

TNI Policy Committee Meeting Summary Friday, December 7, 2012

1. Welcome, Roll Call and Announcements

The meeting was called to order by the Chair at 11 am Eastern. Attendance is recorded in Appendix A. Alfredo noted that the November 17 minutes are ready for posting.

2. Review of Draft SOP 1-117, “Continuing Education Credits”

Since considering this draft at our previous meeting, Jerry obtained provided a summary of the International Association for Continuing Education and Training (ANSI/IACET) standard for organizations offering Continuing Education Credits (CEUs). We had discussed offering CEUs as “compliant” with this standard, initially, and perhaps progressing to more formal recognition of conformance with the standard in the future.

Participants concluded that while there are presently no impediments of offering CEUs from TNI, two aspects of TNI’s training program would need to be strengthened to comply with this standard. First, there would need to be a formal system in place for awarding CEUs and retaining permanent records of those awarded, and second, there needs to be an identified “champion” of TNI’s training program – either a designated staff person or an administrative committee to oversee all aspects. Presently Ilona Taunton, TNI Training Coordinator, manages TNI’s training activities. All agreed that Policy Committee needs to invite her to future discussions about CEUs.

The adopted SOP 1-110 for TNI’s Educational Delivery System was circulated during the meeting so that participants could consider its contribution towards addressing the IACET standard. Consensus was that this SOP addresses the “how-to-deliver” aspects of training, including approval, promotion and sponsorship plus review, acceptance and ownership of the training materials. We noted that much of the training content is presently *ad hoc*, rather than the result of formal planning to address identified needs, and is largely driven by the NELAP program’s Technical Assistance Committee.

Consensus of meeting participants was to craft a recommendation to the Executive Director and the Training Coordinator that will convey the Committee’s thoughts about how TNI could progress towards compliance with the IACET standard for CEUs. While the concepts of this recommendation were articulated, it was left to the Program Administrator to draft the wording as part of the minutes. That draft language follows:

The TNI Policy Committee has examined the proposal for TNI to offer continuing education credits (CEUs) for its training courses (draft SOP 1-117) in light of the existing Educational Delivery System (SOP 1-110), and has also reviewed a summary of the ANSI/IACET standard for CEUs. The existing SOP is adequate for the purpose intended, as early building blocks of an education and training program, but the Committee offers three recommendations for the Executive Director to consider as TNI progresses towards a comprehensive, mature training and educational delivery system in a program capable of offering CEUs that can be recognized by users of TNI’s programs.

1. Consider formalizing oversight of the training program in a fashion that intentionally includes all TNI programs. This could be a dedicated staff person or an administrative committee, or some other mechanism, but should be accountable for sustaining a comprehensive delivery system that addresses training for all TNI program areas.
2. Create a formal mechanism or system for delivering CEUs and maintaining permanent records of those CEUs and the recipients to whom they were awarded. This could also include training records for courses where CEUs are not offered.

3. Develop a structured process through which to identify and address the training needs for all TNI programs to complement the existing mechanisms for soliciting training and cooperating with training providers to develop their delivery systems.

3. Review of Provisional SOP 1-118, Development of Position Statements

This SOP has been under development for many months, passing back and forth between the Advocacy Committee and the Policy Committee as TNI sought to clarify exactly what a position statement could and could not address. In this version, the role of position statements is clearly described as being descriptions of what TNI stands for, what we are about and how we conduct ourselves. Position statements are “big picture concepts” that serve one of two purposes – to memorialize a TNI stance for future reference, or to express TNI’s belief about a particular issue that may affect TNI membership.

Participants reviewed the SOP and requested a few editorial corrections, such as clarifying the definition (a better statement was in section 2.0 than in section 4.0, so the wording was switched) and adding a reference in the body of the SOP to the Appendix that is a format for position statements.

Alfredo will submit the revised version of the SOP to the Committee for electronic vote, prior to the next meeting.

4. Pending Items

Review of the draft appendices to the Committee Operations SOP carries over to the next meeting of the Policy Committee. A revision of the SOP on handling Standards Interpretation Requests may be available in time for the December 21 meeting, or certainly by the January 4 meeting. The NEFAP Evaluation SOP and related documents remain high priorities, once available.

