

IACET Council Teleconference

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January 9, 2017 3:00 pm ET

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AGENDA

Roll Call

Review/Approval of Minutes from 12.20.2016

Review Draft 1-2018 Standard

Sub Committee Sign Up:

- Application
- Key Terms/Glossary
- Kirkpatrick/Bloom and any others, i.e. ADDIE, etc.
- Guidance

Survey Monkey

Next Steps

In-Person Meeting, March 11, 2017 in Reston, VA.

Next Meeting

Adjourn

The meeting was called to order at 3:02 pm ET.

ROLL CALL

Attendees: Stuart Karasik, Carol Martsof, Tara Orlowski, Lonny Wright, Natalie Schwab, Nancy Riebling (3:14); Linda Yesh-McMaster (3:20); Barb Riley (observer/non-voting)

Absent: Jacqueline Bessette, Michelle Kruse, Vicki Moeller, Lynne Ivey; Denise Haas, Sumi Sankaran-Deal

Staff: Tracey Naughton

MINUTES

Review and Approval of Minutes

Motion: Lonny Wright moved to approve the 12.20.2016 minutes

Seconded by Tara Orlowski

Motion passed: 6-0-0

REVIEW DRAFT 1-2018 DRAFT

A detailed discussion did not occur since many could not attend today's meeting and to provide more time to review the draft Standard. It was agreed that Council members would spend more time before February's meeting reviewing the draft for flow, completeness and consistency; as well as sign-up for one of the Sub-committees. Staff will send a Survey Monkey out for this purpose.

ACTION ITEMS for February 2 Meeting:

1. Review the Draft 1-2018 Standard for flow, completeness, consistency.
2. Complete Survey to sign up for a Council sub-committee.
3. Change all MASTER draft documents to include "Working Document" in the file names. (Staff).
4. Complete Survey to RSVP to March 11 in-person meeting.

Elements 6.3 and 7.2 were discussed and it was agreed to move them to other more appropriate categories.

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Motion: Lonny Wright moved to move PROPOSED 6.3 to 2.4 and 2.4 becomes 2.5.

Seconded by Tara Orłowski

Motion passed: 6-0-0

Motion: Tara Orłowski motioned to move PROPOSED 7.2 to the new 2.5 and 2.5 becomes 2.6.

Seconded by Lonny Wright

Motion passed: 6-0-0

SUB-COMMITTEE SIGN-UP/SURVEY MONKEY

- Change all MASTER draft documents to include “Working Document” in the file names.
- Send a Survey out today to the Council asking for Sub-committee sign-up and immediate responses.
- Send the Council a copy of the email from the Chair to the Commission providing an update for the Council’s activities and asking for their comments on the ANSI/IACET 1-2013 Standard.
- Send a Survey to the IACET Board and the Commission asking for comments by February 17.

NEXT STEPS

- Compile the Survey results for Sub-committee sign-ups and create rosters.
- Start up the Sub-committees; staff will set up the meetings with the Chair and members; Sub-committees will work independently and report back to the entire Council.

NEXT MEETING

February 2, 2017 – 3:00 pm ET

MARCH MEETING

The Chair explained the in-person March meeting. Staff will send out a Survey for RSVPs. Staff will reserve Council member hotel rooms on the IACET room block. Council members will book their own flights. The hotel is the Westin at the Dulles Washington Hotel at the Dulles airport. If you need to fly in a day earlier or stay Saturday night, please contact Staff to discuss.

On January 31, the Chair and Staff will meet March 31 to pull together the rosters for the Sub-committees.

The meeting was adjourned at 3:35 pm ET.