Professional Development Committee
Southern Chapter/Medical Library Association

Goal
Professional Development Committee is to provide relevant and cost-efficient continuing education courses for the Southern Chapter membership at their annual conference meetings.

Objectives
1. Use conference feedback to develop possible CE topics
2. Identify and schedule CE classes
3. Communicate with local arrangements and publicity

Membership
Members serve 3-year terms and the Chair serves a 1-year term. The committee shall strive to be represented by one member from each state in Southern Chapter. Members volunteer to serve or are asked to serve; they are not elected. The current Vice-Chair automatically rotates to Chair for the new year. Members can serve multiple terms, if needed.

Procedures
1. Select annual meeting continuing education courses.
   a. The current president provides the committee chair with a copy of the Annual Meeting evaluations. These comments can be used to generate possible continuing education topics for the following year.
      i. Suggestions from evaluations can be grouped into categories, such as marketing, consumer libraries, technical training, etc.
   b. MLA’s Continuing Education Clearinghouse is an excellent resource to consult for courses already approved for MLA credit.
   c. Contact RML to see if/when they can teach.
   d. Search SLA, SOLINET, and ALA websites for potential classes.
   e. Solicit course suggestions from committee members and/or chapter members (can distribute a survey to members)
   f. The committee chair should contact MLA’s continuing education coordinator for class registration/scheduling instructions in order to assist instructors with registering their courses for MLA approval.

2. Committee communication
   a. Email and telephone conferences are used throughout the year for committee discussion and ranking courses.

3. Classes should be approved for MLA accreditation by the time of the Annual Meeting.

4. Committee attempts to balance projected registration with expenses for invited instructors. Expenses include:
   a. Honorarium
   b. Mode of transportation
c. Hotel (maximum of two nights)

d. Cab Fare

e. Per Diem (Food allowance is usually a maximum of $50 per day)

f. A/V cost

g. Incidents

h. AM and PM breaks (Local Arrangements will provide a cost per person to estimate expenses)

5. Each invited instructor receives a “letter of intent”, A/V equipment needs, and a reimbursement form. These sample forms should be given to the current committee chair from the past chair.

6. Once the committee chooses courses, instructors need to provide the Chair with a current class description. This description is submitted to the Program Chair and/or Local Arrangements to be used in the preliminary and official program of the meeting. The list of courses should include the following information:

a. Course title

b. Date/time

c. MLA credit hours

d. Instructor’s name and professional/institutional information

e. Course objectives

f. Hands-on – yes or no

g. Cost for chapter member and non-member

7. A/V equipment requests from intended speakers are submitted to the Local Arrangements Committee at least 2 months in advance of the conference.

8. Contact MLA’s Continuing Education Associate for a CE certificate template for all accredited courses offered at the Annual Meeting. A CE certificate template as well as the MLA Evaluation form will be sent via email. Prepare all class certificates to be distributed at the end of classes.

9. A mid-year report is due to the President before the Medical Library Association Annual Meeting. If possible, the Chair attends the mid-year Executive Meeting held during MLA.

10. An Annual Report is due to the President before the Annual Meeting.

Budget

1. Gather pertinent data from potential and/or confirmed instructors. Information gathered should include maximum amounts for per diem meals, ground transportation to & from airport for that location, and lodging preferences.

a. Give budget to Conference Chair, Chapter Chair, and Chair for Local Arrangements for approval.

b. Seek written notice of approval.

2. SC/MLA presenters do not typically accept honorariums, but the chapter does reimburse travel expenses and meal costs up to $50 per diem. Additionally, in lieu of an honorarium, paying for MLA course registration and/or scheduling expenses is an option.
3. The Conference Chair makes payments to instructors immediately following CE or as soon as the instructor submits the actual budget form with bills attached.
4. Non-members receive previously negotiated honorariums. (The price should be flexible.)

**Cancellation Policy**
If a speaker is unable to fulfill his or her obligations at the last minute and cannot recommend a substitute, the committee will make every effort to find a qualified replacement. If a replacement is not found, the course may have to be cancelled. Decisions concerning class cancellation due to low enrollment should be made jointly by the Professional Development Chair and the Conference and Program Chairs.

**Professional Development Chair Responsibilities**
Instructors will be responsible for distributing CE certificates at the end of class in return for a completed evaluation form. The CE Chair will follow-up to be sure this is done and will have extra copies of MLA Certificate and current evaluation forms at the meeting.

The Chair is responsible for applying for the NNLM Professional Development Grant.

The Chair will keep the Vice-Chair informed of all activities at regular intervals throughout the year.

Additional responsibilities may include:
- Reporting to Journal Clubs.
- Reporting to MLA CE Committee. Sign up for listserv. To subscribe to the listserv, send email to: **majordomo@mlahq.org**. In the body of the email type: subscribe mla-cechair your@email.address
- Assigning committee members to assist instructors before course.
- Reporting to Southern Expressions.

