

Professional Development Committee 2014 Assignments

The Professional Development Committee shall be responsible for all professional development opportunities in support of the mission and goals of the Association. The Committee shall consist of three major subcommittees:

- Conference Planning - to develop the theme and agenda for the National Title I Conference
- Training – to develop training opportunities for Association members and constituencies
- Communications – to coordinate the various methods and messages for communication with Association members and other interested parties

Major Oversight: National Title I Conference, Member Training, Title I On Demand, NASTID Website

Goal 1: To advance educational policy in the service of disadvantaged children and youth

Strategy 1: Collaborate with other organizations; develop networks and coalitions—in order to: gather information, lead projects, or cooperate in existing projects

No assignments

Strategy 2: Collaborate with the U.S. Department of Education (ED)—including especially the Office of Student Achievement and School Accountability (SASA), as well as the Office of School Turnaround, Office of Special Education Programs, and the Office of Innovation and Improvement

No assignments

Strategy 3: Serve as a credible resource about Title I for all audiences

PROJECTS: Conference Planning Subcommittee

Continue to focus on providing high quality, informative presentations at the National Title I Conference for attendees at the classroom, building, district and state levels

Task	Timeline	Responsible	Completed
Identify session themes	Mar 2014		
Develop proposal grading rubric	Mar 2014		
Identify key organizations to be contacted for session proposals	Apr 2014		
Identify current education issues for possible keynote topics	Apr 2014		
Create list of possible keynote speakers, based on identified keynote topics	Apr 2014		
Market online proposal submission process to all 16,000+ website users and other organizations	Apr-Jun 2014		
Online submission process accepts proposals	May-Jun 2014		
Review keynote speaker target list	May 2014		
Recruit members and others to grade submitted proposals	Jun 2014		
Finalize preferred keynote speakers	Jun 2014		
Contact keynote finalists for availability and cost	Jun 2014		

Self-directed online proposal grading	Jul 2014		
Discuss highest graded proposals at Summer Meeting and finalize list of quality sessions for inclusion	Jul 2014		
Negotiate honoraria with selected presenters	Aug 2014		
Issue speaking contracts to all selected presenters	Aug-Sep 2014		
List all confirmed presentations in online program	Sep-Nov 2014		
Make presentation materials available to attendees via online program	Dec 2014-Feb 2015		

Strategy 4: Provide feedback and information to Congress and others

No assignments

Goal 2: To advance evidence-based educational practices in the effective service, and ultimate success, of disadvantaged children and youth

Strategy 1: Build the capacity of State Title I Directors

<u>PROJECT: Training Subcommittee</u>			
Develop annual interactive new director training for presentation at the Summer Meeting			
<u>Task</u>	<u>Timeline</u>	<u>Responsible</u>	<u>Completed</u>
Review topics covered in prior year new director training	Mar 2014		
Conduct brief needs assessment survey of new directors	Mar 2014		
Revise and adapt prior year training, based on survey results and staying within 4 hour time	Apr 2014		
Differentiate between key Title I topics and concepts which can be presented in lecture format, and those which lend themselves to greater interactivity and participations	Apr 2014		
Develop draft agenda to accommodate information flow and interactive participation	Apr 2014		
Develop accompanying PowerPoint	Apr 2014		
Request review of materials from current or former Association president, as well as full Professional Development Committee	May 2014		
Revise materials, as needed, based on feedback	Jun 2014		
Identify committee members to lead and facilitate the various sections of the training	Jun 2014		
Training team meets in advance of training for greatest success	Jul 2014		
Conduct training	Jul 2014		
Post materials on Members Only website	Jul 2014		
Evaluate training via survey of participants	Aug 2014		
Report to Board on evaluation and make recommendations for future years	Oct 2014		

PROJECT: Training Subcommittee

Develop quarterly online training for state directors and their SEA staff to augment annual live training

<u>Task</u>	<u>Timeline</u>	<u>Responsible</u>	<u>Completed</u>
Conduct brief survey of state directors and other active members to assess professional development needs, as well as expertise on possible training topics	Apr 2014		
Identify topics from the survey results, and narrow the list to a maximum of 4 topics	May 2014		
Submit the list of topics to Board for review/approval	May 2014		
Determine format for each topic	Jun 2014		
Solicit member participation from among those with identified expertise on the topic	Jun 2014		
Create outline and materials for each topic	Jul-Aug 2014		
Submit draft materials to Board for review/approval	Aug 2014		
Revise based on feedback	Aug 2014		
Finalize first module, posting materials and/or recorded session, including evaluation component	Sep 2014		
Based on evaluation feedback from first module, develop second module	Oct-Nov 2014		
Post second module with evaluation	Dec 2014		
Report to Board on evaluation of trainings-to-date and recommendations for future modules	Dec 2014		

