IACET Council On-Site Meeting
Agenda and Minutes
March 11, 2017 8:00 am ET – 4:00 pm ET
Washington/Dulles Westin Hotel – Herndon, VA

AGENDA
Roll Call
Review and approve 2/2/17 Minutes
Review feedback from BOD/Update Working Document
Review Commissioners’ comments/Update Working Document
Review CEO Comments/Update Working Documents
ICSD Work Calendar Discussion (Public comment periods, date of BOD approval, public notifications, training periods etc.)
Task Force Work Groups
• Resources Documents on Website, Key Terms-Glossary, Bloom’s Taxonomy, Kirkpatrick Model
• New Application Discussion/Design
• Renewal Application Discussion/Design
Closing comments and next steps
Next meeting
Adjourn

The meeting was called to order at 8:04 pm ET.

ROLL CALL
Attendees: Stuart Karasik, Carol Martsolf, Lonny Wright, Natalie Schwab, Denise Haas, Denise Haas, Sumi Sankaran-Deal, Tara Orlowski, Linda Yesh-McMaster; Barb Riley (Board Director observer/non-voting); Lori Schnaider (Board Chair observer/non-voting); Charlotte Hicks (Commission liaison/non-voting)

Staff Present: Joe McClary, Tracey Naughton, Susan Courtney

Absent with notice: Nancy Riebling, Vicki Moeller

Absent without notice: Michelle Kruse (INACTIVE)

REVIEW AND APPROVAL OF MINUTES
Motion #1: Lonny Wright moved to approve the 02.02.17 minutes
Seconded by Sumi Sankaran-Deal
Motion passed: 9-0-0

ACTION ITEMS prior to 4/12 Meeting:
1. Staff to send email and link to Doodle Poll for Taskforce meetings.
2. Staff to send new DRAFT 2018 Standard, the “Council Action Taken” spreadsheet on BOD, CEO and Commission comment.
3. Taskforce groups to meet individually and make preliminary recommendations on Application and Guidance.
4. Staff to submit DRAFT Standard to ANSI for 30-day public comment and post DRAFT Standard on IACET website.
ICSD WORK CALENDAR DISCUSSION

The Chair went over the general timeline for submission of the 2018 Standard to ANSI. There will be two 30-day public comment periods; hopefully completed by June. Public comment requires responding to all comments within a specified timeframe and resolving any issues or appeals before moving on to the next phase. The taskforce groups will need to meet very soon and start work on the Application and Guidance concurrent with the public comment if we are to meet the deadline for a completed Draft by the October Commissioners Training Meeting. The goal is to have an application with all the supporting evidence to ANSI following the October meet, with a roll out date of January 1, 2018.

TASK FORCE WORK GROUPS

The Council agreed to rearrange the previously established task force groups as follows:

**TF #1: Application/Re(Application) Task Force** (includes the Guidance embedded within the Application)
Lonny, Natalie, Tara, Carol, Denise, Nancy, Charlotte, Barb, Randy, Susan, Tracey

**TF #2: Guidance: ANNEX** (Key Terms, Bloom’s, Kirkpatrick); and Resource documents; Table of Contents, Introduction

**TF #3:** Tara volunteered to do the Cross-walk.
MOTIONS

Motion #2: Stuart Karasik moved to add an element to Category 1 that addresses the effectiveness of the Provider's support of the development, administration and delivery of the training it provides.
Seconded: Sumi Sankaran-Deal
Motion passed: 8-1-0 (Tara Orlowski voted No)

Motion #3: Lonny Wright moved to approve all the changes made to the draft IACET 1-2018 Standard as documented on the spreadsheet under Action Taken and on the draft working document, and to approve the task force appointments as noted on the spreadsheet.
Seconded: Denise Haas
Motion passed: 9-0-0

NEXT MEETING
The next meeting will be the meetings of the task forces before April 12, depending on the Doodle Poll results. Everyone agreed to a ICSD (COUNCIL) meeting to review task force recommendations and any public comment from the PINS which has a Public Comment deadline of March 10.

The meeting adjourned at 4:03 pm ET.