

# Standards Development Committee

Continuing Education/Training

5/24/2022

Thanks for lending your expertise—all members selected based on excellent qualifications

Thanks for your patience as SDC membership strived to achieve broad industry representation and balance

- Role call and introductions
- ANSI Standards Development process
- SDC role and deliverables
- Subcommittees –deliverables
  - Draft Standard
  - Research
  - Interpretations
- Feedback from CE/T stakeholders
- Milestones, timeline, meeting schedules
- Request for Subcommittee volunteers
- Participation Agreement
- Adjourn

Name	Role	Email Address	Stakeholder Category	Date Appointed
Kevin Perry, Retired	Chair	kevinperry2939@gmail.com	Non-Profit--Association	3-23-2022
Tye Beard, ASTM	Member	tbeard@astm.org	Non-Profit--Association	3-23-2022
Mohamed Ibrahim, H&H Child Care Training	Member	mibrahim@mibrahim.net	For Profit—Child Care Industry	3-23-2022
Barbara Van Der Schalie, Leidos Biomedical Research	Member	vanderschalieb@mail.nih.gov	For Profit—Government Consulting	3-23-2022
Nikoya Coble, Mary's Helm	Member	nikayo@maryshelm.org	For Profit --Education Services	3-23-2022
Mair Demarco, ASME	Member	demarcom@asme.org	Non-Profit--Association	4-20-2022
Elizabeth Melville, SAE International	Member	elizabeth.melville@sae.org	Non-Profit--Association	4-20-2022
Daniel Raudenbush, Elsevier - DirectCourse	Member	d.raudenbush@elsevier.com	For Profit—Publishing Industry	4-20-2022
Amy Hasselkus, American Speech-Language-Hearing Association (ASHA)	Member	ahasselkus@asha.org	Non-Profit--Association	4-20-2022
April Taylor, Academic Partnerships	Member	aprilre neataylor@gmail.com	For Profit—Education Services	5-12-2022
David Schenk, I-CAR	Member	dave.schenk@i-car.com	Non-Profit—Education Services Auto Industry	5-12-2022
James Ketterer, American University in Cairo	Member	james.ketterer@aucegypt.edu	Non-Profit—Higher Education	5-12-2022
Wen Lin, Defense Acquisition University	Member	wen.lin@dau.edu	Government	5-12-2022
Nicholas Ercolano, Fast Line Safety Training	Member	nick@flsafety.net	For Profit—Construction Safety Industry	5-12-2022
Larissa Burbach, Texas A&M Engineering Extension Service	Member	larissa.burbach@teex.tamu.edu	Government	5-12-2022

## **SDC Members**

- Name
- Organization
- Other IACET involvement (AP, Commissioner, Committees, etc.)
- Position and role(s)
- Reason for joining the CE/T SDC

## **IACET Support Staff Introductions**

## According to Section 4.4.5 of the IACET Standards Development P&P:

- The purpose of the IACET Standards Development Committees (SDC) is to undertake the technical work required for the development of proposed standards approved for development by the ICSD.
- The SDC will undertake all of the technical work required to produce a standard ready for publication. The scope includes the establishment and dissolution of subcommittees and task groups.
- The SDCs will be established upon decision to create or revise an IACET Standard.
- The responsibilities of the SDC members shall include the development and interpretation of standards. The SDC chair shall work with the ICSD, the Council and Consensus Body Liaison to develop proposed standards approved by the ICSD.

