to create "How to attend a virtual conference" document for the membership. This is something that we will discuss with the MCMLA Virtual Meeting Planning Committee and discuss at the next meeting.

Gwen will complete a draft of the survey questions based on the discussion and send it to the committee for feedback.

- ii) When should the survey be sent to the membership?

After discussion, it was agreed to send the survey to membership in mid-February.

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

Will be in March to review the survey results, best days to meet are Tuesday, Wednesday, or Thursdays