# Explanation Sheet

Thank you for participating on the Program Committee for the *NCDA Global Career Development Conference*. Your input is extremely valuable in the creation of a high-quality program with broad appeal, which is inclusive of all of conference participants. Please take a moment to review the enclosed materials:

Page 1 – Explanation Sheet (this page)

 Page 2 – Criteria for Selection

 Page 3 – Timeline

 Page 4 – Scoring and Presentation Links

**Review** All submitted proposals are included in this document via links. Please review all proposals you have been assigned except that that include you as the presenter.

**Score** Before beginning proposal review, please review the Program Selection Criteria (page 2). Evaluate each proposal on the degree to which it meets the stated criteria, using the scale provided. Using the electronic [“Individual Program Review Sheet”](https://associationdatabase.com/aws/NCDA/pt/show_detail/317884?layout_name=layout_details&model_name=news_article) (page 4), please fill in all scores for each program proposal you review. **When you fill in the scores, be sure to correspond the record id number on the proposal form with the record id number in the matrix to ensure accuracy.** NCDA will average each proposal submitted and select the highest scoring proposals for the agenda.

**Submit** Submit your electronic [“Individual Program Review Sheet”](https://associationdatabase.com/aws/NCDA/pt/show_detail/317884?layout_name=layout_details&model_name=news_article) to your designated board member. The board member will submit the finalized “Team Leader Proposal Rankings” to NCDA no later than **3:00 p.m. Central Time on Monday,** **November 16**. The “Team Leader Program Review Sheet” should be submitted electronically to Mary Ann Powell, at mpowell@ncda.org.

**Next Steps** The Program Committee Chair, the Conference Director and the NCDA President will resolve any program selection issues. Presenters will be notified of their status no later than Tuesday, December 8, 2020.

**Questions** If you have any questions about the review process or the enclosed materials, please contact Mary Ann Powell at (866) 367-6232 or mpowell@ncda.org.

# **Criteria for Selection**

Each program proposal will be evaluated on the degree to which they meet the following criteria:

1. Demonstrates “best practice(s)” in career development
2. Applies to career practitioners
3. Relevant and timely to conference topic areas
4. Overall appeal of program content
5. Well-articulated presentation of program content
6. Addresses conference “focus” issues: a) K-12 Career Counselors/Specialists, b) Counselor Educators and Researchers, c) Higher Ed Career Center Counselors/Specialists, d) B&I, e) Government/Public Agencies, f) Private Practice and Consulting, g) Special Populations (Military/Veterans, Corrections, Special Needs, etc.), and h) General

Reviewers should consider all six criteria for each program proposal, and then assign a “score” for each criterion, based on the following scale:

 5 – Excellent

 4 – Great

 3 – Good

 2 – Satisfactory

 1 – Unsatisfactory

Due to the online submission process, you may see a variance in the submissions. For example, if you see vertical lines or odd characters in the proposals, the individual simply cut and pasted a bullet or a hard return that the online form cannot show. Please do not let this influence the scoring.

Reviewer scores should be recorded on the electronic [“Individual Program Review Sheet”](https://associationdatabase.com/aws/NCDA/pt/show_detail/317884?layout_name=layout_details&model_name=news_article) (page 4). **Please note that only the board member (team leader) will utilize the** [**“Team Leader Proposal Rankings Sheet”**.](https://associationdatabase.com/aws/NCDA/pt/show_detail/317884?layout_name=layout_details&model_name=news_article) The six scores should be totaled and averaged, and a single average score for the proposal should be indicated. Should you decide the proposal would be best under an alternate program type (i.e.: Roundtable in lieu of Presentation or vice versa) please note on your score sheet.

## A Note about Roundtables

Some proposals have been submitted as regular presentations but would be more appropriate for the roundtable format. Such programs include:

* + Vendor delivered programs (this is a becoming more of an issue so please be very mindful of potential vendor delivered programs)
	+ Brief overviews/sharing of ideas, theories or programs
	+ Discussion topics
	+ Content not substantial enough for 60-70 minutes

The Program Committee will decide the type of presentation format that is most appropriate. If you review proposals that fit the roundtable format, please indicate that and those will be considered separately. Most presenters have indicated whether they would accept such alternate program formats.

