

Technical Assistance Committee (TAC)  
January 9, 2007  
version 2

1. Roll call. The following individuals participated: Barbara Escobar (chair), David Caldwell, Betsy Rich, James Broderick, Brooke Connor and Susan Johns (staff).
2. Approval of minutes. The draft minutes were sent out (via email) by Susan Johns. They were approved with leave to amend via email. Amendments are to be sent to the Chair (Barbara) with a copy to Susan by Friday, January 12, 2007.
3. Charter. After this meeting, Barb will send the committee a copy of the draft charter she has put together.
4. Website. Committee members were sent an email from Jerry asking them to verify their information on the website. Brooke has contacted John Applewhite about her inability to enter all of her information.
5. Questions. James' questions (sent via email) were discussed:
  - Do we have a contact list for non- NELAC states? Barb contacted Jerry Parr. He and Aurora Shields are working on this as part of the advocacy committee. He anticipates having list by the end of this week.
  - Why have some of the non-NELAP states not joined NELAP? Jane Wilson has worked on this. Barb will contact her for more information.
  - Can we determine number people checking the web site? Barb contacted Jerry who will check with John Applewhite. Barb will forward the email she received from Jerry on this topic to the committee. We are interested in this metric because the committee would like to use it as a measure of effectiveness.
6. Denver Meeting
  - The schedule for the Denver meeting was discussed:

Day	Time	Meeting/Session	Contact
Monday	7:30 am	TAC meeting for breakfast. Barb will email the committee the location.	Barb
	1:30 – 5 pm	Laboratory Mentor Session	Brooke
Tuesday	All day	Assessor Forum	Jack
Wednesday	8:30 am - noon	Laboratory Support Committee	Brooke
	1:30 – 5 pm	TAC	Barb
Friday	8:30 am - noon	Accrediting Authority Mentoring	David and Bill

- Session needs:
  - Flip chart
  - PowerPoint presentation projector
  - Susan Johns will check with Carol Batterton to make sure there is a staff member at each session to take notes (e.g., action items, suggestions for the committee, frequently asked questions, etc.).
  - Form. Brooke will draft a form to allow individuals to submit questions/suggestions to the committee (and subcommittees) via a box at registration. Brooke will draft a form to use and send to the committee for comments.
  
- Review of mentoring sessions
  - The TAC will review presentations for the mentoring sessions.
  - Laboratory Mentoring. Brooke reported John Gumper is still pulling together information on SOPs.
  - Assessor Forum. Barb will contact Jack about getting that presentation
  - AA Mentoring.
    - David will share a draft of his presentation by January 16<sup>th</sup>.
    - He will contact Bill about getting his presentation
    - Additional AA problems (name change, use of copyrighted materials) may be added as “other timely topics” in addition to PT tests and secondary accreditations.
      - Barb will contact Ann Marie Allen about name changes for more information
      - Bill will contact Ken Jackson about copyrighted materials.
  
- Session organization
  - The mentoring sessions should be organized similarly
  - Brooke will draft “rules” for the sessions and share with the committee by Jan 16 via email.

#### 7. Committee meeting

- The committee will meet for breakfast on Monday at 7:30 am. Barb will email the location to the committee
- Conference call at 11 am Central (12 pm Eastern) Jan 22, 2007, for those involved in mentoring sessions. The agenda will focus on the review of the presentations, format for the sessions, etc.