

IACET CET SDC MEETING SUMMARY - JUNE

Date: June 15, 2026

Time: 12:00 PM Eastern

Location: Zoom

Meeting Type: Monthly SDC Meeting

Facilitator: Sherard Jones

Called by: Tye Lawson-Beard

Committee Members Invited:

Barbara van der Schalie; Darlene Reese-Sittig; Carlos Chirivi; Mohamed Ibrahim; Talia Fox; Brenda Brill; Nancy Dupre Barnes; Lyli Ana Gastanadui Ybanez; Walter Bell; Arnold Webster; Norma-Ivette Arriaga; Diane Zalapi; Larissa Burback; Rick Gividen; Randa Soliman; Aubrae Anne Wilson; Kira King; Eman Elsokary; Ashley Kacenjar; Tye Lawson-Beard; Tim Osborne; Amy Hasselkus; Arnaldo Costeira; Rafik Raouf Wahba Habib

Registered Guests: Mary Aarons, Frazier Beatty, Sabrina Betts, Charita Bush, Kelly Buterbaugh, Gamal Casimir, Benjamin Cassel, Denise Christensen, Norina Columbaro, Ed Cyzewski, Elizabeth Day, Aishah Dean, Iris Erazo, Tennille Fanovich, Jennifer Godfrey, Shelley Hand, Andrea Jensen, DJ Keown, Karen LaMarsh, Monique Liles, Orvella Lottt, Bridget Mangan, Renata McGuire, Bernice McMillan, Brendan Murphy, Muhammad Nasrullah, Esra Oden, Dr. Elaina Parrish, Alex Reed, Jessica Respondek, Kristin Thomas, Sean Thomas, Jo-Anne Torres

Agenda Reference: IACET CET-SDC Meeting – June Agenda

1. WELCOME AND ROLL CALL

Sherard Jones / Tye Lawson-Beard

The meeting was called to order with welcome remarks and roll call. Tye Beard acknowledged committee members, registered guests, and members of the public participating in the open standards development process. Sherard Jones reviewed meeting logistics and reminded participants that the committee operates under ANSI-aligned standards development procedures designed to support transparency, balance, and consensus.

2. IACET STANDARDS DEVELOPMENT MILESTONES

Sherard Jones

Sherard Jones reviewed the overall standards development timeline and current project milestones. Committee members were reminded of the phased review process for the draft standard and the anticipated timeline for future discussions, public review activities, and eventual ANSI submission. Sherard also referenced the SDC SharePoint and standards development webpage as central repositories for meeting materials, draft documents, and stakeholder resources.

3. PRESENTATION OF COMMISSION COMMENTS – RESERVED

Tye Lawson-Beard

Tye Beard has deferred Commission comments citing that there were no comments for Section 4

4. CONTINUATION OF REVIEW OF SDC COMMENTS ON SECTION 3 (TERMINOLOGY)

All

The committee resumed its review of terminology definitions and previously submitted comments.

Key discussion topics included:

- **Delivery Methods and Learning Modalities** – Members discussed terminology describing synchronous and asynchronous learning and whether blended approaches should be described using more accessible language. Suggestions included referencing a “combination” or “mixture” of synchronous and asynchronous learning rather than introducing additional specialized terminology.
- **Learning Outcomes** – Committee members discussed refining the definition of learning outcomes to emphasize observable and measurable learner achievement. Reference language from other ANSI-accredited standards was shared as a possible model for consideration. Discussion focused on differentiating learning outcomes from competencies while maintaining clarity for providers.
- **Competency Terminology** – Members considered language describing the application of knowledge, skills, and attitudes and how competency-based concepts should be reflected throughout the standard.
- **Learner Records Retention** – Participants discussed record retention requirements and historical language contained in prior editions of the standard. General support was expressed for maintaining a seven-year retention expectation.

The committee continued refining definitions with the goal of increasing consistency, reducing ambiguity, and improving usability across diverse learning environments.

5. CONTINUATION OF OPEN DISCUSSION COMMENTS ON SECTION 3 (TERMINOLOGY)

All

The committee opened the floor for additional comments regarding terminology and definitions.

Discussion centered on balancing precision with flexibility. Members emphasized that terminology should support a wide variety of provider practices without prescribing a single instructional methodology.

Needs assessment language generated discussion regarding how providers conduct learner and organizational analyses. Several members noted that needs analysis practices vary significantly among organizations and recommended retaining flexible language that focuses on outcomes rather than methodology.

Additional discussion addressed references to learner expectations and ensuring terminology remains broad enough to accommodate differing provider contexts.

7. REVIEW OF SDC COMMENTS ON SECTIONS 4-5

All

Key discussion topics included:

- **Learner Eligibility and Audience Definitions** – Members examined references to adult learners and discussed whether the language should be broadened to encompass all CE/T participants. Examples were provided from professions where continuing education credit may be earned by individuals under the age of eighteen.
- **Technology and Learning Delivery** – Participants discussed ensuring the standard remains adaptable to evolving technologies and instructional approaches. Members generally agreed that the standard should allow providers flexibility to incorporate emerging technologies while remaining focused on achievement of learning outcomes.
- **Program Effectiveness** – The committee reviewed proposed language requiring providers to evaluate the effectiveness of CE/T programs. Discussion focused on how effectiveness should be defined, measured, and documented.
- **Provider Processes and Documentation** – Members considered whether requirements should prescribe specific measurement techniques or instead require providers to establish and document their own processes for demonstrating effectiveness.

The committee agreed that additional refinement may be needed to ensure requirements are both measurable and achievable across provider types.

8. OPEN DISCUSSION ON SECTIONS 4-5

All

The committee engaged in broader discussion regarding implementation considerations for Sections 4 and 5.

Participants emphasized the importance of:

- Maintaining flexibility for organizations of varying size and complexity.
- Avoiding language that unintentionally limits innovation in learning design or technology adoption.
- Ensuring that evaluation and effectiveness requirements remain objective and auditable.
- Preserving alignment between learning outcomes, learner needs, instructional methods, and program evaluation.

8. NEXT STEPS

Sherard Jones/ Tye Lawson-Beard

Sherard Jones

- Compile comments and recommendations generated during the June meeting.
- Update the working draft and comment resolution documents.
- Distribute revised materials to committee members prior to the next review session.

SDC Members

- Continue reviewing Sections 4 and 5 and submit any additional comments through the established review process.
- Review updated terminology recommendations and provide feedback on unresolved definitions.

SDC Leadership

- Prepare the next meeting agenda and identify outstanding items requiring committee consensus.
- Continue coordinating review activities in accordance with the published standards development timeline.

9. ADJOURNMENT

Tye Lawson-Beard

The meeting concluded with appreciation expressed to committee members, commissioners, and public participants for their engagement and contributions to the standards development process. The session was adjourned following confirmation of next steps and continued review activities.