**Program Selection Process Timeline**

October 6 Deadline for program submissions

October 6-12 NCDA – Prepare program proposals

October 13 NCDA – Email proposals to team leaders

November 16 Team leaders submit proposal rankings to NCDA

November 23 NCDA – Submit draft agenda to Program Chair/President

for review

December 3 Program Chair/President submit final agenda to NCDA

December 8 All presenters notified of acceptance/alternate/decline

**Electronic Program Scoring Matrix**

*You may need to hold down the Ctrl key in order to directly open the links below*

*or you can cut and paste into your Internet browser.*

**Board member (team leader)** - please find the specific focus group proposals agreed upon below. To allow for consistency, please have two people review each proposal. This provides for different opinions and views to be considered. Board member (team leader) may choose to split the reviews among multiple people – we simply need 2 scores per proposal. For example, if there are 10 proposals, you may choose to have 2 people review all 10 OR you may choose to have 4 people on your review team – each would then review 5 proposals each. How you want to lead your team is up to you.

Each reviewer will need to download their own [“Individual Program Review Sheet”:](https://associationdatabase.com/aws/NCDA/pt/show_detail/317884?layout_name=layout_details&model_name=news_article)

**Individual Program Review Sheet**

Once the document opens please ask reviewers to save it on their computer. **Presentations, Roundtables, and Poster Sessions have been included in the same .pdf file and are included on the Individual Program Review Sheet in the same order. Please note that Presentations are numbered 1-158, Roundtables are numbered R1-R44, PDIs are PDI1-PDI9, and Poster Sessions are P1-P2.** All submissions are grouped together by Focus Group.

Reviewers will need to report their individual scores to the board member (team leader). Once the board member (team leader) has the 2 scores per proposal, please input that information on the [“Team Leader Report Sheet.”](https://associationdatabase.com/aws/NCDA/pt/show_detail/317884?layout_name=layout_details&model_name=news_article)

The “Team Leader Report Sheet” can be found at:

Team Leader Report

When the “Team Leader Report Sheet” is finalized, send the file to mpowell@ncda.org. If you have any questions please do not hesitate to call Mary Ann Powell at 405-521-7827 or 918-663-7060 or email mpowell@ncda.org.

\*Please click on the proposals below to access the pdf. Each PDF is organized by Program Type then Record number. PLEASE make sure the record number of the proposal you are reviewing corresponds with the record number on the Scoring Reports.

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| --- | --- |
| **Focus Group:** | **Team Leader** |
| [**K-12 Proposals**](https://associationdatabase.com/aws/NCDA/asset_manager/get_file/505643?ver=1) | Celeste Hall, celeste10463@comcast.net  |
| [**Counselor Ed & Research Proposals**](https://associationdatabase.com/aws/NCDA/asset_manager/get_file/505645?ver=1) | Patrick Akos, pakos@email.unc.edu  |
| [**Higher Education Career Centers**](https://associationdatabase.com/aws/NCDA/asset_manager/get_file/505642?ver=1) | Diandra Prescod, diandrajprescod@gmail.com  |
| **[Business & Industry Proposals](https://associationdatabase.com/aws/NCDA/asset_manager/get_file/505649?ver=1)** | Courtney Warnsman, ckwarnsman@gmail.com  |
| **[Government & Public Agency Proposals](https://associationdatabase.com/aws/NCDA/asset_manager/get_file/505648?ver=1)** | Courtney Warnsman, ckwarnsman@gmail.com  |
| [**Private Practice & Consulting Proposals**](https://associationdatabase.com/aws/NCDA/asset_manager/get_file/505647?ver=1) | Courtney Warnsman, ckwarnsman@gmail.com  |
| **[Special Populations, Military/Veterans, Corrections, Special Needs](https://associationdatabase.com/aws/NCDA/asset_manager/get_file/505646?ver=1)** | Courtney Warnsman, ckwarnsman@gmail.com  |
| **[General Audience](https://associationdatabase.com/aws/NCDA/asset_manager/get_file/505644?ver=1)** | Deanna Knighton, Deanna.knighton@duke.edu  |