

**Professional Development Committee**

**2019 – 2020 Final Report**

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

**Programming This Year:**

**Webinars -** We applied for and received funding from the GMR to host eight webinars this year. This is twice as many as the four offered in 2018 – 2019.

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| --- | --- | --- | --- | --- |
| **Webinar Title** | **Date** | **Live Viewing Offered?** | **# Registrants** | **Committee Member Leader(s)** |
| Critical Appraisal for Librarians: Evaluating Randomized Controlled Trials | June 11, 2019 | No | 22 | Bethany |
| Critical Contributions: Developing Research Appraisal Skills at Your Institution | June 26, 2019 | No | 24 | Stephanie |
| Troubleshooting Systematic Reviews: Refining the Research Question | August 7, 2019 | No | 25 | Jill |
| Troubleshooting Systematic Reviews: Refining the Search | September 5, 2019 | Yes (during Fall General Meeting) | 18 (15 at live viewing) | Wendy |
| Applying the ACRL Information Literacy Framework to your Teaching | January 15, 2020 | No | 23 | Ella |
| Basic Statistics for Research Design | March 25, 2020 | No | 24 | Jill |
| Critical Appraisal of Systematic Reviews and Meta-Analyses | June 23, 2020 | No | 24 | Wendy |
| Find the Evidence-Based Practice (EBP) Search Strategy That Works for You | July 8, 2020 | No | 31 | Stephanie |

**MLA 2020 Webinar Survey:** MLA released their slate of 2020 webinars through September 2020. Due to the small number of webinar topic submissions, they only scheduled webinars through September and will be changing their webinar proposal to a rolling submission instead of annual submission deadline. This may impact our MDMLG planning procedures. A webinar interest survey was sent to the MDMLG listserv on Friday, January 10 and closed on Friday, January 24. The following shows the breakdown of the results. Those highlighted in yellow are the ones we prioritized for MDMLG this year.



**In-Person Events -** The committee planned and hosted two in-person events this year:

* **Fall Combined General Meeting & Webinar Viewing** *(Thursday, September 5, 2019; 11:30am – 3:30pm; Stapleton Conference Room, Shiffman Medical Library).* The combined September meeting & webinar viewing of “Troubleshooting Systematic Reviews: Refining the Search” went very well. We had 18 total registrants and 15 who attended the live viewing of the webinar at Wayne State! The Professional Development and Program Committees partnered to host the combined September meeting again this year. Wendy Wu from Professional Development received GMR funding to host the webinar “Troubleshooting Systematic Reviews: Refining the Search” which was live streamed at the meeting. Bethany Figg & Katherine Akers from Program Committee handled advertising and the catering while Wendy Wu applied for the webinar funding.
* **Combined General Meeting & CE Opportunity – Beyond Pyramids of Evidence: Evaluating Research in the Health Sciences Literature – 3 MLA CE credits** *(November 14, 2019; 10:30am – 4:00pm at University of Detroit Mercy)*. The Professional Development and Program Committees hosted a combined General Meeting & CE in November featuring Abraham Wheeler, Chana Kraus-Friedberg, and Carin Graves from Michigan State University and covered interpreting many statistical analysis concepts in research studies. We used JotForm for the first time for registration with the help of Raya Samet, Membership Services Chair. Save the Date email was sent immediately following the September MDMLG meeting and registration opened following the MHSLA conference on Monday, October 7. Jill Turner organized the speakers and location for the CE, Juliet Mullenmeister handled catering. We had a total of 25 registrations for the meeting with 20 CE registrants. No one registered to watch the recording. Registration cost was $35 for members, $60 for non-members, and $15 for students.

**Final Expense Report:** Our committee continued mostly break even in our income/expenses summary as we earned $61 in income over expenses this year.

**Program & Professional Development Committees Merger:** One of the major accomplishments this year was a merger of the MDMLG Professional Development and Program Committees. A merger of the two committees was initially discussed at the January 29 MDMLG Board Meeting, with a request to the current chairs, Stephanie Swanberg and Bethany Figg, to craft and submit a proposal to the Board and present to the General Membership. The merger only required a Board vote as it was procedural and not a bylaws change. The proposal was sent to the Board via email on March 5 and then presented at the April 2 General Business Meeting to the general membership. There were no concerns or questions raised about the merger by the Board or general membership. The Board voted to approve the merger and the new committee name of Program & Professional Development Committee at the May 28 Board Meeting. The two committees met on June 10 to discuss programming for next year and the logistics of the newly merged committee with the incoming co-chair, Margaret Hoogland. Jill Turner volunteered to be the new co-chair with Margaret. The merger proposal and new committee procedures document is included as an appendix below.

