

# IACET Council Teleconference

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September 13, 2017 3:00 pm ET

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## AGENDA

Roll Call

Call to Order

New Staff Introduction – Teri Laliberte

ICSD Timeline – Stuart Karasik

Discuss/take action on the copy editor's changes and comments to the Standard

Next Steps

Next Meeting

Adjourn

## ROLL CALL

**Attendees:** Stuart Karasik, ICSD Chair; Sumi Sankaran-Deal, RTF Chair; Carol Martsolf, ATF Chair; Lonny Wright; Vicki Moeller; Nancy Riebling; Natalie Schwab; Charlotte Hicks, Commission at Large Liaison (non-voting); Dan Hiltz, Commission EC Liaison (non-voting); Ted Kenney, Commission Advisor (non-voting); Mary Ellen Hable, Commission Advisor (non-voting);

**Absent:** Tara Orlowski; Linda Yesh-McMaster; Denise Haas; Lori Schnaider, BOD Chairman (non-voting); Joe McClary, CEO (non-voting); Barb Riley, BOD Advisor (non-voting)

**Staff:** Teri Laliberte, Director of Accreditation and Special Projects; Randy Bowman, VP of Technology; Tracey Naughton, IACET Operations

**The meeting was called to order at 3:05 pm ET by the ICSD Chair.**

**Announcement:** The *Consensus voting* will take place by all voting members via electronic ballot after absentee members have reviewed the ICSD Action to Be Taken and Minutes that will follow this meeting. All negative votes should be accompanied by comments. If a negative vote is cast without comments, it will be recorded as "negative without comment".

## NEW STAFF INTRODUCTION

Teri Laliberte was introduced as Susan Courtney's replacement on the IACET staff. As Director of Accreditation, Teri will be working closely with the Commission to implement the ICSD's directives. The October 5<sup>th</sup> workshop in Los Angeles will be based on the 1-2018 draft Standard. Teri and Joe are working on revising the workshop materials. The Application is the primary focus of the workshop; the ATF Chair will forward the latest version to Teri.

## ACTION ITEMS

1. ATF Chair will send the draft application in its latest version to Director of Accreditation.
2. The RTF Chair will send the Resource documents to the CEO for incorporation into the workshop materials.
3. Staff will send Doodle polls to schedule next meetings.
4. ICSD will vote on final changes to the draft Standard via electronic ballot.

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## ICSD TIMELINE

The ICSD Chair reviewed the updated timeline for the implementation of the draft Standard and the application and reapplication. (See attached).

## DISCUSS/TAKE ACTION ON COPY EDITOR CHANGE TO DRAFT STANDARD

All recommended actions to be taken are documented as comments on the version of the draft Standard that was copy edited. (See Final 2018 Draft Standard - ICSD Comments -9.13.17).

## NEXT STEPS

**9/13:** The ICSD will discuss the copy editor's changes and recommend the action to be taken.

**9/14:** Staff will distribute the recommended changes to the 1-2108 Standard for voting by the entire ICSD.

**9/15:** The ATF Chair will finalize the application. If substantive changes are necessary, ATF Chair will highlight the changes.

**9/15:** Staff will forward the draft application to all ICSD members for review, along with a Doodle poll for a meeting on 9/19.

**9/19:** ICSD meets to review application and vote.

**9/19:** ATF Chair circulates the latest version of the reapplication to all ICSD members for review.

**9/20 or 9/21:** ICSD meets to review reapplication and recommend action to be taken.

**9/25:** ICSD meets to review and vote on reapplication.

## NEXT MEETING

**9/19:** ICSD meets to review application and vote.

**The ICSD adjourned the meeting at 4:10 pm**

**ICSD Timeline, September 12, 2017**

**Submitted by Stuart Karasik, ICSD Chair**

1. **ICSD Procedures for Standards Development** – The 03.17.15 version of this document is the latest version of this document approved by ANSI and was accredited by ANSI on 02/11/13. These are the procedures that the ICSD has followed in revising the 1–2013 Standard to the 1–2018 Standard, and these are the procedures that will be used to audit IACET in 2019. The ICSD has made every effort to comply with these procedures. These procedures are due for reaccreditation every five years; thus, they need to be revised and re–submitted to ANSI by March 2018.
2. **The BSR–9** and the required evidence that the ICSD followed its procedures will be submitted to ANSI for review and approval on September 15.
3. **ANSI/IACET 2018 Standard** – The Standard has been reviewed by the copy editor and the ICSD is currently reviewing the comments and edits. The ICSD will be meeting tomorrow to approve the Standard, and it will then be ready for approval by the Board and submission to ANSI.
4. **New AP Application** has been created, approved and submitted to the copy editor for review. The ATF will review the changes and editor comments to see that they meet the letter and intent of the Standard. The Application will then be revised and approved by the full ICSD. Projected date of September 21, 2017.
5. **Renewal AP Application** – A draft has been finalized and is currently in review. It is planned for approval by the full ICSD by September 25, 2017.
6. **Resource Guide** – is complete and will be docketed for approval at the September 20/21 ICSD meeting (date TBD).
7. **Commissioner Training** –Commission is taking the lead with ICSD support.