

# Florida Health Sciences Library Association (FHSLA)

## Policy and Procedures

### Continuing Education Committee (09/05)

The Continuing Education (CE) Committee assumes the duties and responsibilities at the close of the Annual Meeting or as soon as appointed.

#### **Charge:**

The charge of the CE Committee is to arrange for the CE courses offered at the Annual Meeting. This includes surveying the members either formally or informally; and coordinating arrangements with the instructors, the program committee and the hotel or meeting place.

#### **Duties:**

1. Gather input from the Strategic Planning Committee (SPC), Florida consortia, or any CE surveys to determine the desired courses. Also consult regional or national databases of available accredited CE courses such as the [MLA Continuing Education Clearinghouse](#).
2. Prepare a "ballpark" budget for the Program Committee. The Program Committee will need to know the "break-even" number of registrants for each course. In the past, FHSLA has tried to have courses which break even or require minimal subsidization. Courses should be priced so that it is not advantageous for non-members. The difference between member and non-member costs should exceed the cost of FHSLA dues.
3. Appoint one or more local FHSLA members to assist with room inspection, obtaining anything the instructor may need, etc.
4. Initial contact with prospective instructors should be made by telephone. It is customary for FHSLA to pay traveling expenses, which includes one night at the hotel, food and the honorarium. Most honorariums are in the range of \$200-\$250. If the instructor is a federal employee and cannot accept an honorarium, make arrangements with the Program Committee for a gift or appropriate contribution to be made to an organization/society/association of that instructor's choice.
5. The CE Chair will confirm all arrangements by letter. Include a copy of the official FHSLA CE Instructor/Keynote Speaker Contract which the instructors will sign and return. Remember to include a self-addressed stamped envelope for the returned contract. The original signed contract will be given to the Treasurer.
6. Contact the instructors to verify the course description and ask for a current biographical sketch. This information will be given to the Program Committee to include in the registration and/or meeting packet.

7. Once the Program Chair has received instructor information and any AV requirements listed in the instructor's contract, the CE Chair should ask the Program Chair to include a registration packet for the meeting to all course instructors as well as actually makes the hotel reservations for the instructors.
8. Obtain a list of registrants for each course from the person who is handling the meeting registration. This list will be sent to MLA along with the course evaluations. (See step #10 for directions on how to obtain MLA evaluations). If desired by instructors, prepare a course roster and include name, institution, and email address.
9. Contact instructors one week prior to the meeting to confirm all arrangements. If instructors need to be met at the airport or have other transportation needs, make those arrangements. Contact hotel to verify all arrangements for each meeting room.
10. Contact the 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 passed out at the end of the class.
11. Prepare CE survey if the Strategic Planning Committee so desires.
12. Just prior to, or on the morning of class, check CE rooms to see if instructors have any last minute needs.
13. At the end of each course collect all completed evaluation forms and class rosters from instructor or appointed volunteer.
14. Evaluations and a roster of class participants will need to be returned to the Continuing Education Association within 10 days after the Annual Meeting.
15. Write thank you letters to instructors; also send along a copy of the tabulated CE evaluation.
16. Prepare a report for the Program Chair. Update the CE manual for the next Continuing Education Committee.
17. Send the CE Class Attendance rosters to the FHSLA President or archive placement. All FHSLA sponsored CE records should be kept for a minimum period of 7 years. A 7-year retention period should be sufficient since MLA is now re-certifying every 5 years. FHSLA will provide verification of attendance if a certificate is lost.
18. Submit a copy of any meeting reports, rosters, class descriptions, etc. to the President for placement in the archives.

## **CALENDAR OF EVENTS**

### **Prior to Mid-Year SPC Meeting:**

1. Write Annual Report for mid-year Strategic Planning Meeting with activities and planned CEs for Annual Meeting.

### **After the SPC Meeting:**

1. Prepare budget; contact instructors; gather information on instructors AV needs, computer requirements, room set-ups, syllabus purchase, printing or duplication needs.
2. Copy the Program Chair on all correspondence or reports.

### **Prior to Annual Meeting: 8-9 weeks before meeting**

1. Prepare an annotated course list for inclusion in the packet.
2. Provide Program Committee with budget.

### **Prior to Annual Meeting: 1-2 weeks before meeting**

1. Prepare course rosters, obtain MLA evaluation forms, CE Certificate template, and prepare course certificates.
2. Prepare packets for each course.
  - a. Class roster (to be returned to MLA).
  - b. All certificates. Include at least 2 extra blank certificates per course for any walk-ins (will also take care of someone who loses a certificate at the meeting).
  - c. Course evaluation forms + 2 extras.
  - d. List of each instructor's AV/computer/room set-up requirements. Having this list available helps in dealing with the hotel staff, should there be any problems.
  - e. Large 9 x 12 envelope for the instructor to return forms and unused certificates to you. Put the course name, number, and instructor's name on the envelope.

### **Annual Meeting:**

1. Attend joint SPC and Executive Committee meeting. Inform members of any information regarding CE they will need for next year's meeting.
2. Provide oral report at the Business Meeting on the number of courses, number of registrants and any other pertinent information.

### **Post Meeting:**

1. Write thank you notes.
2. Tabulate and mail class rosters and evaluation forms to MLA.
3. Prepare report for Program Chair.
4. Mail a copy of the CE Attendance rosters to the FHSLA President.
5. Update notebook for next year's CE Committee.
6. Submit a copy of any meeting reports, rosters, class descriptions, etc. to the President for placement in the archives.