

MCMLA Education Committee Meeting
Minutes

August 11, 2015

2:00PM Central Time / 1:00PM Mountain Time

Attendance:

Gwen Wilson (chair), Kansas; Shelie Vacek, South Dakota; Monica Rogers, Nebraska;
Tallie Casucci, Utah

I. Old Business

a) Application for MLA CE credit (Monica)

- i) Good news we do not have to do the CE applications individually. Monica contacted Debra Cavanaugh (the Continuing Education Coordinator for MLA) and was made the MLA contact person for the Symposium of Sages previous application and we need to renew the CE application not start a new one.
- ii) Monica needs the final lists of names, presentation descriptions, and at least 1 specific outcome for each presentation.
- iii) Gwen will contact Lisa Traditi and confirm her presentation and request the above information by 8/19 or early next week.
- iv) For future consideration Monica wanted the education committee to be aware that for future Symposium of Sages all we need to do in update the contact person by calling Debra Cavanaugh (the Continuing Education Coordinator for MLA) and then renew the CE application and not start from scratch.

II. New Business

a) Create a summary of the CE presenters & their topics

- i) Attached to the minutes is the CE summary that was edited during the meeting. Please review the summary and send and suggestions/edits to Gwen.

b) Suggestions for the presenter FAQ site

- i) Make sure the CE is known to be free or included in the registration (somewhere on the conference site)
- ii) The information on how presenters get the individual log in needs to be clearer. Suggested question: How to get an individual log in as a presenter?

c) Moderator during CE presentations

- i) After discussion it was decided that the role of the moderator during the CE presentations will be to introduce presenters (make it clear that questions will be taken at the end of all presentations via chat), watch the chat during the presentations, and read questions for the presenters at the end.

- ii) Gwen Wilson agreed to moderate the CE
- d) How will the CE be evaluated?
 - i) One suggestion would be to ask for the CE evaluation to be included in the virtual meeting evaluation by just asking some targeted CE questions
 - ii) Another suggestion was to tie the CE evaluation to sending the CE certificate to people who participated in the CE.
 - (1) RML sends out a survey via Survey Monkey and links to a separate survey for information on sending the certificate.
 - (2) Gwen mentioned that in previous CEs hosted by MLA they used a survey method where after taking the survey participants immediately received the link for the certificate that they could print or save. Monica said she would see if this option is available.

III. Next Meeting

- a) There will be no meeting in September, we will continue to work via email and if needed a meeting will be called.