PROJECT: Training Subcommittee

Develop a handbook for state directors, including materials SEAs can use in training their LEAs and technical assistance examples of Title I working with other federal programs

<u>Task</u>	<u>Timeline</u>	<u>Responsible</u>	<u>Completed</u>
Identify broad content areas to be included in handbook, using New Director Training as a starting point	Apr 2014		
Solicit input from the Board and other members about these content areas	Apr 2014		
Develop outline of major points to cover under each area	May 2014		
Provide pertinent, summarizing information under each major point	May 2014		
Incorporate the use of links to official websites and primary sources, as much as possible, to minimize text and maximize accuracy	May 2014		
Committee reviews handbook draft and provides feedback	May 2014		

Revise draft, as needed, based on feedback	Jun 2014		
Solicit ED review of handbook (unofficial, if necessary) to ensure accuracy and clarity	Jun 2014		
Revise, as recommended by ED	Jun 2014		
Submit handbook to Board for review/approval	Jul 2014		
Post handbook on Members Only website	Jul 2014		
Send marketing email to members	Jul 2014		
Update as needed, with appropriate Board approvals	Aug-Dec 2014		
Reissue handbook v2.0	Jan 2015		

PROJECT: Communications Subcommittee
 Create section of Members Only website to share direct links to resources on state websites

<u>Task</u>	<u>Timeline</u>	<u>Responsible</u>	<u>Completed</u>
Survey membership to determine 2-3 topics of greatest usefulness to be included	Mar 2014		
Identify most useful visual approach for easy user access to materials	Mar 2014		
Solicit state-specific links, based on topics identified in member survey	Apr-Dec 2014		
Post to website after Committee review	Apr-Dec 2014		
Include rating system to determine overall usefulness	Apr-Dec 2014		
Provide option for members to request addition of new topics for expansion	Apr-Dec 2014		
Update Board on project status	Jul 2014 Oct 2014		

PROJECT: Conference Planning Subcommittee
 Include sessions at the National Title I Conference focused on SEA issues

<u>Task</u>	<u>Timeline</u>	<u>Responsible</u>	<u>Completed</u>
Increase focus on the most appropriate audience type during proposal submission process	Mar 2014		
Review and select session proposals to specifically address the needs of SEA attendees	Jul 2014		

Strategy 2: Build the capacity of local Title I directors

PROJECT: Training Subcommittee

Develop Title I Basics handbook for new LEA directors in cooperation with another association focused on local directors, such as NAFEPA, as part of the State Handbook

<u>Task</u>	<u>Timeline</u>	<u>Responsible</u>	<u>Completed</u>
Schedule a meeting with NAFEPA representatives to discuss a joint effort in developing a handbook	Mar 2014		
If interest is expressed, develop a joint plan with milestones, timelines, and assigned responsibilities	Apr-May 2014		
Submit plan to Board for review/approval	Jun 2014		
Revise as needed based on feedback	Jun 2014		
Develop materials based on approved plan	Jul-Oct 2014		
Solicit third-party review (such as ED) for accuracy and clarity	Nov 2014		
Revise as needed based on feedback	Dec 2014		
Submit final product to Board for review/approval	Dec 2014		
Post final handbook on both associations' websites	Jan 2015		
Send marketing email to announce handbook	Jan 2015		

PROJECT: Conference Planning Subcommittee

Develop National Title I Conference sessions geared specifically for LEA Directors that show evidence-based successful programs

<u>Task</u>	<u>Timeline</u>	<u>Responsible</u>	<u>Completed</u>
Highlight the committee's interest in offering sessions that focus on evidence-based successes in the proposal submission materials	Mar 2014		
Provide additional points during the grading process for proposals focused on evidence-based successful programs	Mar 2014		
Increase focus on the most appropriate audience type during proposal submission process	Mar 2014		
Review and select session proposals to specifically address the needs of LEA attendees	Jul 2014		

