

**Professional Development Committee**

**2017 – 2018 Final Report**

**Members:** Bethany Figg, Ella Hu, Stephanie Swanberg (chair), Jill Turner, Wendy Wu

**Changes in MLA Educational Offerings Structure:** The committee successfully navigated changes in MLA’s educational offerings this year.

* **MLA’s Educational Clearinghouse** was retired in May 2017 and replaced with MEDLIB-ED (<http://www.medlib-ed.org/>).
* **Hosting Fees:** MLA now charges a $50 minimum ‘hosting fee’ when scheduling physical CE courses in addition to applicable course approval/renewal fees. This did impact our budget this year.
* **CE Evaluations & Certificates:** Course hosts can no longer print out CE evaluations and certificates for participants. Each person must now register for an individual account on MEDLIB-ED, login, and complete their evaluations and CEs. The committee provided instructions to registrants/attendees with each educational activity this year and encountered no problems.
* **MLA Webinars:** MLA instituted monthly instead of quarterly webinars this year. The committee worked in the Fall to obtain funding for as many webinars as possible and then sent out a member survey to prioritize the 2018 webinars so we could target GMR funding applications for those most voted on. With the 25 access code limit, the committee produced and presented a policy for distributing the webinar CE codes, which was approved by the Board as outlined in Appendix A. This process has worked very well this year.

**Educational Opportunities Member Survey:** As a result of all of these changes and discussion at the November General Business Meeting, an online survey was sent to all members to discuss the future of MDMLG educational opportunities both from the Program & Professional Development Committees. A total of 39 members participated and the complete results are available at the following link: <https://www.surveymonkey.com/results/SM-SBCLYNJM8/>

Major results of the survey included:

* The overwhelming majority (31 of 39; 79%) of respondents were in favor of only 3 general meetings a year
* When asked which ideas about educational offerings they would be interested in, the three most popular options identified by respondents were:
	+ Continuing to combine a general meeting and in-person CE once per year (64%)
	+ Combining a general meeting followed by watching a recording of an MLA webinar with discussion (56%)
	+ Hosting a joint meeting with other local library organizations (53%)
	+ Only about 1/3 of respondents wanted to transition away from in-person CEs completely or reduce the number of CEs to only 1 in-person course per year.
* Members are undecided about splitting the cost of MLA webinars (~$17 per participant) if the committee cannot get GMR funding, but most responded Yes (36%) or Maybe (36%).
* There was quite a range of what our members are willing to pay for in-person CEs moving forward with $0 - $75. However, the majority are still willing to pay around the $50 mark.

The committee has already taken some of this data into consideration when planning our 2018 MLA webinar line-up and spring CE course.

**Completed Programming This Year**

***Webinars:*** We applied for and received funding from the GMR to host eight webinars this year as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Webinar Title** | **Date** | **Live Viewing Offered?** | **# Registrants** | **# Attendees at Physical Location** | **Committee Member Leader(s)** |
| Scoping Reviews: Mapping Your Course to Success | August 15, 2017 | Yes, at Oakland University | 20 | 6 | Stephanie |
| Helping Patients & Health Care Consumers Understand Precision Medicine | September 28 | Yes, at Wayne State University | 17 | 11 | Ella & Wendy |
| Distinguishing the Questionable from the Trustworthy in Open Access Resources*(2 part series)* | October 12 & October 30 | No | 22 | -- | Bethany |
| Cheap, Fast, & Good: Instructional Videos & Open Educational Resources | November 8 | No | 17(as of 10/30) | -- | Stephanie |
| Go Red! REDCap for Library Data Services and Data Collection | December 21 | No | 17 | -- | Jill |
| Librarians, Get What You Want! Lessons in Influence from the Business World | January 25, 2018 | No | 21 | -- | Ella & Wendy |
| Matching Review Type to Research Question: Which Review is Right For You? | February 27 | No | 29\* | -- | Bethany |
| Developing a Systematic Review Service | April 24 | No | 21 | -- | Stephanie |

***CE Courses:***

**Combined Fall General Meeting & CE Course: Appreciating Diversity: A Workshop for Health Sciences Librarians** *(Committee Member Leader: Stephanie).* This meeting featured an informal lunch followed by the business meeting and then the CE course. Attendees were very engaged and participatory.

* Date: Thursday, November 16, 2017; 11:00am – 3:30pm; Troy Community Center
* MLA CE Credits: 2
* Instructor: Misa Mi
* Attendees: 12 total attendees
	+ 10 members ($0)
	+ 2 non-members ($20)

**Spring CE Course: Financial Advocacy: Turning Data into Ammunition** *(Committee Member Leaders: Jill – speaker arrangements; Bethany – advertising & registration; Stephanie & Jill – transport/set-up)*

* Date: Thursday, April 19, 2018; 9:00am – 12:00pm; University of Detroit Mercy
* MLA CE Credits: 3
* Instructor: Barbara Jones
* Attendees: 23 total attendees (12 in-person & 11 recording – 4 of the 11 were planned in-person attendees, but things came up last minute)
	+ 1 institutional – covered 6 individuals ($75)
	+ 1 student ($15)
	+ 16 individual registrations ($400)
	+ 1 MHSLA member registrant
* Recording: The pilot test of recording a CE was successful simply based on nearly half of our registrants choosing the recording option. We tested using both WebEx to record a screencast of the slides with the presenter audio as well as a phone video recorder to film the live session. Both recordings were provided to all attendees following the session. This seems like a viable option to provide in the future to give flexibility to our members, assuming speakers are okay with recording.
* Funding: Despite a generous $300 co-sponsorship from MHSLA, in kind donations of transportation to and from the airport/hotel/UDM by Jill and Stephanie, and coverage of the speaker’s hotel fee due to a hotel error, we were still not able to cover the costs of bringing in the CE speaker.