**Communications with Local Arrangements**
The original form for submitting the course should have an AV form attached identifying any/all possible needs. If the form isn't filled out, the course hasn't been submitted. It is better to ask for A/V information earlier than later. Also request specific software needs – what the instructor will be using exactly (zip; Corel, MSWord, etc.), so we'll know whether the system will accommodate the instructor's needs or if the instructor will have to change software prior to presenting.

Ask about room requirements and cancellation policy/deadline.

Request frequent updates on course enrollment in order to monitor in case a course needs to be cancelled.

Communicate enrollment with instructors to assist them in preparing sufficient course materials.
### Suggested Timeline

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<th>Month/Period</th>
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| November     | • Review and edit Goals and Objectives  
• Review the Professional Development Committee information on the SC/MLA Strategic Plan |
| December/January | • Evaluate comments and scores from last Annual Meeting  
• Optional: Distribute a survey to the listserv for course suggestions |
| February/March | • Decide the number of courses and prices for members and non-members.  
• Apply for NNLM Professional Development grant (double-check deadline date) |
| April/May    | • Submit mid-year report to President  
• Attend Executive meeting at MLA if possible. Classes should be well-established in order to report. Make changes based on discussion from Executive meeting if necessary.  
• Liaison from Chapter Council to MLA CEC will contact chair for a list of the Association’s continuing education classes for the calendar year. This list of classes will be included in the directory of Chapter CE Chairs and a directory of Chapter-sponsored CE activities. |
| June/July    | • Mail out instructors’ packet of information and set deadline for return. Packet includes “letter of intent” and A-V request. The “letter of intent” is usually signed at the bottom of the letter. |
| August/September | • Monitor course registration  
• Make lists of attendees including name, institution, and email address. Often instructors appreciate a list of class participants for their records.  
• Have instructors make travel arrangements if not already completed  
• Assign committee members to assist each instructor before the course. Each helper assigned makes sure the committee chair receives completed MLA evaluation forms at the end of the class. Verify room and AV requirements. |
| October (before the Annual Meeting) | • A week before instructors leave for the meeting, send a letter with instructions regarding the reimbursement forms via electronic mail. Set a deadline a week to ten days after the Annual Meeting.  
• Prepare CE certificates  
• Each instructor should have a list of attendees, CE certificates, and MLA evaluation forms on the day of the course.  
• Submit Annual report to Executive Committee, usually requested by the President one week before the Business Meeting. |
| October/November (after the Annual Meeting) | • Write thank you notes to instructors  
• Analyze preliminary vs actual budget  
• Send evaluations to MLA |
FAQs

Reimbursement guidelines for SC/MLA Professional Development:
1. What honorarium does SC/MLA pay to SC chapter members when they teach at our meeting?
   a. SC/MLA currently has no set rates for chapter members who teach. In the past chapter members have been encouraged to waive or reduce their normal honorarium rate as a benefit to the chapter.
2. Does SC/MLA chapter pay lodging for one night and food for one day to the instructors who are SC/MLA members?
   a. Yes, if they teach.
3. Does SC/MLA pay travel costs if the member would not be attending the meeting unless he/she is teaching?
   a. Yes.
4. Does SC/MLA pay travel costs even if the member is planning to attend?
   a. Yes.
5. Does SC/MLA chapter pay for two nights for instructors?
   a. Yes, for 8-hour class instructors only. Normally, they arrive the previous evening and leave the morning after the class.
6. If the instructor requested less than $100 honorarium, would SC/MLA chapter pay for two nights?
   a. Only if the instructor taught an 8-hour class.
7. A few instructors have asked for conference registration instead of an honorarium or sometimes in lieu of part of the honorarium.
   a. Does SC chapter offer "free" registration to instructors?
      i. No.
      1. Brenda Green’s comments: TOM S. suggested we offer "free" registration to SC/MLA instructors in lieu of an honorarium; this has been done in the past. Alternatively, you could offer chapter instructors a "free" ticket to the Welcome Reception or Farewell Reception.
      b. Does this include instructors who are chapter members? If yes, does CE pay the registration fee (either full or discounted)? Or are these costs absorbed by the meeting?
         i. The registration fee(s) waived are absorbed by the meeting. There has never been a dollar amount specified for CE instructors. Instructors for 1/2 day are typically paid less than an instructor of an 8-hour course.
8. Who pays the instructors?
   a. Whoever is holding the conference checkbook at the Annual Meeting pays the CE instructors (not the Bookkeeper).

Information for Instructors
Most (but not all) instructors are very experienced. If they have presented before, they understand the system and may not have too many questions.

- Instructors may need assistance in registering and/or scheduling their courses for MLA approval.
- Give instructors information concerning honorariums and expenses – travel, hotel, and food.
- Talk about A/V and teaching requirements – PC, Internet connection, slides, video, paper needs (if any), laptop, projector, etc.
  - Additionally, ask about specific requirements for those taking the course (ie, if they need to bring a laptop or tablet, etc.)
- Ask how instructors want to be listed in the program – name, title, contact information, etc.
- Inform instructors about any cutoff dates for cancelling the class if there are not enough registrants.