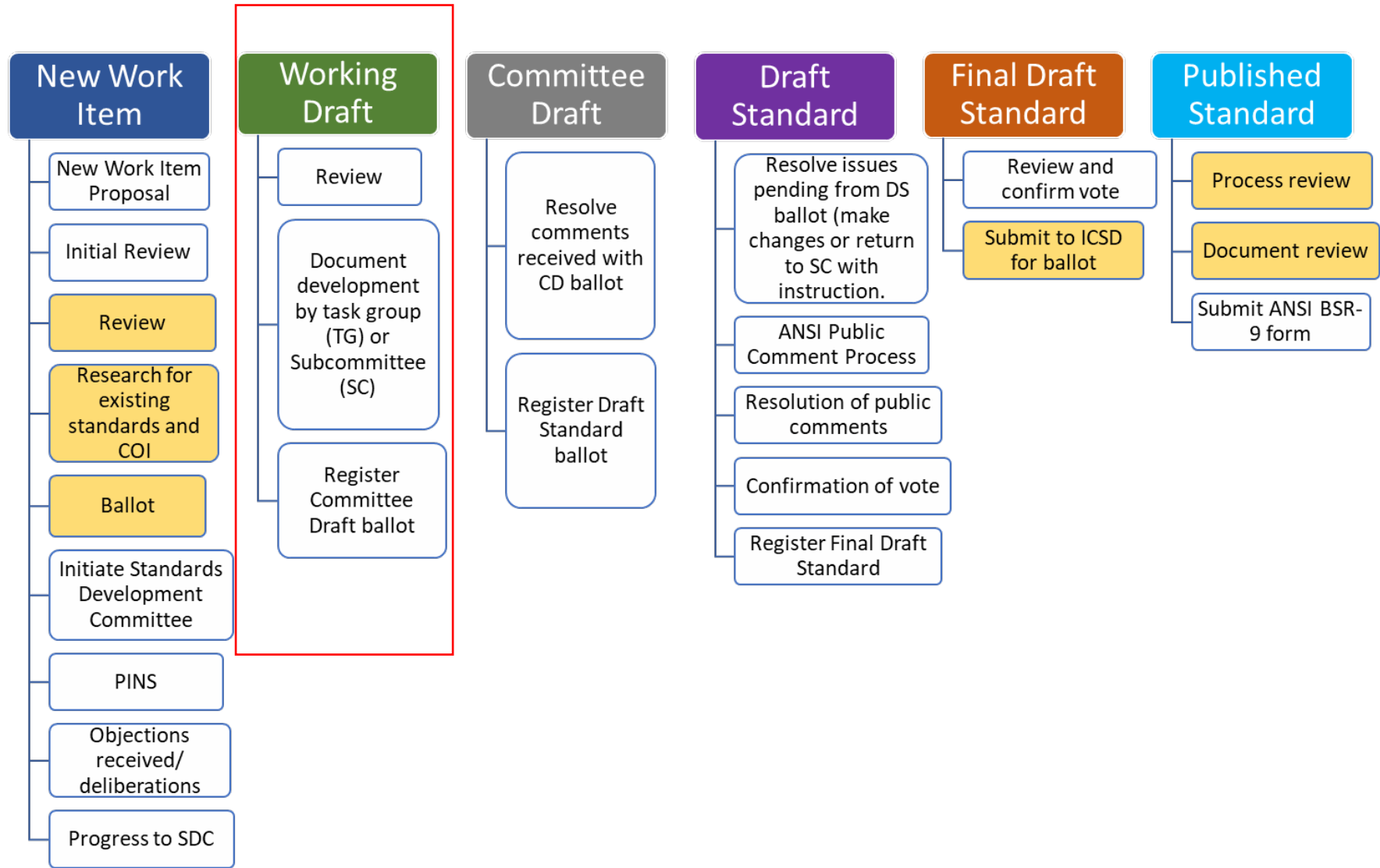
According to Section 4.4.5 of the IACET Standards Development P&P, The SDC is specifically responsible for:

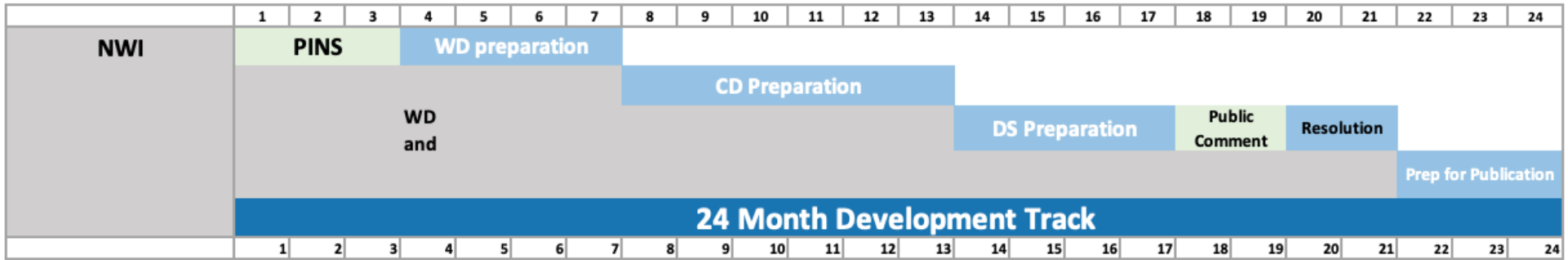
- Maintaining the viability of the standards falling under its jurisdiction;
- Reviewing the need for a Standard and proposing new work items (NWI) as the need is determined;
- Reviewing the scope and breadth of the standards development process and making recommendations to the ICSD for improvement;
- Reviewing the title and scope of an NWI and making recommendations for improvement and clarification;
- Researching and reviewing any existing standards, industry best practices and benchmarks, regulations, and stakeholder needs on the subject matter;

According to Section 4.4.5 of the IACET Standards Development P&P, The SDC is specifically responsible for:

- Developing a working draft (WD) standard;
- Reviewing and providing formal comments on the drafts as the standard is developed;
- Establishment of subcommittee(s) and task group(s), and monitoring the work of any subcommittee or task group appointed by the SDC;
- Providing interpretation of intent as needed on published standards;
- Conducting a systematic review of published standards under its domain of responsibility and amending as needed at least once every five years;
- Establishing amendments for a published standard following the same process as that of a new standard;
- Coordinating with the Council and Consensus Body Liaison for the taking of meeting minutes.