**Upcoming Programming for 2020 - 2021:**

* **Tentative Fall General Business Meeting & Webinar Viewing** – The committee plans to apply to apply for the September webinar “Systematic Searching: Improving Effectiveness and Efficiency” and offer this as part of the Fall General Meeting. This meeting will be held virtually and attendees will likely watch the webinar separately, then meet back for an online discussion following. MLA has not yet released the date of the September webinar yet.

Respectfully submitted,

Stephanie Swanberg

Chair, 2019 – 2020 Professional Development Committee



**Proposal**

**Merger of Program and Professional Development Committees**

*Submitted to Board 03/05/2020; presented to General Membership 04/02/2020; Board approved 05/28/2020*

**Proposal:** As current chairs of the Program and Professional Development Committees, we formally recommend that the MDMLG Program and Professional Development Committees be combined into a single planning committee beginning the 2020 – 2021 year. This is a procedural change only as the bylaws do not specify committees by name, role, or responsibilities. As such, an Executive Board vote is needed, but not a membership vote.

**Rationale:** Over the last three years, the Program and Professional Development Committees have gradually increased our collaboration, working closely to co-plan and offer MDMLG general meetings. We piloted our first combined meeting in November 2017 with the General Meeting and CE Course: Appreciating Diversity. Since then, of the last 7 general meetings, four have been combined (see Table 1).

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| Table 1: MDMLG Meetings & Events 2018 – 2020 |
| Date | **Meeting** | **Combined?** | **Program Committee Members & Role** | **Professional Development Committee Members & Role** |
| 04/02/20 | General Meeting | No | Bethany Figg | -- |
| 11/14/19 | General Meeting & CE: Beyond Pyramids of Evidence | Yes | Juliet Mullenmeister – lunch | Jill Turner – location & speakerStephanie Swanberg – advertising, registration, MLA requirements |
| 09/05/19 | General Meeting & MLA Webinar Viewing | Yes | Katherine Akers – location & lunchBethany Figg - advertising | Wendy Wu – webinar funding & viewingStephanie Swanberg – registration form |
| 06/06/19 | Summer Luncheon | No | Katherine AkersAkilah Wood | -- |
| 03/14/19 | General Meeting & CE: Chemicals & Drugs | Yes | Katherine Akers – lunch | Bethany Figg – advertising, registrationStephanie Swanberg – location, speaker, MLA requirements  |
| 11/28/18 | General Meeting | No | Merle Rosenzweig  | -- |
| 09/13/18 | General Meeting & MLA Webinar Viewing | Yes | Katherine Akers – location, lunch, advertising | Stephanie Swanberg – webinar funding & viewing, registration form |

This partnership has proved beneficial to the committee members by distributing workload, pooling expertise, and sharing potential location and speaker ideas while reducing the meeting burden on MDMLG members with fewer events throughout the year. In addition, as our membership decreases, it is becoming more challenging to find members to populate all of our committees and leadership positions without taking on multiple roles. This merger would provide an excellent opportunity to leverage the work already being done between these two groups.

**Proposed Potential Names:**

* Program & Education Planning Committee
* Program Planning Committee
* Education Committee
* Continuing Education Committee
* Meeting Planning Committee
* Program & Professional Development Committee

**Proposed Committee Appointment & Composition**

* Chair: It is recommended that the committee have co-chairs:
	+ President-Elect (1-year term)
	+ Co-Chair appointed by the Board for a minimum two-year term
* Members:
	+ Minimum three committee members (in addition to the co-chairs) as stated in the Bylaws Article VI. Section 3 Composition
	+ Any current MDMLG member may volunteer to serve on the committee for a minimum two-year term as stated in the Bylaws as stated in the Bylaws Article VI. Section 3 Composition

**Responsibilities:** A revised procedure document for a combined committee has been created to reflect the merger (see Appendix A; previous committee procedures in Appendices B & C). In general, the responsibilities of the committee would include:

* Plan and coordinate the four general meetings per year which may include a combination of one or more of the following:
	+ Location
	+ Webinar/CE Course/Speaker/Panel
	+ Lunch
* Prioritize and plan online education offerings, such as Medical Library Association webinars.
* Apply for MLA CE credits for educational activities. Any type of educational activity is eligible for MLA CE credit including those traditionally offered as an invited speaker or panel at past MDMLG meetings. Therefore, any MDMLG meeting could potentially offer CE credits and not just formal CE courses.

