

IACET Council Teleconference

December 10, 2015

2 p.m. EDT

AGENDA

1. Approve minutes from last meeting (attached)
2. Review ICSD calendar
3. Get ANSI renewal update
4. Consider new Council member applications and decide on new Council Leadership.
5. Send slate of recommendations to BOD for ratification.

MINUTES

Attendees:

ICSD Work Calendar (Green=added since last meeting)

ICSD IACET DRAFT Work Calendar

- a. 2015
 - i. Complete annual renewal report to arrive in January. Staff will monitor and call on ICSD as needed. Chair will be updated.
 - ii. Complete background orientation with ANSI and formalize plan forward. (in progress)
- b. 2016
 - i. Evaluation of current Standard and its effectiveness
 - ii. Data collection, research and analysis
 1. Clarifications and wording of existing standard
 2. New educational research.
 3. Analysis
 - iii. Internal review by commissioners and BOD *(may be multiple iterations here)*
- c. 2017
 - i. Proposed changes public comment period 1
 - ii. Revision period 1
 - iii. Proposed changes public comment period 2
 - iv. Revision period 2
 - v. Document compilation, submission and collaboration to ANSI early in the year. Six months to year. Make sure the application/standard happen at the same time.
- d. 2018

- i. Roll out date TBD

PREVIOUS MEETING AGENDA AND MINUTES November 5, 2015

1. Address leadership positions
2. Develop a draft work calendar for the next 2-3 years

Materials provided in advance included: current roster of ICSD members and ICSD policies and procedures.

MINUTES

Attendees: Jacqueline Bessette, Elisa Dworak, Lynne Ivey, Stuart Karasik, Michelle Kruse, Vicki Moeller, Patricia Morley, Carol Martsolf, Barb Riley, Pamela Stafford, and Tara Orlowski.

Staff: Joe McClary and Susan Courtney

No votes were taken at this meeting.

1. Address Leadership position and process to fill (11.1)

- a. PROPOSED Call for Nominations - By November 30
- b. Make appointments in early December and the BOD will vote electronically to affirm.
- c. From 8-13 voting members needed. (currently 9 voting members, 2 observers)
- d. Positions to be filled:
 - i. Chair
 - ii. Vice Chair
- e. Suggestions from Council Members
 - i. *Stuart suggests being general in requirements when advertising for potential members.*
 - ii. *Elisa says this is an opportunity for CE with people in performance development...emphasize this...what is in it for them.*
 - iii. *Tara suggests ensuring the commission is involved and leadership applicants understand the commitment.*
 - iv. *Ensure terms are stated for 3 years. This should be in the meeting minutes from 2014 BOD. It is NOT reflected in the most recent Council P&P's.*

Plan of action:

1. *Staff will broadcast the list of opening for the Council and receive applications. Applications will be considered at the December meeting.*
2. *Regarding Leadership Positions, a Chair and Vice Chair needs to be identified from the current group. We are hopeful that these leaders will emerge in the coming weeks.*

3. ICSD IACET DRAFT Work Calendar

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 - i. Complete background orientation with ANSI and formalize plan forward.
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Calendar Recommendations: Stuart and Tara suggest calling ANSI to get up to speed on what we need to do and verify the timeline. Read the ANSI audit.

Keep commission updated along the way.

Establish not only an IACET calendar as above, but an ANSI requirement calendar as well.

Plan of Action:

- a. *Staff will continue to research ANSI process and speak with a staff member regarding our calendar and confirm the way forward.*
- b. *The next teleconference will be held on December 10, 2015 at 2 p.m. Access instructions will be sent forthcoming.*
- c. *Ms. Stafford announced her intention to resign from the Council effective December 31, 2015. We are grateful for her participation.*
- d. *Staff will research old minutes to ensure Council terms were changed to three years in Sept 2014.*

NOTES:

Council members serve two year terms (including chair and vice chair) and can be reappointed (11.2) Evidently this was changed to three year terms last September (2014). Staff will research and confirm.

ICSD members are appointed by the BOD based upon recommendations be the ICSD.