Celebrating the Past Year and Looking Forward to the Future

By: Nadine Merker, Director of Member and Volunteer Engagement

With our December 2014 and January 2015 Volunteer Leader Newsletter being a combined issue, I would like to continue the practice I started last year of “celebrating your accomplishments” (for 2014) and sharing our future plans—for 2015!

In 2014 MY AADE NETWORK highlights include:

• CBs and LNGs held over 330 local education programs using MY AADE NETWORK

• An increasing number of CBs holding their first statewide program—among them IL—along with many states continuing to hold statewide educational programs on an annual basis—a mong them PA, FL, CA, and NY

• A very successful first combined Coordinating Body and COI Networking Reception at AADE14 in Orlando

• The creation of three new Practice Discussion Groups—Diabetes Prevention, Behavioral/Mental Health, and Young Adults with Diabetes

• Increased sharing on calls, discussion forums, and at the Leadership Forum program by volunteer leaders with suggestions and tips that worked for in their CB, LNG, or COI—to create engagement and excitement

• Participation and on-going contributions by our third Member Affiliates Council (MAC) Co-facilitators in MY AADE NETWORK leader activities and events

Pati, John and I want to thank you for all your work to make these 2014 highlights happen and to let you know how grateful we feel to be able to work with such passionate and committee volunteers. Now for 2015...

We are continuing to work on how we can best provide you with the tools and resources to support you in your MY AADE NETWORK leadership role. We are continuing to work on ways to initially engage new AADE members with the MY AADE NETWORK site and working with our Community Contributors (volunteers who work with John) to promote usage on MY AADE NETWORK with existing AADE members. We are continuing to provide resources (the Get Involved page on our website) and programming to assist you in recruiting new volunteers as we know this is one of your top priorities. We are ready to begin 2015 and to continue our MY AADE NETWORK journey together!

Our best wishes for a wonderful holiday season.
2015 Incentive Program Announced!

We thought we'd help you start planning for the New Year by announcing the 2015 Incentive Program. Start 2015 off right by earning web badges for your CB, LNG or COI! Make sure you know the performance level requirements for the MY AADE NETWORK Incentive Program by clicking on the appropriate link below.

2015 Incentive Program for CBs and LNGs
2015 Incentive Program for COIs

Groups recognized for meeting these performance levels will receive a web badge each quarter. These badges will be posted as soon as your CB, LNG or COI meets the requirements. At the conclusion of each quarter, AADE will enter the names of CBs, LNGs and COIs that have met the performance levels into a drawing:

- **Two CBs** will be drawn and each will receive a free banner for their state CB or a $200 credit towards the 2015 Annual Meeting registration. Also, each CB will receive a meeting room they can use at the 2015 Annual Meeting.
- **Two LNGs** will be drawn and each will receive a podium banner including LNG name or a $200 credit towards the 2015 Annual Meeting registration.
- **One COI** will be drawn and will receive a banner for their COI to display at their Annual Meeting activities or a $200 credit towards the 2015 Annual Meeting registration.

AADE will be track the performance level requirements for your CBs, LNGs and COIs - we want to make this program easy for your group to participate in!

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**Step Up and Step Forward for an AADE Leadership Position!**

By: Joan Bardsley, MBA, RN, CDE, FAADE, 2014 AADE President

AADE is committed to shaping the future of diabetes education in the evolving healthcare environment, and it begins with ensuring that strong leaders are in place. I truly believe that the future is now. Never have we had such a powerful opportunity to direct our profession and the future of diabetes educators than we do right now!

Have you considered serving our organization, and thereby serving all diabetes educators around the country? AADE’s Board of Directors is comprised of strong leaders who set the strategic direction and vision of our organization. Are you one of those leaders? Ask yourself:

- Do you have the desire to impact the future of diabetes educators?
- Do you have the strategic thinking skills to guide our organization in fulfilling its mission and vision?
- Have you served in roles at the local, state, or national level and are considering the next step in your leadership involvement?
- Have you been an active member of AADE for at least 3 years?
If you can answer YES to these important questions, then you have what it takes to be a member of AADE’s Board of Directors! There are currently 4 positions open, each for a 3-year term.

We are also seeking applicants to serve in the role of Member Affiliates Liaison. As an ex-officio member of the Board of Directors, the Member Affiliates Liaison will help set the strategic direction of the Association, by helping to identify programs and services for our members, and adopting positions on critical issues. There is currently 1 position open, for a 2-year term.

If you aspire to serve as AADE President or Treasurer one day, the first step down that path is service on the Board of Directors, as AADE Officers must serve on the Board of Directors immediately prior to running for these positions.

In addition to serving on the Board, there are opportunities to serve on the Nominating Committee. Members of the Nominating Committee determine the slate of candidates for the Board of Directors. They must have:

- Skills to identify and cultivate leaders
- An in-depth understanding of the needs of the organization, and a knowledge of the skillset that is needed to serve on the Board of Directors

Please Consider Running!