5. Action Items

See Attachment B.

6. Next Meeting

The next meetings of the Policy Committee will be December 21, 2012, at 11 pm Eastern. Action Items are included in Attachment B and Attachment C includes a listing of reminders.

The meeting was adjourned at 12:15 pm Eastern.

Attachment A

Name/Affiliation NOTE: Please check your email and notify Lynn of correct one. Shown here is the TNI member contact but is not always the one used to contact you for Policy Committee meetings.	Representing	Present
Alfredo Sotomayor, Chair Wisconsin Dept. of Natural Resources, Madison, WI alfredo.sotomayor@Wisconsin.gov	TNI Board	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX jboyd@swri.org		no
Patrick Brumfield Sigma-Aldrich RTC, Laramie, WY patrick.brumfield@sial.com	PT Executive Committee	Yes
Gary Dechant Analytical Quality Associates, Inc. Grand Junction, CO gldechant@aol.com		no
Silky Labie Env. Lab. Consulting & Technology, LLC Tallahassee, FL labie@comcast.net		no
John Moorman South Florida Water Management District West Palm Beach, FL jmoorma@sfwmd.gov	NEFAP Executive Committee	Yes
Mei Beth Shepherd mbshep@sheptechserv.com		yes
Susan Wyatt Minnesota DOH, St. Paul, MN susan.wyatt@state.mn.us	NELAP AC	no
Bob Wyeth Pace Analytical Services, Inc., West Seneca, NY rfwyeth@yahoo.com	CSD Executive Committee	no
Jerry Parr (ex-officio) Executive Director, TNI Jerry.Parr@nelac-institute.org		no
Lynn Bradley, Program Administrator The NELAC Institute lynn.bradley@nelac-institute.org		Yes
Guest: none		

Attachment B

Action Items – TNI Policy Committee

	Action Item	Who	Expected Completion	Comments/ Completion
22	Send finance SOPs for voting per pass-through process	Alfredo	For 10/9/12 Board Meeting	Approved by Policy, Board review initiated 11/14/12
28	Revise Policy 1-19, Whistleblower Protection	Jerry	for 11/2/12 meeting	Revisions approved by Policy for submission to TNI Board, 11/16/12
30	Add content to the appendices of draft revision to SOP 1-101, for Conference Planning, Finance, Information Technology and Nominating Committees	Jerry	For 12/7/12 meeting For 12/21/12 meeting	
31	Procure the ANSI standard about continuing education credits; review and summarize, consider how best to revise draft SOP on CEUs to reflect TNI's desire to conform with the ANSI standard	Jerry	For 12/7/12 meeting	12/7/12 meeting
32	Minutes to include language for a recommendation to Executive Director and <u>Training Coordinator Deputy</u> (Jerry&Ilona) concerning integration of CEUs into the overall Educational Delivery System, with a view to overall management of the program	Lynn	By 12/21 meeting	Draft minutes prepared 12/10/12
33	Prepare revised SOP 1-118 with editorial revisions for email vote by Policy Committee	Lynn to prepare revisions, Alfredo to submit for email vote	Prior to 12/21 meeting	Revisions prepared, vote pending
34				
35				
36				

Attachment C

Backburner / Reminders – TNI Policy Committee

	Item	Meeting Reference	Comments
1.	Look into need to include something about review schedule in all SOPs.	3/20/12	
2	Include mention of abstentions in SOP 1-102 revision (or elsewhere,) to ensure that intentional choice of appropriate wording is made in committee decision making choices	10/5/12	
3	In SOP 1-101, "Committee Operations," or else SOP 1-102, "Decision Making...", some mention of "default" decision making rules would be beneficial, since most committees do not have documentation of their decision processes.	10/22/12	SOP 1-102 discusses various options and situations where one might work better than others, but SOP 1-101 refers to 1-102 as if it sets a default.
4	Work with Jerry and Ilona as needed to ensure coherent documentation and implementation of TNI's training program	12/7/12	Perhaps SOPs addressing EDS and CEUs can be formulated to ensure TNI compliance with IACET standard for CEUs?