

Suggested Meeting Topics

Following are suggested topics for Program Development Committee (PDC) meetings. Please modify to fit the local unit. The agenda and appropriate resources should be sent before each meeting so members can be prepared to participate.

Please note: Resources for these meeting topics can be found on the Program Development Committee website at: www.ksre.ksu.edu/programming/pdc.

Meeting: Orienting and Group Building

- Provide orientation, using the *Program Development Committee Orientation Module* and *PDC Member Position Description*.
- Provide an update from program action plans.

Meeting: Introducing the Program Development Process

- Present an overview of the program development process using the *Program Development Module*.
- Introduce the *PDC Excellence Assessment*.
- Provide an update from program action plans.
- Share program opportunities and communicate successes and impacts.

Meeting: Identifying Issues

- Identify local issues.
- Review *county-specific demographics*. Select from the list to share with the PDC.
- Utilize *Local Extension Statistics Worksheet*.
- Begin prioritizing local issues.
- Align the local issues with K-State Research and Extension priorities.
- Provide an update from program action plans.
- Share program opportunities and communicate successes and impacts.

Meeting: Prioritizing Programming

- Review and finalize the local priority issues identified in the previous meeting.
- Brainstorm programming strategies to address the identified issues.
- Brainstorm potential PDC member names, using the *Recruiting Board and PDC Members Module*.
- Provide an update from program action plans.
- Share program opportunities and communicate successes and impacts.

Meeting: Finalizing Action Plans

- Finalize the program action plans based on earlier issue identification, prioritization, and program delivery strategies.
- Finalize a list of potential PDC member recommendations for the board.
- Provide an update from program action plans.
- Share program opportunities and communicate successes and impacts.

Meeting: Celebrating and Recognizing Members

- Complete the *PDC Excellence Assessment*.
- Share program successes and accomplishments that support action plans.
- Provide an update from program action plans.
- Recognize outgoing members.