

NERCOMP CLASS (Collaborate, Listen, Accelerate, Share & Support) Professional Development Guidelines 2023-2024

Overview

NERCOMP refers to its professional development sessions as Professional Development Opportunities (PDOs). A NERCOMP CLASS features four 1.5-hour online sessions that include: speakers, group work, and assignments. NERCOMP works with the facilitators to build course modules in Canvas based on the content facilitators provide.

Each **NERCOMP CLASS** has a Professional Development Organizer. The Organizer is the person (or people) who plans and coordinates the event with the support of NERCOMP staff. The Organizer also facilitates the workshop on the day of the event.

There will be asynchronous materials and assignments to be completed between sessions. Assignments can be both individual and group-based, working toward a final deliverable or larger plan. Registration will be limited to between 25-30 attendees to make sessions manageable for organizers. The program will need more than one facilitator in order to engage groups, review assignments, and certify attendees for credentialing. The same program could be offered multiple times per year and be tied to a meet-up at the annual conference (Learning Pods). The program will be marketed to groups/teams from institutions to solve particular challenges they are dealing with.

Organizer Responsibilities

- Send an email to the NERCOMP staff, indicating that you agree to serve as an Organizer for the event. Your message must include the following:
 - o The title and dates of the new NERCOMP CLASS (dates coordinated with NERCOMP)
 - o State that you have read and understood these Professional Development Guidelines
 - o Send your message to nercomp@nercomp.org or aschack@nercomp.org
- If you are working with a Professional Development Program Track Chair (PTC)-please discuss your plan with them
- Participate in a planning call with the NERCOMP staff and experienced Organizer(s) to talk through the event and address any questions. Calls will be scheduled for all first-time Organizers, and are available upon request for returning organizers.
- Organize and plan the event
 - o Provide NERCOMP with the information below in a timely manner. All Organizers will receive email notifications providing the dates by which NERCOMP must have this information
 - The name of the **NERCOMP CLASS**
 - An abstract of 150 words that will be used to promote the event
 - Three key learning objectives and/or takeawayS
 - A list of speakers, their email addresses, and headshots
 - A detailed agenda for each session in the series
 - An image to use for social media

- Listing of all assignments including criteria/grading rubric in order for participants to receive a digital credential/badge
- How will you breakout groups for discussions/assignments (each individual will be required to submit assignments in order to earn a digital credential)
- Complete the digital credential metadata form in conjunction with NERCOMP staff and/or the Digital Credentials Subcommittee

o Seek approval for any reimbursable expenses (if applicable) with the NERCOMP Executive Director to identify and coordinate the speakers. Everyone should know who is presenting, the order of presenters, and how their content fits into the **NERCOMP**

CLASS

- o Responsible for creating assignments, grading, and team projects
- o NERCOMP CLASS's will be eligible for NERCOMP Credentials, so learning outcomes and artifacts must be provided in advance and close attention to completion will be important
- o One week prior to the session, participate in a dry run session on Zoom (if using) with NERCOMP staff (experienced Organizers may not need this)
- o Send any polling questions to aschack@nercomp.org at least one week in advance of the session
- o Facilitate all four sessions
- o Coordinate all slides and materials in advance. Review for quality and avoid duplicate information
- o Discuss presentation styles and engagements strategies with all speakers
- o Consider how your presentation reflects or addresses diversity, equity, and inclusion (including subject matter, individuals of all identities, and demographic characteristics). What assistance do you need to address any concerns?

- Oversee the event and evaluation process
 - o Attend the **NERCOMP CLASS** sessions
 - o Manage the agenda, introduce speakers, and facilitate as needed throughout the sessions
 - o Utilize interactive components within the sessions (i.e.: polls, chat, games, etc.)
 - o Encourage participants to complete the online evaluation
 - o Share evaluation summaries with speakers upon receiving them from NERCOMP

NERCOMP Responsibilities

- Coordinate the due dates of materials, dates, and logistics for the online workshop, including evaluations
- Provide first-time Organizers with a planning call and a Coach/Mentor (new organizers)
- Create the NERCOMP CLASS in the Canvas LMS
- Create the Zoom meeting rooms for each session and introduce the organizer at the first session. Stay for the first 20 minutes of each session.
- Send attendee emails including Zoom and Canvas information

- Process all vendor bills or other expenses
- Provide any follow-up and post information pertinent to the new PD format to Canvas and/or the NERCOMP website

Payment Information

- The total stipend for the **four NERCOMP CLASS sessions is \$1,000**, payable upon successful completion of the sessions. Payment may be shared if there is more than one Organizer. Organizers may receive credit for a future NERCOMP event instead of payment.
- If an organizer utilizes a professional trainer and you'd like the trainer to be paid, this could affect your stipend. Please note that professional trainers must be pre-approved by the NERCOMP Executive Director. Organizers assume full responsibility for working with the trainer.

Registration Information

- NERCOMP typically waives the registration fee for Organizers and up to 4 facilitators. Organizers may request approval for additional waivers. NERCOMP reserves the right to limit
 - 1) the number of registration waivers that will be granted to a single institution, and;
 - 2) limit the total number of registration waivers that will be granted to any PDO.
- At the request of the Organizer, NERCOMP will waive the registration fee for up to two guests to attend the **NERCOMP CLASS**. The registration fee will be waived for one guest at events utilizing a professional trainer.

Facilitator Expenses and Honorariums

- NERCOMP PDOs are intended as a forum for a collegial exchange of ideas, best practices, and information sharing. On rare occasions, NERCOMP may approve an honorarium in order to secure a speaker with expertise beyond the general NERCOMP community. Requests for honorariums must be directed to the NERCOMP Executive Director and the Chair(s) of the Professional Development Committee for approval prior to making any commitment to the prospective speaker(s).

Marketing Your new PD Format

Once your NERCOMP CLASS is finalized you should plan to market your session to your network, via email, social media, and personal invites in order to increase attendance for the sessions.

Cancellations

NERCOMP reserves the right to cancel any NERCOMP CLASS. NERCOMP will notify the Organizer upon finalizing a cancellation decision