

# IACET Council On-Site Meeting

## Agenda and Minutes

March 11, 2017 8:00 am ET – 4:00 pm ET

Washington/Dulles Westin Hotel – Herndon, VA

### AGENDA

Roll Call

Review and approve 2/2/17 Minutes

Review feedback from BOD/Update Working Document

Review Commissioners' comments/Update Working Document

Review CEO Comments/Update Working Documents

ICSD Work Calendar Discussion (Public comment periods, date of BOD approval, public notifications, training periods etc.)

Task Force Work Groups

- Resources Documents on Website, Key Terms-Glossary, Bloom's Taxonomy, Kirkpatrick Model
- New Application Discussion/Design
- Renewal Application Discussion/Design

Closing comments and next steps

Next meeting

Adjourn

**The meeting was called to order at 8:04 pm ET.**

### ROLL CALL

**Attendees:** Stuart Karasik, Carol Martsof, Lonny Wright, Natalie Schwab, Denise Haas, Denise Haas, Sumi Sankaran-Deal, Tara Orlowski, Linda Yesh-McMaster; Barb Riley (Board Director observer/non-voting); Lori Schnaider (Board Chair observer/non-voting); Charlotte Hicks (Commission liaison/non-voting)

**Staff Present:** Joe McClary, Tracey Naughton, Susan Courtney

**Absent with notice:** Nancy Riebling, Vicki Moeller

**Absent without notice:** Michelle Kruse (INACTIVE)

### REVIEW AND APPROVAL OF MINUTES

**Motion #1:** Lonny Wright moved to approve the 02.02.17 minutes

**Seconded by** Sumi Sankaran-Deal

**Motion passed: 9-0-0**

#### ACTION ITEMS prior to 4/12 Meeting:

1. Staff to send email and link to Doodle Poll for Taskforce meetings.
2. Staff to send new DRAFT 2018 Standard, the "Council Action Taken" spreadsheet on BOD, CEO and Commission comment.
3. Taskforce groups to meet individually and make preliminary recommendations on Application and Guidance.
4. Staff to submit DRAFT Standard to ANSI for 30-day public comment and post DRAFT Standard on IACET website.

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### REVIEW FEEDBACK FROM BOD/UPDATE WORKING DOCUMENT

Refer to the attached Spreadsheet that documents all comments submitted via Survey Monkey by Board members. (Barb Riley, Bylaws Committee, and Dan Hiltz, Commission Chair/liaison to the Board submitted comments). The action taken by the Council is noted on the spreadsheet.

Lori Schnaider reported that the Board unanimously approved the Council DRAFT of the 1-2018 IACET Standard as presented and to direct the Council to move forward using it as the baseline.

### REVIEW COMMISSIONER'S COMMENTS/UPDATE WORKING DOCUMENT

Refer to the attached Spreadsheet that documents all comments submitted via Survey Monkey by Commissioners. The action taken by the Council is noted on the spreadsheet.

### REVIEW CEO'S COMMENTS/UPDATE WORKING DOCUMENT

Refer to the attached Spreadsheet that documents all comments submitted via Survey Monkey by the CEO. The action taken by the Council is noted on the spreadsheet.

### ICSD WORK CALENDAR DISCUSSION

The Chair went over the general timeline for submission of the 2018 Standard to ANSI. There will be two 30-day public comment periods; hopefully completed by June. Public comment requires responding to all comments within a specified timeframe and resolving any issues or appeals before moving on to the next phase. The taskforce groups will need to meet very soon and start work on the Application and Guidance concurrent with the public comment if we are to meet the deadline for a completed Draft by the October Commissioners Training Meeting. The goal is to have an application with all the supporting evidence to ANSI following the October meet, with a roll out date of January 1, 2018.

### TASK FORCE WORK GROUPS

The Council agreed to rearrange the previously established task force groups as follows:

**TF #1: Application/Re(Application) Task Force** (includes the Guidance embedded within the Application)  
Lonny, Natalie, Tara, Carol, Denise, Nancy, Charlotte, Barb, Randy, Susan, Tracey

**TF #2: Guidance: ANNEX** (Key Terms, Bloom's, Kirkpatrick); and Resource documents; Table of Contents, Introduction)

**TF #3:** Tara volunteered to do the **Cross-walk**.

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### MOTIONS

**Motion #2:** Stuart Karasik moved to add an element to Category 1 that addresses the effectiveness of the Provider's support of the development, administration and delivery of the training it provides.

**Seconded:** Sumi Sankaran-Deal

**Motion passed: 8-1-0** (Tara Orłowski voted No)

**Motion #3:** Lonny Wright moved to approve all the changes made to the draft IACET 1-2018 Standard as documented on the spreadsheet under Action Taken and on the draft working document, and to approve the task force appointments as noted on the spreadsheet.

**Seconded: Denise Haas**

**Motion passed: 9-0-0**

### NEXT MEETING

The next meeting will be the meetings of the task forces before April 12, depending on the Doodle Poll results. Everyone agreed to a ICSD (COUNCIL) meeting to review task force recommendations and any public comment from the PINS which has a Public Comment deadline of March 10.

The meeting adjourned at 4:03 pm ET.