**Final Expense Report:** Our committee activities have completed this year and our final expenses have been tallied. Unfortunately, our pilot test to reduce registration prices for MDMLG members this year (free for members for the November CE and $25 for members for the April CE) coupled with the new MLA course scheduling fees ($50 per course) and bringing in an outside CE speaker all put us over budget at a $525.33 deficit this year. We will take all of these lessons learned into consideration as we plan for next year.

**Upcoming Programming**

**Webinars:** We applied for and received funding from the GMR to host one webinar this summer. Advertising will start in June.

|  |  |  |
| --- | --- | --- |
| **Webinar Title** | **Date** | **Committee Member Leader(s)** |
| Aligning the Three Pillars of Effective Instruction | July 12, 2018 | Jill |

**Combined Fall General Meeting with Webinar Live Viewing & Discussion**

* Date: Thursday, September 13, 2018; Wayne State University
* The Program Committee and Professional Development Committees will be collaborating to host the Fall General Business Meeting. Professional Development plans to apply for GMR funding to host the September webinar “Putting the Quality in Qualitative: Tips for Evaluating Qualitative Research Articles” which will actually take place live on September 13 from 2:00 – 3:30pm. The room has already been booked by Katherine Akers and her and Akilah Wood will coordinate lunch and a speaker from the Program Committee side.

**APPENDIX A: Policy for Hosting & Registering MDMLG Members for**

**MLA Webinars**

*Approved by MDMLG Board, July 27, 2017*

During Summer 2017, the Medical Library Association (MLA) issued new rules and procedures regarding site licenses for hosting MLA webinars. The following provides a brief overview of these new regulations:

**There are now ​two options for site licenses:**

|  |  |  |
| --- | --- | --- |
|   | **Site License for 5 People** | **Site License for 25 People** |
| **Definition** | A site license that includes codes for 5 people to claim MLA CE credit  | A site license that includes codes for 25 people to claim MLA CE credit  |
| **Cost** | *Institutional members:* $245 for a 5 CE code license*MLA individual members* and *non-MLA members:* $325 for a 5 CE code license | *Institutional members:* $325 for a 25 CE code license*MLA individual members* and *non-MLA members:* $425 for a 25 CE code license |

**A site license allows your institution or ​organization to**:

* Show a live webinar and a recording of the webinar for 180 days (6 months) after the live event to an unlimited number of viewers;
* Show a recorded webinar to groups from your location any time during the 180 days to an unlimited number of viewers;
* Provide access codes to the specified number of attendees under that license that enable them to view a live webinar and a recording of the webinar for 180 days AND claim MLA CE credit.

In essence, under the ‘Site License for 25’ only 25 people may claim MLA CE credit, although an unlimited number of people may watch the recording. Additional codes may be purchased for $20 a piece via the MLA website.

For more information on webinar site licenses, please visit the MLA website: [http://www.mlanet.org/p/cm/ld/fid=1230&source=5](http://www.mlanet.org/p/cm/ld/fid%3D1230%26source%3D5)

**WEBINAR POLICY**

A member of the MDMLG Professional Development Committee typically applies for funding from the National Network of Libraries of Medicine Greater Midwest Region (NN/LM GMR) to cover the cost of hosting MLA webinars. The GMR funding now covers the cost of a site license for 25 people to claim MLA CE credit as described above.

As a result, the following procedures will guide registration for MLA webinars hosted by MDMLG:

1. Notice of the 25 person MLA CE credit limit will be included in all announcements to the MDMLG membership
2. A new question will be included on the webinar registration form:
	1. *MLA just implemented new rules for webinar site licenses. For this webinar, the GMR funding includes 25 MLA CE certificates although an unlimited number of people can watch the recording. Which of the following best describes you?*
		1. I absolutely need MLA CE Credit (for AHIP or other professional development requirements)
		2. I would like MLA CE Credit if there are ones available, but it is not absolutely necessary
		3. I do not need MLA CE Credit and just want to watch the webinar
3. CE credits will be provided **on a first come, first serve basis.**  The **first 25 registrants** that indicate they absolutely need MLA CE credit will receive a code to complete their evaluation and get their certificate following the webinar. This will be determined by the time stamp collected on the online registration form (Qualtrics, Google Forms, or SurveyMonkey). For any member unable to access and/or use the electronic registration form, the time stamp on the email requesting registration to the MDMLG Professional Development Committee member will be used to determine that registrant’s place in the registration list.
4. If MDMLG receives GMR funding, MDMLG members will be given first priority for claiming the 25 CE spots. Registration will open up to the rest of MHSLA within 5 days of MDMLG receiving the initial announcement.
5. MDMLG members will be notified at least 5 days prior to the live viewing of the webinar if they are one of the 25 individuals that will receive MLA CE credit.
6. The committee may investigate purchasing additional CE credits at $20 each if demand is greater than the 25 slots available. Any potential cost to MDMLG will be presented and approved by the MDMLG Board prior to any action.