Sincerely submitted,

Stephanie Swanberg, Chair, Professional Development Committee

Bethany Figg, Chair, Program Committee

**Appendix A: Proposed Combined Committee Procedural Document**

1. Scope, Selection, and Qualifications
	* + The Committee shall consist of at least three members who shall serve a two-year term. The fourth member shall be the President-Elect of MDMLG who will serve as Co-Chair of the Committee for a one year term. The fifth member shall be a Co-Chair appointed by the Board for a minimum two-year term.
		+ The Committee should consist of members who are able to plan programs to stimulate interest and attendance. The Committee should be appointed early to permit it to plan the year's programs before the first General Business Meeting in September.
		+ Meetings should be planned early. The early request secures the popular speaker. A balance should be maintained between theory and practice, social and professional meetings. Locations should be convenient, but varied, covering as much of MDMLG areas as practical.
	1. Responsibilities and Duties
		* The Co-Chairs shall have a list of tentative program dates and locations for the MDMLG fiscal year by the time of the first Executive Board meeting of the fiscal year.
		* The Co-Chairs shall, in collaboration with committee members, set Committee meeting dates.
		* The Committee shall:
			1. Plan at least four (4) regular meetings during the year, and any special meetings which may be called by the President or the Executive Board, beginning with the second General Meeting of the fiscal year, usually November or December. The first General Meeting of the fiscal year, usually in September or October, will be planned by the previous year's committee, but included in the current year's budget.
			2. Plan for continuing education offerings that meet training needs of MDMLG membership, both professional and paraprofessional including prioritizing online education offerings (i.e.: webinars).
		* In addition to the program itself, the Committee shall arrange the dates of meetings, meeting places, and all details relating to the meeting for the year they serve. Notice of every meeting shall state the place, day and hour of such meeting. Notices shall be forwarded at least four weeks prior to the meeting date to the:
			1. Secretary for disbursement
			2. Webmaster to post on the web page
			3. Editor for inclusion in the newsletter
			4. Other groups with similar interests, e.g., MHSLA or MiALA
		* The Committee shall collaborate with other groups interested in continuing education such as Michigan Health Sciences Libraries Association, Michigan Acadmic Library Association, Special Libraries Association - Michigan Chapter, Library of Michigan, Michigan Library Association and, accredited library schools.
		* The programs should have the approval of the Executive Board.
		* The Committee may request funds prior to the meeting or submit expenses to cover meeting to the MDMLG Treasurer, who is responsible for payment or reimbursement.
		* It is recommended that the last meeting of the fiscal year be called the Annual Summer Meeting & Luncheon. This is usually held in the first half of June.
			1. The budget of the Committee shall cover lunch and gifts for members who have retired in the current year and lunch for the current year's Health Sciences Award winner at the Summer Luncheon and Annual Meeting. The committee shall work with the Past President to coordinate gifts for retirees.
		* It is recommended that the President-Elect Co-Chair does not coordinate the last meeting (Fall/September) of the fiscal year due to the start of the President term.
		* The Committee shall monitor changes to the Medical Library Association’s (MLA) policy and procedures regarding continuing education opportunities and revise MDMLG procedures as needed.
	2. Reports and Records
		* Evaluations of each meeting and attendance information shall be documented and posted to the MDMLG listserv. This will also be reported at the following Board meeting.
		* The Co-Chairs shall report at each meeting the date, place, and topic of the next meeting.
		* The Co-Chairs shall report relevant activities at General Business meetings.
		* Minutes of all Committee meetings must be written. Copies should be sent to committee members and the President.
		* The Co-Chairs and Committee shall review and accept the charge annually. See Appendix A.
		* The Co-Chairs shall submit annual objectives and an Annual Report. See Appendix B.
		* The Co-Chairs shall submit a budget projection and expense report as outlined in Appendix C.
		* The Co-Chairs is responsible for compiling and maintaining a manual. See Appendix D.
		* A copy of instructions for registering for and claiming CE credit through MLA’s new continuing education website, MEDLIB-ED (formerly the MLA Educational Clearinghouse) is available in Appendix E.
		* A copy of the MLA Webinar Policy presented to and approved by the MDMLG Board in July 2017 is available in Appendix F. The policy reflects changes in MLA’s annual webinar offerings and CE credit allocation for sites.

*Proposed March 2020*