Strategy 3: Build the capacity of other Title I stakeholders

PROJECT: Training Subcommittee			
Expand quality Title I On Demand offerings			
<u>Task</u>	<u>Timeline</u>	<u>Responsible</u>	<u>Completed</u>
Review current Title I On Demand program	Apr 2014		
View sampling of current offerings	May 2014		
Survey members and On Demand subscribers for comments and suggestions	May 2014		
Draft recommendations to expand offerings	Jun 2014		
Submit recommendations to Board for review/approval	Jul 2014		
Implement approved recommendations	Sep-Dec 2014		
Report to Board on activities-to-date and make further recommendations, as needed	Dec 2014		

PROJECT: Training Subcommittee			
Provide continuing education credits to participants in NASTID programs, including Title I On Demand			
<u>Task</u>	<u>Timeline</u>	<u>Responsible</u>	<u>Completed</u>
Survey website users to determine interest in receiving CEUs for NASTID activities	Feb 2014		
Review number of National Title I Conference attendees taking advantage of earning CEUs	Feb 2014		
Report to Board on findings from survey and review and make recommendations about expanding the CEU offerings	Mar 2014		
If interest, then work with the College of Professional and Continuing Education at the University of San Diego to expand trial credit program	Mar 2014		
Identify criteria for On Demand program credit	Mar 2014		
Identify Association obligations	Mar 2014		
Submit recommendations to Board for review/approval	Apr 2014		
President signs MOU with University	Apr 2014		
Credit program launched via marketing email to website users	Apr 2014		
Report end-of-year use statistics to Board	Dec 2014		

PROJECT: Communications Subcommittee

Include links of interest to all Title I stakeholders on NASTID website, highlighting ED webinars and publications

<u>Task</u>	<u>Timeline</u>	<u>Responsible</u>	<u>Completed</u>
Add AMC staff to SASA distribution lists	Jan 2014		
Create section of the Members Only website to store communications from SASA and other offices at ED, making use of electronic links	Apr 2014		
Post information, documents, webinars and other materials chronologically, but allow for search by title and category	Apr-Dec 2014		
Survey members regarding utility and usefulness of the website	Nov 2014		
Report to Board on project and survey results	Dec 2014		
Revise and improve based on Board and survey recommendations	Jan 2015		

PROJECT: Communications Subcommittee

Consider use of new media to communicate Association positions (Facebook, Twitter, etc.)

<u>Task</u>	<u>Timeline</u>	<u>Responsible</u>	<u>Completed</u>
Brainstorm NASTID potential uses of Facebook, Twitter and other new media	Aug 2014		
Report to Board for further discussion and ideas	Sep 2014		
Develop plan for new media usage to be implemented in 2015, based on feedback	Oct 2014		
Submit plan to Board for review/approval	Oct 2014		

Goal 3: To build NASTID internal capacity to provide leadership in educational policy and practice

Strategy 1: Contractors effectively support the Association

No assignments

Strategy 2: The NASTID Board effectively supports the Association

No assignments

Strategy 3: The NASTID membership effectively supports the Association

PROJECT: Communications Subcommittee			
Create webinars that allow individual members to share recent experience within a topic			
<u>Task</u>	<u>Timeline</u>	<u>Responsible</u>	<u>Completed</u>
Identify 1-3 “hot topic” areas of broad member interest	Mar 2014		
Solicit volunteers for each topic to be “guests” on webinar – conversational format, not formal presentation	May 2014		
Record and post webinars on Members Only website	Jun-Aug 2014		
Include brief evaluation for users	Jun-Dec 2014		
Report to Board on efforts, with recommendations for improvement	Dec 2014		

Strategy 4: Adequate resources effectively support the Association

PROJECT: Conference Planning Subcommittee			
Continue to hold the National Title I Conference to ensure the primary source of Association funding			
<u>Task</u>	<u>Timeline</u>	<u>Responsible</u>	<u>Completed</u>
Develop list of possible future conference locations	Jul 2014		
Send RFP to possible cities	Aug 2014		
Review proposals and identify top candidates	Oct 2014		
Conduct site visits to selected cities during winter months	Nov-Dec 2014		
Recommend list of conference sites through 2020 to Board for approval	Dec 2014		
Adjust AMC contract to cover future conference years	Dec 2014		
AMC contracts for selected locations	Dec 2014		