

IACET Council Teleconference

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November 9, 2016

3 pm EDT

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AGENDA

Call to Order

Roll Call

Application sub-Committee – introduce Chair **(Tabled)**

ICSD Chair Update

Review and Approval of Minutes – October 19, 2016

Review Category 6.1 and 6.2 with final recommendations submitted by Stuart and Tara

Review Category 7 Comments

Review Category 8 Comments

Schedule December meeting

Schedule January meeting (s) **(Tabled)**

Adjourn

Attendees: Stuart Karasik, Denise Haas, Carol Martsof, Tara Orlowski, Nancy Riebling, Natalie Schwab, Lonny Wright, Sumi Sankaran-Deal, Vicki Moeller, Barb Riley (observer/non-voting)

Absent: Jacqueline Bessette (with notice), Michelle Kruse (with notice), Lynne Ivey, (with notice), Linda Yesh-McMaster (with notice), Joe McClary

Staff: Tracey Naughton

MINUTES

ICSD Chair Update

Timeline for completion of the 2018 Standard:

First draft for Board approval: Stuart conferred with the Chairman of the Board and the CEO about the timeline for the Council's completion of the first iteration of the entire Standard (Glossary; Guidance and suggested materials; how we review and update the Appendices, terms, Bloomberg, Kirkpatrick) and the goal is to complete it sometime in January 2017. By February 10, the Council will reconvene to complete the official draft to submit to the Board for their review and draft approval. This timeline will give the Board a month to provide written responses and can be considered as the first iteration of Public Comment.

The Board of Directors will hold the spring Business Meeting in Herndon-Dulles on March 10 and will review the responses submitted by the Directors and provide their recommendations and approval for the Council to proceed.

In-person Council meeting – March 11: Stuart asked if the Council members would be able to attend a live Council meeting in Herndon-Dulles on March 11 starting at 8 am to go through the entire Standard one more time based on Board responses and recommendations. This would require flying in on the evening of March 10. For those who arrive early on Friday evening, there will be an optional dinner with the Chairman, the CEO and some Directors. All in attendance confirmed their availability for the March 11 meeting. More information will be sent out by staff as things are finalized.

ACTION ITEMS for DECEMBER:

1. Review Categories 9 and 10 and submit responses to the Google Drive document by December 8.
2. Staff will update the Master Working Document with all comments for the December meeting.

Public Comment #2: The Standard that is produced by the Council will be sent to the Commission for Public Comment; and, around June, the Public Comment should be done.

Joint Sub-Committee: a joint sub-committee will be formed with Council members and Commissioners to develop the Commissioner Training on the new Standard. This will occur during **June and July and completed by August**.

Final iteration: The final iteration of the Standard will be ready for the **September Board Business Meeting** for approval of the 2018 Standard.

Review and Approval of Minutes

Motion: Nancy Riebling moved to approve the October 19, 2016, minutes

Seconded by: Lonny Wright

Motion passed: 9-0-0

Review Category 6.1 and 6.2 with final recommendations submitted by Stuart and Tara

Motion: Tara Orlowski moved to keep 6.1 and 6.2 as separate elements and to approve the following verbiage: 6.1 “The Provider shall document that individuals involved in the design, development, delivery, and evaluation of learning events are qualified to perform their assigned tasks.”; and 6.2 “The Provider shall have a process to ensure individuals involved in the design, development, delivery, and evaluation of learning events remain current in their expertise by participating in professional development.”

Seconded by: Nancy Riebling

Motion passed: 9-0-0

Review Category 7 Comments

Motion: Tara Orlowski moved to approve the following verbiage: 7.1 “The Provider shall have a documented process in place to ensure the content supports the learning needs analysis and learning outcomes.”

Seconded by: Lonny Wright

Motion passed: 9-0-0

Motion: Nancy Riebling moved to transfer the sentence starting with “For more information” to Guidance; to approve the combining of 7.2 and 7.3; and to approve the following verbiage for 7.2: “The Provider shall demonstrate that instructional methods are appropriately matched to achieve the learning outcomes and incorporate adult learning theory principles.”

Seconded by: Lonny Wright

Motion passed: 9-0-0

Motion: Lonny Wright moved to approve the following verbiage for 7.4:” At the start of the event, instructional delivery shall include communication of learning outcomes and requirements to earn CEUs.”; and to transfer 7.4 to another Category that includes the requirements for communication early in the application process”.

Seconded by: Sumi Sankaran-Deal

Motion passed: 9-0-0

Review Category 8 Comments

Motion: Lonny Wright moved to combine 8.1 and 8.2 and to approved the following verbiage for 8.1: “The Accredited Provider shall demonstrate assessment methods are appropriately aligned to measure the achievement of learning outcomes.”

Seconded by: Tara Orłowski

Motion passed: 9-0-0

Motion: Lonny Wright moved to approve the following verbiage for 8.3: “The Provider shall demonstrate a process to ensure learners are given timely feedback on their mastery of learning outcomes.”; and that 8.3 will be transferred to Advertising and that “timely” would be defined in Guidance.

Seconded by: Tara Orłowski

Motion passed: 9-0-0

Next Meeting – December 12 3:00 pm ET

- **Everyone should review and submit comments for Categories 9 and 10 before the next meeting.**

The meeting was adjourned at 5:03 pm.