**Professional Development and Planning Committee Meeting Notes**

**May 1, 2020 (Zoom Call)**

Barbara Ebel, co-chair, Andy Lawrence, co-chair, Emma Wilson, Annie Welsh, Fetwi Gusba, Emma Wilson, Caroline Botsford, Comfort Mingot, Taddesse Tesemma, Racquel Francis, Simon Lee, Maggie Bruno, Janice Peterson, Janet Hughes

Conference Agenda

Based on meeting discussions, the planned Conference agenda is:

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

1. Sing! Incorporate Music in Your Classroom even if You Can’t Hold a Tune
2. Visual Arts to Spark Interest and Learning
3. Teaching with Google Docs and Google Slides on Zoom (beginning level)
4. Edmodo in the Zoom Classroom
5. Google Docs in the Zoom Classroom (intermediate/advanced level)
6. Teaching Science in Math Classes
7. How Technology Removes Learning Barriers in Online Learning[[1]](#footnote-1)

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

1. Successes and Opportunities in Remote Learning
2. Promoting student engagement in remote instruction
3. Assessment in the remote classroom
4. Optimize use of career coaches in a remote classroom setting
5. GED ideas and issues in a remote learning environment

4:15 – 4:30 Closing remarks

Conference Logistics

* The Conference will be held on multiple Zoom links
	+ The opening remarks, the presentation on Maryland’s digital literacy framework, and the closing remarks will be held on a single Zoom link
	+ All presenters will create their own Zoom link and provide it to Racquel
	+ Caroline and Comfort will provide Racquel with presentation summaries and speaker bios by 5/8
	+ All presenters will provide draft slides of their presentations to Caroline and Comfort by 5/10, with final slides due by 5/17
		- Caroline and Comfort will provide copies of these slides to Andy and Barbara
		- Tadesse will post the presentation slides on the Conference’s website after the Conference has taken place
	+ All presenters will be provided a co-host to help track audience questions typed into the chat function during the presentation. The co-host will read the questions to the presenter at the presentation’s conclusion
	+ All sharing sessions will be hosted by a teacher who will have a prepared set of questions to stimulate discussion
		- Sharing session hosts will need to create a Zoom link and get it to Racquel
* Racquel will reformat the online evaluation form developed for a previous Conference so that it conforms this year’s agenda and Conference format

Upcoming Meetings

* Andy, Annie and Racquel will meet by Zoom to discuss conference logistics on 5/4
* A Zoom meeting of presenters and Sharing Session hosts will be held on 5/15 to walk through the Conference’s agenda and address any questions presenters or hosts have
1. Proposal received during the meeting [↑](#footnote-ref-1)