Professional Development Committee

Thursday, October 17th, 1:30pm-3:00pm

Attendance: Ann Foster, Megan Napoli, Jessica Harris, Ann Schott, Alexa Forester, Stephanie Dirks & Jamie Cook

* Established a point person for Spring PDA 2025: Brenda Dixon (still undecided)
* Spring PDA planning:
	+ Workshop proposal Submission extension agreed upon. First due date: 10/25/24. Extension 11/1/24.
	+ Will accept late submissions through the 31st
* Alexa Forester created “Successful tips for presenting a workshop”
	+ Committee collaborated on following edits:
		- “Friday Feb 7th”
		- “Email Jamie & Megan Napoli” for changes to your workshop
		- Debated, but no edits on point # 2
		- #3 add “Create survey Pole”
		- #4 add DE info
		- #4 edit to “Shared Media” & “Accessible”
* Committee Confirms “successful tips for presenting a workshop” document can go out with PDA Confirmation
* Decision confirmed: Combine Presenter & Participant PDA Survey Feedback on Survey Monkey
	+ Edits: add presenter to session drop down menu
* Will continue to edit universal timeline
* Next Meeting: November 7th
	+ Will review workshops & organize by session #