

Training Committee Meeting Summary

October 23, 2020

1. Roll Call:

Calista Daigle, Chair, called the meeting to order at 1pm Eastern on October 23, 2020 by teleconference. The meeting was attended by 11 Voting Committee members and 5 Associate Members (see Attachment A).

2. Report – Competency Task Force

Jerry reported they are still working on assessor training competency. It will take at least another 2 months. The group may also take a look at credentialing. They will confirm there is no overlap with the Training Committee.

3. Winter Meeting

The TNI Board approved that the winter meeting will be a virtual only meeting. It will be held the week of January 25th. It will be a 5 day meeting with 2 concurrent sessions: TNI Committee meetings and special topics. Jerry is looking for speakers from laboratories about accreditation, third party assessors, etc. Send him an email if you are interested in presenting.

4. Charter

Calista reviewed the updates to the Charter on Webex. Digital badges will be left in and the tenses were updated (see Attachment B).

Jack made a motion to approve the Charter as seen in Attachment B. The motion was seconded by Mitzi and unanimously approved. Ilona will forward to Policy Committee.

5. Action Item Update

- Digital Badges – Ilona forwarded a copy of Lynn Bradley’s assessment of digital badges after she took a class last April:

Hi, all. I thought I’d summarize this while it’s fresh in my mind.

IACET is the International Association for Continuing Education and Training, www.iacet.org. They also have a standard to which they accredit groups that provide “open digital badges”, which are verifiable, portable **digital** badges (images, essentially) with embedded metadata about skills and achievements. They are an ANSI “standards development organization” (trainer’s words, and different than what TNI is accredited as, apparently), but did NOT say that their standard is an ANS standard.

While the course itself was half marketing for their other courses, it did explain how digital badges contain more information (“metadata”) about credentials than the paper certificates (“flat credentials”) traditionally offered for training courses, and stressed how any organization planning to use digital badges should plan for their use from the outset of the credentialing program and take care not to compete with (or undermine) other types of recognitions. A digital badging program can be retrofitted, but the ideal is to start with it and plan for scaling up as the continuing education program grows.

A few relevant points:

- Digital badges are currently in the “wild west” stage of development, as many companies offer the technology to provide badges but hinted that not all are trustworthy and reliable indicators of the badge-owner’s actual knowledge/skills. The implication here is that the IACET-accredited badge issuers are the go-to firms.
- 82% of CEU providers are “ignorant” of badges.
- Badges come out of the gaming world. They are displayed openly, but the badge earner can control who can “see” a badge. The badge itself contains actual evidence of learning or accomplishment, somehow embedded in the image in the same way that metadata gets embedded in a digital photo (as best I can guess).
- For professional development, the badges are typically displayed in social media such as LinkedIn, and are valuable for recruiting as well as marketing one’s self as a consultant, and for team formation within larger firms.
- A group planning to issue badges should plan for how that badge will function with the “ecosystem” where it’s used (culture and structure of the sector, as I understood this).
- For more traditional brick/mortar educational institutions, badges can be built into transcripts to show non-graded skills like leadership and team building.

IACET offers a 4-level set of courses in setting up digital badging systems that would run ~\$2000 total, with courses offered quarterly. The first course beyond today’s freebie is \$500 for IACET member (\$129/year) or \$600 non-member, and is 6 hours of independent study, and the next offering is on April 24, which seems ‘way too soon since the credentialing task force is not yet constituted.

My recommendation is that now is too soon to take any further steps with this concept, but as the credentialing task force and the training committee progress, we

should keep in our minds the option of offering digitalbadges as an upgrade to certificates. Of course, others would decide but seems to me that it would probably belong to the Training Coordinator and Executive Director, eventually, if offered, but since I volunteered to staff the task force, I was probably the “right” person to take this intro course.

Jerry shared some additional information:

- ASTM is now using badges. He shared their information on Webex. Jerry thinks you click on the badge and it brings up the details.
 - A training catalog from a local college in Texas is using badges. You take classes to receive the badge.
 - He agrees it is a wild wild west. Everyone is doing something different.
 - Calista commented that there needs to be safe guards. What prevents someone from sharing a badge with a friend to use?
- Ilona reached out to William again. Still waiting to hear back on the formatting options for the catalog.
 - Review courses to update citations. Jerry was planning to do this, but we will make this part of the course review that will be discussed below.
 - Mitzi’s Update:
 - NH, Illinois, Florida and NY. A 5th from VA was received. They let her know what training they think is important.
 - Jerry noted that competency task force is addressing AB training needs. This will not be further looked at by this Committee at this time.
 - A number of the courses being requested are already available.
 - VA would like a subscription price to share classes with assessors in the state. The AB now has to pick and choose who can go and what classes they can take. Jerry noted that maybe this could be part of their accreditation fee. Perhaps this could be done for the TNI classes, but may be a contractual problem for trainings done by trainers. The ABs would like access without having to go through registrations with costs and approvals.
 - Data peer reviews would be a good training topic.
 - Need to look at how to appeal to the small and medium labs.

Mitzi asked if she should contact small labs or non NELAP states. Jerry thinks the committee is a good cross-section and this is not necessary.

Calista noted that this report shows that TNI needs to look at a way to make sure ABs know what classes are available. Marketing needs to be looked at. Mitzi was surprised how many people didn’t know about the classes available.

Jerry noted that he did a free training on the website last week, but only 80 people showed up.

