**Professional Development and Planning Committee Meeting Notes**

**March 27, 2020 and April 3, 2020**

March 27 Attendees (meeting held by conference call):

Barbara Ebel, co-chair (S[[1]](#footnote-1)), Andy Lawrence, co-chair (S), Annie Welsh, Fetwi Gusba, Emma Wilson, Taddesse Tesemma

April 3 Attendees (meeting held using Zoom):

Barbara Ebel, co-chair, Andy Lawrence, co-chair, Annie Welsh, Fetwi Gusba, Barbara Simons, Caroline Botsford, Racquel Francis, Taddesse Tesemma, Comfort Mignon, Janet Hughes

These meeting notes document the decisions made at the Committee’s conference call on March 27 and Zoom meeting held on April 3:

* The Spring Conference will be held from 1:30 – 4:30 pm on May 30 using Zoom
* The opening speaker will be Jamie Harris, Maryland Office of Adult Education, speaking on the Maryland’s Digital Literacy Framework for Adult Learners
* Track 1 of the Conference will be comprised of presentations by teachers focusing on the successful delivery of lessons to adult learners, and presenters will be paid a stipend of $150.
	+ A new meeting announcement will be drafted and distributed to AELG faculty members telling them about the change in meeting date, time and format
	+ The announcement will also request new proposal submittals by April 24. It will also state that teachers selected to make presentations will be paid a stipend
	+ Caroline Botsford will chair (S) the Proposal Review Committee and Comfort Mingot will be the vice-chair (S).
* Track 2 of the Conference will be sharing sessions (supported by moderators (S) on the following topics (exact list still to be finalized):
	+ Engaging students in remote learning
	+ Using online resources in the online classroom
	+ Resources both available and needed for teachers to deliver successful lessons and share information with their students
	+ GED ideas and issues
	+ ESOL in the American Workplace (including how to prepare students to enter a changing workplace with greater emphasis on working remotely online)

In addition:

* Taddesse Tesemma will continue to update the Conference website (S).
* Racquel Francis will be in charge of handling the faculty evaluations of the Conference. She will coordinate the electronic delivery of the Conference, including tracking and coordinating use of the various Zoom links that will be used by the Conference’s speaker, teacher presenters, and the sharing sessions (S).

The following is the tentative Conference schedule:

1:15 – 1:30 Signing to Zoom

1:30 – 1:45 Opening remarks:  Donna Kinerney/Emma Wilson

1:45 – 2:45 Presentation on Maryland’s Digital Literacy Framework for Adult Learners: Jamie Harris

2:45 – 3:00 Break

3:00 – 3:45 Track 1:  Presentations by AELG Teachers

3:45 – 4:15 Track 2:  Sharing Sessions (with moderators)

4:15 – 4:30 Closing remarks

The Committee’s next meeting will be via Zoom at 3:00 pm on Friday, May 1.

1. Positions marked with an “(S)” will receive a stipend for their work as will the moderators of the sharing sessions [↑](#footnote-ref-1)