

IACET Council Teleconference

Agenda and Minutes Page 1 of 2

October 19, 2016

3 pm EDT

GoToMeeting

AGENDA

Call to Order

Roll Call

Report from the Board Meeting

Calendar of Council meetings and deadlines

Application sub-Committee

Review and Approval of Minutes – August 24, 2016

Review Category 3.4 with final recommendations submitted by Nancy and Carol

Review Category 4.1 with final recommendations submitted by Stuart and Tara

Review Category 5 Comments

Review Category 6 Comments

November meeting

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

Absent: Jacqueline Bessette (with notice); Michelle Kruse (with notice); Vicki Moeller; Lynne Ivey, Joe McClary

Staff: Tracey Naughton

MINUTES

Report from the Board Meeting: Stuart provided a summary of ICSD relevant topics discussed at the Annual Board meeting; including the need to reduce the amount of time it takes for applications to be submitted, reviewed and approved. One area noted for possible improvement was the clarity and mutual understanding of the language used in the current Standard, the Glossary and the Application Guidance. The Glossary, which will not be included in the 2018 Standard, will address this, as well as the work being done on the Application Guidance. But, there still needs to be awareness by the members of the Council of the importance of the language of the actual Standard. There was also discussion of IACET working with the Department of Education and other government agencies to become IACET accredited which would encourage schools and colleges to get accredited. The requirements for the DOE and ANSI's are not the same; so, the changes to the Standard must be assessed and folded into the 2018 revision.

Calendar of Council meetings and deadlines: Stuart presented the ICSD Work Calendar and target deadlines. (See attached calendar). To meet the aggressive deadlines, Stuart is proposing that the Council have a one-day working session at a physical location close by the airport in the DC metro area. He will be presenting this to the IACET Executive Committee for a fly-in/fly-out in the Spring of 2017. The new Standard should be ready in time for draft approval at the March BOD meeting. The final Standard will need to be approved at the September BOD meeting and then presented with training offered at the September Commissioner Training.

Application Sub-Committee: An Application Sub-Committee of the Council will be formed and will be tasked with creating the new application. David Ortner, a Commissioner, has agreed to be chair. David

ACTION ITEMS:

1. Stuart and Tara will finalize the wording on Stuart's 6.2 comments.
2. Submit comments for Categories 7 and 8 by November 7

will join the Council, and we will be looking for current volunteers to serve on the sub-committee. The reaccreditation application will need to be completed prior to the BOD Meeting and the Commissioner Training meeting in September. At this meeting, Commissioners will be trained on the new Standard and Application. Stuart would like all this to be completed by October 1 so that the new Standard and its Appendices and Application can be implemented by January 1, 2018. Based on feedback from the BOD and Commissioners, thought will be given to creating two applications: one for reaccreditation and one for new applicants.

Review and Approval of Minutes

Motion: Nancy Riebling moved to approve the August 24, 2016, minutes

Seconded by: Lonny Wright

Motion passed: 9-0-0

Discuss proposed revisions for wording of 3.4

Carol and Nancy presented their proposed wordsmithing of the newly created 3.4 which was split out from 3.3 at the last meeting and was to incorporate 4.3. (See Attachment 1). There was agreement that 3.4 would be added and the final wordsmithing was agreed to. See the working {Standard} document for the final wording of 3.4 (and the elimination of 4.3).

Discuss proposed revisions for wording of 4.1

Tara and Stuart presented their proposed wordsmithing of the newly created 4.1 (see attached). The proposed wording was unanimously agreed to by the Council.

Review Category 5 Comments

The Council reviewed the comments submitted by the members and jointly re-worded the final version of 5.1. See the working {Standard} document for the final wording of 5.1.

Review Category 6 Comments

The Council reviewed the comments submitted by the members and jointly re-worded the final version of 6.1, 6.2, 6.3 6.4 and 6.5. It was agreed that 6.1 and 6.2 should probably be combined, and Tara and Stuart agreed to work on proposed wording for the next meeting. It was also agreed that 6.3, 6.4, and 6.5 should be moved to Category 1.

Next Meeting – TBA

- **Everyone should review and submit comments for Categories 7 and 8 before the next meeting.**

The meeting was adjourned at 4:53 pm