As 2014 AADE President and Chair of the 2015 AADE Nominating Committee, I cannot state strongly enough what a gratifying experience my service has been. The structure is in place that allows all voices to be heard, and decisions are made with the highest level of consideration to fulfill the mission of AADE. We are all leaders in what we do in our day-to-day positions – we are leaders to our patients and to our colleagues. Please consider expanding and using those skills to create a solid future for growth. I guarantee you won’t regret it!! What to do next?

- Check out the job descriptions and applications online after January 1
- Set aside a couple of hours to complete the application
- Locate your best digital head shot

YOU can shape the future. Step up and step forward for an AADE Leadership Position!

### Last Call for MAC Co-facilitators

New Member Affiliate Council (MAC) co-facilitators will be selected in December 2014. The new term begins January 1, 2015 and runs through December 31, 2015.

Any Coordinating Body (CB) or Community of Interest (COI) leader may enter their name for consideration. All entrants must be current AADE members.

The MAC Co-Facilitators are comprised of 3 CB leaders and 2 COI leaders. The key duties of the five co-facilitators include:

- Providing online support to other component leaders through a virtual community
- Writing columns for the Volunteer Leader newsletter
- Participating/facilitating activities and quarterly calls

This is a wonderful opportunity to take your leadership skills to the next level and become more
involved in the big-picture issues that affect our profession. There is no time like the present! Step up and serve AADE and you will surely get back in return what you give to AADE - and its CBs and COIs - through volunteering your time and expertise.

If you are interested in serving as a MAC co-facilitator, please e-mail Volunteer Engagement at pmangano@aadenet.org and indicate whether you are a CB or COI leader and the name of your group by 12/23.

CB Achievement Award Applications Available January 6

The AADE Education and Research Foundation is dedicated to providing educational opportunities to association members. One of the many scholarships and awards offered by the AADE Education and Research Foundation is the MY AADE NETWORK Coordinating Body Achievement Award.

This award recognizes the activities of an AADE Coordinating Body (CB) which significantly advanced and enhanced the MY AADE NETWORK model in its state. Coordinating Body leaders may apply/nominate their own state this year.

The CB recipient receives $1000 towards registration and travel to the AADE Annual Meeting & Exhibition.

We encourage all of the AADE CB teams to consider submitting a MY AADE NETWORK Coordinating Body Achievement Award. You will find the 2015 application on the AADE website starting on January 6. If you have any questions regarding this award please contact Christine Davis at cdavis@aadenet.org.

Using Consensus to Make Good Decisions

By: Peggy Hoffman, CAE

How can your leadership teams make good decisions? Follow a consensus-decision making process that includes your entire team and focuses on your shared vision.

This Leadership Audio training with Marcie Stern (login to view) gave an in-depth look at what this is and isn’t.

Let’s recap the key points:

- Census is general agreement based on everyone sharing their point of view
- It is not negotiation or majority vote
- It follows a basic process

The core set of common procedures follows a simple structure:

Discussion: The problem or decision needing to be made is defined and named. The goal here is to identify opinions and information on the topic at hand. Brainstorm possible solutions and create space for questions or clarification on the situation.

Forming a proposal: Discuss the options written down and work through to a possible proposal.
**Call for consensus:** The facilitator states the proposal so that everybody is clear and calls for consensus on the proposal. Each member of the group actively states their agreement with the proposal.

**Identifying and addressing concerns:** If consensus is not achieved, each dissenter presents their concerns on the proposal, and discussion continues to address or clarify concerns.

**Modifying the proposal:** The proposal is amended, re-phrased or rendered in an attempt to address the concerns of the decision-makers.

The process then returns to the call for consensus and the cycle is repeated until a satisfactory decision is made.

Need to get your group in the right frame of mind? Consider kicking off with a game to build cooperation. For example, you may set up two teams. Ask each individual to write their birthday on a piece of paper and affix it to their shirt. Then without speaking, each team has to line up in order of their birthday. The first team who succeeds, wins.

Or, consider using a practice more closely aligned to the meeting itself. At the beginning of a meeting, as all to write down their answers to questions:

- What are the best things you can imagine coming out of this meeting?
- What are the worst things you can imagine coming out of this meeting?
- What behaviors do you think would make the difference between good outcomes and bad?

Participants then post their answers on a wall in the meeting room and take a break to look over each other’s answers.

Then the meeting begins. There is no discussion on what was written. Rather, the exercise, by itself, generally orients participants towards constructive group behaviors.

Good decisions come out of good discussions from a group with a shared vision.

**Admin Tip: Downloading AADE Member and LNG Subscriber Lists**

**By:** John Tyler, Web and Digital Content Manager

We’ve all posted on our CB or LNG Discussions page, but do you know you can also look to see who exactly you’re sending these posts to?

[Download a step-by-step document](#) on how to retrieve lists of current AADE members in your state, as well as lists of AADE Members who are subscribed to your LNG’s discussion forum.

