CE/T Standards Development Committee Meeting Summary – October 2023

Attendees
Present: Kevin, Mair, Wen, Amy, Daniel, Larissa
Absent: April, Barbara, Nikoya, Elizabeth, Tye, Mohammed, Dave, James, and Nick

Summary

Introduction

- **Meeting Agenda**
  - Call to order and roll call
  - Welcome and thanks from Kevin
  - Summary of committee and subcommittee activities
  - Discussion on next steps
  - Open discussion on opportunities for improvement

- **Roll Call**
  - Noted attendance of members
  - Lack of quorum for voting

- **Chair's Welcome**
  - Kevin expresses gratitude for dedication and participation
  - Reflects on the progress made in developing standards
  - Acknowledges the work of subcommittees and upcoming tasks

- **Summary of Activity**
  - Journey since March of the previous year
  - Progress from research committee to draft committee
  - Iterations leading to a draft standard for public comment

Final Draft Standard

- **Feedback and Clarity**
  - Received many comments and feedback to shape the standard
  - Aimed to provide guidance for accreditation and quality program development
  - Progressed to the final draft standard phase in the orange section of the process

- **Subcommittee Work**
  - Research subcommittee focused on current trends like microlearning, DEI, hybrid learning, and AI
Emphasis on microlearning for CU recognition and acceptance of learning modules as short as 6 minutes
Research on artificial intelligence's impact on continuing education and responsible use

**Drafts of the Committee**
- Began meeting in June 2022 for initial revision and development of the draft standard
- Submitted for public comment in May, followed by meetings in August to incorporate feedback
- Final draft standard submitted to the full SDC for vote and approval

**Acknowledgments**
- Subcommittee members dedicated significant time and effort to the revision
- Appreciation for Laverne's assistance in managing and consolidating public comments
- Positive working environment and collaboration within the group

**Ballot Work**
- March ballot on the draft standard's initial work to proceed for public comment
- Continuation of the process towards finalizing and submitting the standard to ANSI

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### Review of Process

**Voting Process and Acceptance of Document**
- Initial ballot closed on 20th March with 10 affirmative votes out of 10.
- Next ballot closed on 20th September with 13 affirmative votes out of 15.
- Document accepted for submission to ANSI after meeting quorum.

**Next Steps: Council Approval**
- Council to review based on parameters: scope alignment, clarity, and impact on stakeholders.
- Finalization of documentation for ANSI submission after council approval.
- Meeting scheduled for next week to ensure all requirements are met.

**Future Plans and Timeline**
- Aim to submit to ANSI by the week of 16th.
- Expectation to move towards publication by December.
- Launch of new application processes in January.

**Committee Updates and Future Opportunities**
- Interpretation subcommittee working on application language revision.
- Research committee expected to grow for developing new standards.
- Focus on educating stakeholders for better performance as CT administrators.

**Reflection on the Process**
- Positive outcome of the process.
- Acknowledgment of areas for improvement in communication and efficiency.
- Satisfaction with the standard and groundwork laid for ongoing research.

**Open Discussion**
- Encouragement for feedback on improving the process.
- Positive feedback on the evolution and effectiveness of the process.
Chapter 4: Know The Way

- **Documentation and Orientation**
  - Provide specific orientation for the committee in the first meeting.
  - Detailed description of what will happen, how, and when.
  - Introduce resources like Laverne at the beginning to clarify roles.

- **Leadership and Guidance**
  - Kevin and Laverne's leadership and guidance were essential.
  - Kevin's guidance in meetings was helpful.
  - Laverne's presentation in a grid format made the process logical.

- **Committee Suggestions**
  - Research subcommittee could start before standards development.
  - Consider starting with a smaller committee of 5 or 6 members.
  - Coordination between research and standards development.

- **Value of Commissioner**
  - Having a commissioner on the standards committee is valuable.
  - Standards should be developed with the perspective of potential providers and commissioners.
  - Standards should be auditable without significant judgment calls.

- **Positive Team Experience**
  - Process went well with respectful discussions.
  - Insertion of new considerations like DEI and AI was noted.
  - Appreciation for the teamwork and overall experience.

Commissioners On Draft Subcommittee

- **Importance of having 2 commissioners on draft development**
  - 2 heads are better than 1 for diverse perspectives and insights.
  - Example of valuable insights from commissioner training in Saint Louis.

- **Diversity of perspectives in committee membership**
  - Importance of including different viewpoints like administrative, international, and industry sector diversity.
  - Need for a deliberate definition of stakeholders and their representation.

- **Formalizing feedback and best practices**
  - Proposal for an instrument to gather feedback for internal use and sharing.
  - Creating a summary document of outcomes and takeaways from the revision process.

- **Engagement and utilization of unique expertise**
  - Acknowledgment of the unique perspective of the committee members.
  - Desire to engage members beyond the revision process and utilize their expertise effectively.

**Conclusion**

- **Appreciation for committee members’ dedication**
• Acknowledgment of consistent contribution over a year and a half.
  • Gratitude for the meaningful contributions that are the lifeblood of the organization.

• **Call for continued engagement**
  • Invitation to explore further opportunities to work together.
  • Emphasis on the role of the organization in providing tools for quality training.

• **Commitment to collaboration and improvement**
  • Willingness to be a resource and seek input from members for organizational benefit.
  • Encouragement for ongoing engagement and sharing of feedback for mutual growth