

POLICIES HANDBOOK:
CONTINUING EDUCATION COMMITTEE

SCOPE OF RESPONSIBILITIES

The Committee has a dual purpose. First, the Committee assists the conference planner(s) in securing programming suitable for continuing education credits at the annual conference and makes necessary arrangements with universities in the NDUS system to offer programming for credit if applicable.

Second, the Committee may, at its discretion, discover and publicize other professional development opportunities for member librarians throughout the year.

MEMBERSHIP

The presiding NDLA president appoints the chair of the Committee each year.

The chair assembles a committee annually making selections based upon anticipated expertise required by planned projects in a given year. Membership in the committee may vary between four and eight persons.

The representative of the institution of higher education which is granting credit may be a member of the committee.

A representative from the School Library and Youth Services Section will also be a member of the committee.

Other committee members should be drawn from academic, public, and special libraries so that learning opportunities from those sectors may be explored.

At least one member should be a paraprofessional staff member.

The chair is a non-voting member of the executive board.

PROCEDURES

1. The Committee consults with the incoming conference chair to determine space and time requirements for the conference sessions.
2. The Committee Chair acts as a liaison between NDLA and the North Dakota institution of higher education designated to grant continuing education graduate credit for specified programming at the annual conference. The Committee is charged to be aware of and to meet current standards (for School Library Media Certification) when proposing conference programming for credit and making arrangements with the participating university. The Committee will assure that the registration requirements and fees from the participating institution are made available in the publicity and registration materials.

3. The Committee secures a program track for the conference, which may include a pre-conference program, six conference sessions, and a post-conference program.
4. The Committee administers an evaluation form at the end of each session, pre-conference, and post-conference to assess the effectiveness and value of the entire program.
5. When appropriate, the Committee may arrange for additional learning or continuing education opportunities for the NDLA membership through webinars, meetings, or by other means.
6. When appropriate, the Committee may seek out distance education programs for Masters and other degrees for the NDLA membership. The Committee may prepare agreements with these institutions for educational discounts and present the proposals to the Executive Board for approval.

STATISTICS AND REPORTS

The Committee chair provides a progress report at each Executive Board meeting on the development of the conference program.

The Committee chair provides a brief analysis of the numbers of participants and financial impact of the program at the post-conference Executive Board meeting and an analysis of the evaluation forms at the Fall/Winter Executive Board meeting.

BUDGET

Funds are required for a number of activities carried on by the committee throughout the year. Since activities of the committee may vary from year to year, an assessment of needs should be made each year and a request for funding submitted to the Chair of the NDLA Finance Committee.

As far as possible, the costs associated with speakers and presenters at the Annual Conference should be covered by registration fees for the Conference. However, as costs and participation are unpredictable, additional funds from NDLA may be needed from time to time.

REIMBURSEMENT

See Reimbursement Policy Handbook <http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

CHRONOLOGICAL GUIDELINES

September/October

- The chair oversees the Continuing Education Program at the annual conference
- The chair approves all financial arrangements, writes thank you notes, and writes the evaluation report for the executive board
- The chair checks with the representative from the institution of higher education responsible for granting credit in order to ensure that all requirements have been met

November/December

- The chair presents a final report to the executive board

January/March

- The committee starts to develop a program for the upcoming annual conference

April

- The chair consults with the representative from the institution of higher education to adapt to any changes in the school's requirements

May/August

- The committee continues to develop the program for the upcoming annual conference
- The incoming NDLA President appoints a new chair or asks the current chair to continue.

Approved by Executive Board 03/02/2011

Reimbursement statement revised by Executive Board 12/12/12