**A Penny for Your Thoughts—Oh, Not In This Economy!**

**By:** Pati Mangano, AADE Volunteer Engagement Manager
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Accreditation News: The Mystery of Learning Objectives Solved

By: Nancy Stonis, MJ, BSN, RN, AADE Practice Manager of Accreditation

Learning occurs across a continuum. A learner will generally progress from being cognitive, theoretical and shallow at the knowledge end to becoming more practical, applied and deep at the practice end. Instructors will often add additional elements to the learning experience in the form of psychomotor and affective domains that emphasize the systematic application of content, skill and attitudes to real-life practice.

Creating an education program to meet the needs of the learner is one of the most exciting aspects of program development. It starts with the needs assessment. Once the educational needs assessment has been completed, analyzed and the knowledge gap is identified, the learning objectives can be written. The educational objectives are written statements that describe learner-oriented outcomes of what may be expected as a result of participation in the educational activity. These statements describe knowledge, application/skills, and/or practice changes that should occur upon successful completion of the educational activity.

Specific objectives of the learning activity are developed collaboratively by the planners and faculty/presenters/authors and must relate to the purpose of the activity. Using Bloom's Taxonomy of levels of learning and corresponding verbs (see table below), each objective is written with the following in mind; they should have one measurable action verb and specify what the learner will know or do once the objective has been completed. Content for the educational activity must be congruent with each objective. Description of content may not be a restatement of the objectives.

Visit AADE’s website for more information on Bloom's Taxonomy and Suggested Active Learning Strategies.

Bloom's Taxonomy with Corresponding Action Verbs for Levels of Learning

<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Comprehension</th>
<th>Application</th>
<th>Analysis</th>
<th>Synthesis</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>define, list, name, recognize, repeat, recall, state</td>
<td>describe, discuss, explain, express, identify, summarize, review</td>
<td>apply, choose, demonstrate, dramatize, employ, illustrate, interpret, operate, practice, review, schedule</td>
<td>analyze, appraise, calculate, compare, contrast, criticize, differentiate, distinguish, experiment, debate, question</td>
<td>arrange, collect, compose, construct, create, design, develop, formulate, manage, plan</td>
<td>appraise, assess, choose, compare, defend, estimate, evaluate, judge, measure, revise, select, support</td>
</tr>
</tbody>
</table>
Content should be selected based on the most current available evidence. The educational activity should be built on supportive quality of evidence chosen for the content. Documenting the evidence is done on the educational planning table. Learning objectives provide the learner with the opportunity to understand what they have achieved and measure what they have learned.

Learning objectives are often time matched to an active learning activity. Active learning activities include, but not limited to pre-post testing, quizzes, case studies, simulation exercises, problem-solving, etc. The learning objectives should match the content that is presented and the level of learning. Below are a few examples of learning objectives for each category.

Sample Learning Objectives:

**Knowledge**—State the four tenets of the AADE membership code of ethics

**Comprehension**—Describe developmental steps and processes used to launch diabetes education through telehealth.

**Application**—Employ practical tools for enhancing and spreading health literacy/numeracy skills.

**Analysis**—Analyze the levels of evaluating patient outcomes.

**Synthesis**—Design a strategy in establishing and maintaining communication with eye doctors.

**Evaluation**—Compare clinical trial data among the various SGLT2 inhibitors and discuss the risks and benefits of this class of agents.

For additional questions, please contact Nancy Stonis, AADE Manager of Accreditation at nstonis@aadenet.org.

**Previous Accreditation Articles:**

- [Completing Your Education Planning Table](http://www.diabeteseducator.org/Members/Staff/AADE/CEPlanning)
- [Completing a Needs Assessment](http://www.diabeteseducator.org/Members/Staff/AADE/CEPlanning)
- [Documenting Conflict(s) of Interest Resolution](http://www.diabeteseducator.org/Members/Staff/AADE/CEPlanning)
- [The Long Road to Completing the CE Application](http://www.diabeteseducator.org/Members/Staff/AADE/CEPlanning)
- [Managing Conflicts of Interest](http://www.diabeteseducator.org/Members/Staff/AADE/CEPlanning)
- [Volunteer Reviewer Recognition](http://www.diabeteseducator.org/Members/Staff/AADE/CEPlanning)

**AADE Staffing Update**

Since so many of you work closely with AADE staff in your roles as volunteer leaders, we wanted to let you know that Kathleen Schroeder has accepted a position with another organization and will no longer serve in the role of Online Community Coordinator as of December 5th. Kathleen has been with AADE since 2010, and we thank her for her many contributions to the association over the years.

Please know that we are actively looking for a candidate to fill this role in the near future, but in the meantime, you can direct your questions to:

Pati Mangano (Leadership transition and financial questions)

or
You are receiving this email because you are a current, active member of AADE and you have supplied your email address to receive membership communications. If you no longer wish to receive emails like this from AADE, please send a message with "unsubscribe" in the subject line to aade@aadenet.org.

American Association of Diabetes Educators

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