

IACET CET SDC MEETING SUMMARY - MAY

Date: May 18, 2026

Time: 12:00 PM Eastern

Location: Zoom

Meeting Type: Monthly SDC Meeting

Facilitator: Sherard Jones

Called by: Tye Lawson-Beard

Committee Members Invited:

Barbara van der Schalie; Darlene Reese-Sittig; Carlos Chirivi; Mohamed Ibrahim; Talia Fox; Brenda Brill; Nancy Dupre Barnes; Lyli Ana Gastanadui Ybanez; Walter Bell; Arnold Webster; Norma-Ivette Arriaga; Diane Zalapi; Larissa Burback; Rick Gividen; Randa Soliman; Aubrae Anne Wilson; Kira King; Eman Elsokary; Ashley Kacenjar; Tye Lawson-Beard; Tim Osborne; Amy Hasselkus; Arnaldo Costeira; Rafik Raouf Wahba Habib

Registered Guests:

Mary Aarons; Jennifer Andree-Webb; Donte Bennett; Shayne Campbell; Norina Columbaro; Elizabeth Day; John Doe; Rebecca Donnelly; Sal Ferrer; Bethany Gardner; Samantha Gerard; Shelley Hand; Ellie Houghton; Andrea Illanes; Hannah Lee; April Lewis; Monique Liles; Wen Lin; Lynda Lipske; Bridget Mangan; Tobi Manke; Renata McGuire; Pierre Michel; Majd Oteibi; Mandy Owen; Andrea Pearson; Julio Real; Ruth Riddick; Margarita Rodriguez Corriere; Sameer Rohatgi; Jaazha Scott; Irina Shelenkova; Deibys Siachoque; Mary Sorensen; Karen Tenaglia; Sean Thomas; Sky Toland; Stacey Zusy

Agenda Reference: IACET CET-SDC Meeting - May Agenda

1. WELCOME AND ROLL CALL

Sherard Jones / Tye Lawson-Beard

The meeting was called to order with welcome remarks and roll call. Tye Beard acknowledged committee members, registered guests, and members of the public participating in the open standards development process. Sherard Jones reviewed meeting logistics and reminded participants that the committee operates under ANSI-aligned standards development procedures designed to support transparency, balance, and consensus.

2. WELCOME AND ROLL CALL

Tye Lawson-Beard

Tye Beard formally acknowledged the registered guests attending the meeting and thanked external stakeholders for their continued participation in the standards revision process. The committee reiterated the importance of broad stakeholder representation and public feedback.

3. IACET STANDARDS DEVELOPMENT MILESTONES

Sherard Jones

Sherard Jones reviewed the overall standards development timeline and current project milestones. Committee members were reminded of the phased review process for the draft standard and the anticipated timeline for future discussions, public review activities, and eventual ANSI submission. Sherard also referenced the SDC SharePoint and standards development webpage as central repositories for meeting materials, draft documents, and stakeholder resources.

4. PRESENTATION OF COMMISSION COMMENTS ON SECTION 3

Tye Lawson-Beard

Tye Beard presented commissioner feedback related to Section 3 of the draft CET Standard, focusing primarily on terminology and consistency of language throughout the document. Discussion centered on the need to ensure terminology reflects current practice across multiple sectors and international contexts while remaining clear and operationally useful. Several commissioner comments emphasized improving consistency in the use of learner-related terminology, broadening definitions where appropriate, and ensuring terminology aligned with the intent of the revised standard.

Specific comments reviewed included recommendations to:

- Use the term “participant” more consistently throughout the standard.
- Consider adding references to “course” in selected definitions and examples.
- Add the term “tool” within applicable terminology references.

Committee members discussed the importance of balancing specificity with flexibility so the standard can apply across a wide variety of continuing education and training organizations globally. Tye Beard confirmed that all commissioner comments and recommendations would be forwarded to the draft committee for further evaluation and response.

5. REVIEW AND DISCUSION OF SCOPE DRAFT

Amy Hasselkus

Amy Hasselkus facilitated a review of the draft scope statement for the revised CET Standard. The committee discussed whether the current draft was overly detailed and whether portions of the language repeated concepts already addressed elsewhere in the document. Members generally supported revising the scope statement to make it shorter, clearer, and more strategic in tone.

Discussion included recommendations to:

- Maintain a high-level description of the standard’s purpose.

- Reduce repetitive references to the phrase “globally recognized standard.”
- Use the term “global” only once within the statement.
- Emphasize the standard’s applicability to organizations responsible for the design, development, delivery, assessment, evaluation, and administration of continuing education and training programs.

Committee members agreed that the scope language should remain broad enough to support international applicability while still clearly identifying the intended operational functions covered by the standard.

6. REVIEW OF SDC COMMENTS ON SECTION 3

All

The committee conducted a collaborative review of submitted SDC comments related to Section 3 – Terminology. Members discussed the need for terminology definitions to support consistency across accreditation, instructional design, assessment, evaluation, administration, and learning technology contexts. Participants also emphasized the importance of maintaining terminology that is accessible to organizations operating in different educational and workforce systems.

Additional discussion focused on ensuring terminology definitions avoid unnecessary duplication while remaining sufficiently descriptive for accreditation and compliance purposes. Committee members acknowledged that several terminology items may require additional refinement by the draft committee before the next review cycle.

7. OPEN DISCUSSION ON SECTION 3

All

An open discussion period allowed participants to raise additional comments and considerations related to Section 3 and the broader standards revision effort. Committee members emphasized the value of continued stakeholder engagement and encouraged participants to continue submitting comments through the formal review process. The discussion also reinforced the committee’s commitment to producing a practical, globally applicable CET standard that supports quality assurance and continuous improvement across continuing education and training organizations.

8. NEXT STEPS

Sherard Jones/ Tye Lawson-Beard

The following next steps were confirmed:

- The draft committee will review and evaluate all commissioner and SDC comments related to Section 3.
- Proposed revisions to the scope statement will be refined and recirculated for additional

review.

- Future meetings will continue the phased review of remaining sections of the CET Standard.

9. ADJOURNMENT

Tye Lawson-Beard

The meeting concluded with appreciation expressed to committee members, commissioners, and public participants for their engagement and contributions to the standards development process. The session was adjourned following confirmation of next steps and continued review activities.