IACET's standards development scope of activity aims to provide a standardized process by which all Continuing Education and Training (CE/T) organizations can reliably deliver quality programs, that result in recognition, including the continuing education unit (CEU) credit. As stakeholder and industry needs analysis informs us, IACET will develop standards to support consumers, employers, government agencies, credentialing associations, licensing bodies and others who rely on a skilled workforce in the business of analyzing, designing, developing, implementing, and evaluating quality learning programs.

## Abstract of Project:

The standard provides a framework of continuous improvement to developers of adult non-credit continuing education and training events. The standard provides guidance for organizations designing, developing and delivering continuing education and training (CE/T) programs and is intended for organizations who want to demonstrate: (1) Their learning events meet the requirements and rigor of an internationally recognized standard; (2) Their commitment to educational rigor, excellence and integrity, and; (3) A learner completing their program has completed a quality training program that adheres to an internationally recognized standard.

## Project Need:

The current standard is being revised to:

- (1) Update formatting: The new format is intended to allow stakeholders to use the standard as an organizational development resource regardless of intent to become an IACET accredited provider.
- (2) Incorporate relevant and current global best practices in continuing education and training programs.

## Identify Stakeholders:

IACET Accredited Providers, continuing education and training (CE/T) program providers, continuing education and training (CE/T) program consumers, employers, government agencies, credentialing associations, licensing bodies and others who rely on a skilled workforce.

- Prepare for meetings
- Attend
- Be present and participate
- Be respectful of various points of view
- Maintain confidentiality in our work and committee members' perspectives

- **Full SDC**—provides oversight and responsibility for the two subcommittees' work and ultimately accountable for submitting a draft CE/T standard to the ICSD for their review/approval (*monthly meet*)
- **Draft Development subcommittee**—is responsible for considering and analyzing all inputs from research and stakeholders regarding changes to the CE/T Standard and drafting a revised CE/T Standard that is submitted to the full SDC for review and approval. Develop revision crosswalk of 2018 to 2023 Standard for publication and accreditation. (*every other week meet*)
- **Research and Review subcommittee**—is responsible for researching adult/continuing education best practices, conducting stakeholder survey and analyzing respondent data, researching other education/training related standards, and submitting findings to the SDC and Draft Development subcommittee. (*offline research, meetings TBD, and monthly meet with full SDC*)
- **Interpretations subcommittee**—is responsible for responding to questions about the CE/T Standard from continuing education stakeholders who are seeking additional clarity on the language of the Standard. (*as needed*). Also responsible for reviewing Guidance statements of each Element and updating to make clearer or adapt to new Standard language. (*after 2023 Standard update completed; meeting schedule TBD*)



- **Draft Development Subcommittee**

- Produce and deliver working draft of revised CE/T Standard to Full SDC
- Resources: Existing standard, reformatted draft, Commissioner input, other stakeholder input
- 4-5 month sprint (Sept/Oct 2022 timeframe)

- **Research Subcommittee**

- Research latest CE/T best practices, technologies
- Produce and deliver dashboard or presentation to SDC on findings and recommendations (Updates to existing Elements or entirely new Elements of Standard)
- 1-2 month sprint (June/July 2022 timeframe)

*IACET will host (via Zoom) and provide staff support for all meetings*

- **Draft Development Subcommittee**

- Chair—Kevin Perry; Co-Chair?
- 3-5 additional members
- 90 min. meetings every other week (Mondays?)
- Starting perspective:
  - CE/T Standard is a solid standard but can benefit from better clarification of certain elements or expanding them
  - Language of some Elements are instructor-led centric and need to factor in asynchronous online
  - Need to ask, “*Why do we have this Element?*” for several Elements (e.g., Proprietary Interests vs. COI)

- **Research Subcommittee**

- Chair?; Co-Chair?
- Additional Members?
- Independent offline work and meetings TBD; Monthly report out to SDC
- Starting questions:
  - With widespread adoption of synchronous online, are there best practices that need to be factored into Standard?
  - As asynchronous online increases, are there best practices that need to be factored into Standard?
  - Are there other ISD, delivery technologies, or assessment methods that need to be factored into the Standard? (VR, AR, etc.)
  - Are there other continuing ed/training-related standards that have components the ANSI/IACET Standard should consider?

- **Interpretations Subcommittee**

- To be assembled later in Standards Development process
- 5-10 members
- Field questions from CE/T stakeholders and render written interpretation within 2 weeks.
  - Two members address each question
  - Draft response reviewed and approved by full Interpretations Subcommittee
- Update Guidance and other Accreditation/Reaccreditation application language—to be delivered within 3 months after 2023 CE/T Standard finalized

- SDC Members will be asked to sign a Participation Agreement that covers roles, responsibilities, confidentiality, and conflict of interest
- To be circulated in follow up email
- To be signed and returned to Sherard within a week

**Thank You!**