Committee Progress Reports are considered DRAFT until accepted by the Executive Board

COMMITTEE NAME: Program Committee

DATE OF REPORT: ☐ *Initial fall progress report*   ☒ *Spring progress report*   ☐ *Second fall progress report*
  Date submitted: October 7, 2021   Date amended (if applicable): *Click here to enter a date.*   Date accepted by Executive Board: *Click here to enter a date.*

COMMITTEE ASSIGNMENT: ☐ *Council I*   ☐ *Council II*   ☐ *Council III*   ☒ *Executive Board*

REPORT SUBMITTED BY: Veronica Bryant and Ben Chapman

COMMITTEE CHARGE(S):
1. The Program Committee shall be responsible for the educational workshop, and the reports and updates session at the biennial meeting.

COMMITTEE WORK PLAN AND TIMELINE:

- Once a roster is approved, the Program Committee will meet ASAP to investigate and make recommendations re the following:

- Virtual workshop interest prior to the April 2023 Biennial meeting or in person as part of the Biennial meeting

- Topics of interest for educational purposes

- Building the agenda

- Inviting speakers

- Moderating sessions

- Conduction evaluations

COMMITTEE ACTIVITIES:

1. *Dates of committee meetings or conference calls:*

   December 8, 2021 – program committee (charges, discussion of timeline, content, formatt)

   February 25, 2022 – call with strategic planning committee re: in person/virtual/hybrid approaches

   Overview of committee activities:

   Much of our discussion has been over email

2. *Charges COMPLETED and the rationale for each specific recommendation:*
   a.
   b.

3. *Status of charges still PENDING and activities yet to be completed:*
   a. Finalization of plans, timeline
   b. Actually conducting the educational program

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

We would like feedback from the board for the proposed draft education plan:

   The overall objective is to be very responsive to the breaking/current/emerging issues of the day (really the issues that are submitted) and supply just-in-time education to all CFP members on this.

The biggest shift is that specific speakers would not be selected until AFTER issues are submitted in December, we would work directly with Council Chairs to figure out specific issues that they feel need more science/data/background on. For instance, there might be a CFP issue about rethinking TCS food

status for all cut vegetables. The educational session could include 30 minutes on the science of this. The idea is to provide education on the topic to all members (Council members, attendees, even virtual attendees). Focus is on new/notable.

We also are suggesting a hybrid approach to the educational program.

Potential plan (March 2022 draft)

Online week in March 2023

- provide three 1.5hr webinars at mid-day ET (for CEUs, working with NEHA on this)

- Online week would be focused on the scientific/social science background of a select number of issues that are submitted in Dec 2022
- Work with Council Chairs to establish what they think their council members might need the most education about.
- Quickly find academic/technical people (who are not connected directly to the issue) and schedule for the webinars

In person:
- Opening session with a big time speaker that does something similar to what Don Schaffner did in 2020 - take the issues, talk about assessing risk - or if there's a big issue that breaks in between now and then, tackles that (45 min). Suggested speaker: Joell Eifert, Virginia Tech (https://www.fst.vt.edu/aboutus/faculty/joelleifert.html)
- A panel focused on emerging issues (45 min) more of a Q &A (also based on issues)

So we get 4.5hrs of (and up to 6hrs with reading) of CEUs online, an additional 1.5 in person

Feedback requested from board requested:

Also hybrid: Agency reports, the week before CFP? Or do we keep these in person? (program committee is leaning towards online in previous week, including agency representatives)

Do we get online week presenters to come to CFP and be resources in April 2023 (to be called upon during deliberation)?

Do we survey CFP members about potential issues ("are you planning on submitting an issue? What is the general topic?") and investigate presenters in the fall of 2022?

☐ *Board Action is NOT required and therefore the report can be placed on the consent calendar for Board review and acceptance.*
☒ *Board Action is required for some provision(s) of this report and therefore a verbal report needs to be presented at the Board Meeting.*

1. We seek feedback on proposed plan from the board

2.

ATTACHMENTS:

1. *Content Documents:*

   a. *Committee Member Roster:* ☐ *See changes noted above under "requested action"* ☒ *No changes to previously approved roster*
      "Committee Members Template" (Excel) available at: www.foodprotect.org/work/ *Committee roster to be submitted as a PDF attachment to this report.*

   b. *Committee Generated Content Documents (OPTIONAL):* ☐ *No draft content documents submitted at this time*

2. *Supporting Attachments (OPTIONAL):* ☒ *Not applicable*