

**SAACURH 2005
Programming Committee
Erin Yaden and Shannon “Pearl” Colvin**

Objective

To provide quality educational programs to the delegates of SAACURH 2005

Considerations

The programming committee had experience in this area however we did not want to simply repeat the performance of last year’s conference. The committee recognized that the programming had different challenges than the previous year however the experience from last year was invaluable. For most student conferences the most popular programs are those of material and subject matter that are fun but not necessarily conducive to the performance of the organization on the state, regional and national level as well as on campus. The committee was determined to limit the number of programs that were fun but not necessarily beneficial.

Another consideration is the number of program proposals that are submitted. The finals program selection is dependent on the submissions and the subject matter that is expected from the SEC.

Planning

Planning begins after the summer summit; the program committee sets the expectations and begins building the program proposal submission forms. Along with the submission forms, the committee formulates the criteria for the program proposals (see attached program tracks). After conferring closely with the SAACURH Director Andrew Howard, it was decided to attempt to present programs referred to as SAACURH Standard programs. The previous year the first program track of the morning was the “how to” sessions and were geared to both delegates and NCCs. This year those sessions were held Friday night after roll call and were attended by NCCs and advisors. This left the 5 program sessions available to be used for SAACURH standard programs and general programs.

Timeline

July

Summer summit, programming committee would benefit from a representative at the summit to start the planning process, this may also be the beginning of any specific programming – SAACURH standards. SEC sets submission deadline and registration deadline.

Programming committee sends first email to region listserv to encourage delegates to begin thinking of programs that they would be interested in presenting. This email also included any updates of programming tracks as well as new criteria to be met by program submissions. Also included were updates on the submission process (on line).

August

Programming committee met to set personal deadlines and set regular meeting dates this includes staying in contact with the conference staff about printing deadlines and ordering certificate paper for certificates. Committee sent email to let potential delegates know that the website is live and the program submissions were available at that time. Also a reminder went out to those who submitted on the state and national level to encourage them to submit to the regional conference.

September

The SAACURH standard program list was released to the region by way of email along with explanations of what these programs should be. At this point the programming committee should be getting program submissions and should begin the process to retain the information as it comes in (we always used Excel, we found it was easily manipulated according to the information in the program). Also at this time the program committee should be in contact with the advisor that is overseeing the ART programs. This begins the continual emails to remind schools about program submissions.

October

Deadlines occur during this month so the emails really increase if the committee does not have the number of program submissions needed for quality programs. This month is the stressor month for the program committee with the stress of low submissions as well as beginning the physical placement of the programs in rooms and sessions. The conference committee should submit a list of rooms to be used to the committee for programs (make sure about technology available in each room). At this point the committee begins the logistics of assigning sessions and rooms. On the program proposal there should be an area to indicate time conflicts such as boardrooms etc. This is the first consideration when placing programs in sessions (make notes on the submission forms if there are time conflicts) sort program submissions into conflicts and no conflicts and begin placing programs into particular sessions. Once all programs are in sessions double check the conflicts. Then based on the technology needs indicated on the submission form begin placing programs in each session in the appropriate rooms taking into account any technology and space needs of the presenter. The ART programs are submitted by the advisor in charge of that portion of ART. A list of programs and the session numbers are submitted to the program committee from the ART advisor and the committee assigns rooms. The program committee submits the final program selections and descriptions to the conference staff for printing purposes in the notebook.

If the program committee is off site, it would be a good idea for the committee to visit the conference site to do a visual assessment of the conference site and set the location of programming headquarters. Program evaluations should be sent to printing in preparation of conference registration.

November

At this point all program sessions and locations should be set, there are some minor changes at this point, cancellations and additions. Certificates for all program presenters are printed in readiness for registration.

Prior to conference

Make a packet for each program being presented with the program presenters, session number and location, title of program, and the school on the outside of the packet; organize by school in alpha order. In each packet should be the certificates for each program presenter as well as evaluations (25-30). In hindsight, the committee should have included instructions in where to take evaluations after the program is over for program presenters.

Program proposals

Included should be

- ❖ Presenter and secondary presenters
- ❖ Institution
- ❖ Email address
- ❖ Track
- ❖ Target audience
- ❖ Conflicts
- ❖ Technology needs
- ❖ Title
- ❖ Description
- ❖ Agenda (this is valuable when choosing programs to be presented)

Program selection

When choosing programs program committee should be particular about the subject matter, title and what the program is teaching it's attendees. This is the hard part of being a part of the program committee, it is almost necessary to be ruthless in making the decision to choose beneficial and educational programs. Personal note: Erin and I were intentional about not choosing "fluff" programs that were not beneficial in the educational, organizational and leadership development of the conference delegates. Another consideration is the number of programs that each presenter is selected to present. There are some presenters that submit 4-5 proposals, while that is appreciated that does not make for any gaining of knowledge for that presenter. Try to be intentional about limiting the number of programs presented by each presenter. That may not always be possible based on the number of program submissions. You will want to try and make sure all delegates have the same opportunities to present and attend programs.

Evaluations

Make sure that the evaluations are indicative of what needs to be measured (see attached evaluation). To make the calculation easier for the program committee a 2-ply evaluation form is recommended. That gives the presenter an immediate evaluation as well as provides the committee a copy for calculating the final

score. A consideration should be the number of attendees, for the programs that have a small audience those scores can be skewed by the number of attendees. We chose the cutoff to be anything 5 or less for scoring and consistency purposes.

Logistics of calculations

We had a formula that was developed by Andrew Howard, however we could not get it to work so we used a simplistic average of each program from the evaluations that were completed. As each set of evaluations came in we used an Excel sheet to average the scores for each category and as well as a total average and configured the number of evaluations completed for an total average for that program. This was used for the top 25 programs recognized at the banquet. The previous year we used a top 3 for each category and that works as well, it is really the preference of the committee. Also helpful is having 2 laptops for calculating purposes as well as a portable printer for the certificates for the banquet recognition (check ink levels for cartridges).

This is meant to be helpful to the next program committee and hopefully provides ideas for the advancement of excellent programming in the region. This may also be helpful to the SEC for total evaluation purposes.

On the Excel spreadsheet the top 25 programs are highlighted in blue. The programs highlighted in yellow are SAACURH standard programs.