Jack suggested that the NELAP AC should get on a call with us and we can show them what we have. This may help the labs indirectly because they can tell the labs about the training. Also ask for opinion on what we can do to help with training needs. How can you get the word out for TNI Training? There was some agreement with doing something like this. Robin thinks we should also be looking at Linked In. Jack clarified – maybe during the opening session in lab assessments, the assessor can note a few things available from TNI. Need to be careful of a conflict of interest.

Put together some talking points on our training program and send that to the NELAP ABs. Jerry is willing to take this as an Action Item. Ilona can help too.

Mitzi thinks we should also be reaching out to assessors. Do something similar for them? Should this be added to the Assessor training. Catherine thinks it is important for labs too. Maybe new labs could receive a flyer? Ilona noted that Jerry's free webinar does this for labs.

Ilona thinks the webcast link (for TNI website training – Navigating the TNI Website) needs to be in more than one spot - Training page and home page. Ilona will follow up on this when the webcast is posted.

6. Strategic Plan –

Calista reviewed possible workgroups to get started with:

1. Develop workgroup(s) to review the current class slides used in the course to ensure that the examples, references and links remain appropriate and/or to potentially suggest additions if there are gaps. (Will need to sign confidentiality form prior to getting started.)
 - Ilona will develop a list of classes that should be reviewed. Classes relevant to the 2009 Standard are a priority.
 - Complaint investigation has new requirements, but this doesn't relate to current standard.
 - Ilona can coordinate this. Volunteers: Robin, Mitzi, Calista, Joe, Derek, and Salima.

This group will be reviewing the citations and examples used to make sure that they are current ... they will not be reviewing technical content.

2. Develop workgroup to look into expanding the use of technology to administer, automatically grade and provide certificates. – William can look into certificates. Webex Training can now do the simple grading when this program is used to provide the Webinar.
3. Develop a workgroup to look into the possibility of digital badges.

- Jerry will coordinate this group. Volunteers: Thao, and Salima.
4. Develop a workgroup to look into training gaps and potential courses to fill those gaps.
- Ilona will help with this group. Volunteers: Cathy, Robin, Cindy, and Jack.
 - Jerry noted a class dealing with moving to digital records would be great. Mitzi noted that Jene Minsing from Labtopia may be able to help with this. Mitzi said she has seen presentations on it and she does a great job.
 - Jerry will send Ilona the list of possible classes he has compiled. This would be a great starting point. The goal will be to develop a Training RFP in early 2021.

7. Action Items

An Action Item Summary can be found in Attachment D. This chart will help the committee track action items and status.

8. New Business

None.

9. Next Meeting and Close

The next meeting will be at 1pm EDT on November 13, 2020.

The meeting was adjourned at 2:19pm Eastern. (Motion: Salima. Second: Jerry Thao – Unanimous.)

Attachment A

**Participants
TNI Training Committee**

Voting Members	Represent	Affiliation	Contact Information
Calista Daigle Chair Present	Lab	AAA Laboratories	cdaigle@amrad.com
Mark Alessandrone Present	Other	Markay Consulting Group	mark@markaycg.com
Aaren Alger Present	Other	Alger Consulting & Technology	aaren@alger-consulting.com
Derek Chen Present	Lab	(request sent)	cydchen@gmail.com
Erin Consuegra Absent	Lab	Environmental Resource Analysts	econsuegra@eralab.com
Kodey Eley Absent	Lab	Libby Environmental, Inc.	keley@libbyenv.com
Jack Farrell Present	Other	Analytical Excellence, Inc.	aex@ix.netcom.com
David Fricker Absent	AB	A2LA	dfricker@a2la.org
Salima Haniff Present	Lab	Bureau Veritas Laboratories	Salima.Haniff@bvlabs.com
Catherine Katsikis Present	Other	LDCFL	catherinekatsikis@gmail.com
Veronika Kerdok Absent	Lab	New York City DEP	VeronikaZ@dep.nyc.gov kerdov@gmail.com
Joe Manzella Present	Lab	Orange County Sanitation District	JManzella@OCSD.COM
Mitzi Miller Absent	Other	NV5	Mitzi.Miller@nv5.com
Tami Minigh Absent	Lab	City of Daytona Beach	MinighTami@CODB.US
Georgia Moulton Present	Lab	ALS Global	georgia.moulton@ALSGlobal.com

Voting Members	Represent	Affiliation	Contact Information
Dee Shepperd Absent	(request sent)	(request sent)	ddbergere@gmail.com
Jerry Thao Present	Lab	Pace Analytical Services, LLC.	Jerry.Thao@pacelabs.com
Shirley Thomas Absent	(request sent)	Thomas Resource Group	info@trgsafety.com
Curtis Wood Present	Other	ERA, A Waters Company	curtis_wood@waters.com
Jerry Parr (ex-officio) Present	Executive Director / Ex Officio	TNI	jerry.parr@nelac-institute.org
Ilona Taunton Present	Program Administrator	TNI	ilona.taunton@nelac-institute.org
Associate Members:	Present		
Robin Cook	X	City of Daytona Beach	cookr@codb.us
Alan Ching	X	Weck Laboratories, Inc.	alan.ching@wecklabs.com
Wanda Harney		(request sent)	Wanda.Harney@cincinnati-oh.gov
Mike Michaud	X	(request sent)	mike.michaud@abilenetx.gov
Chrystal Sheaff		Energy Laboratories	csheaff@energylab.com
Ashley Larson	X	City of Derby, KS	AshleyLarsen@DerbyWeb.com
Cindy Story		Gulf Coast Authority	cstory@gcatx.org
Elizabeth Turner	X	Pace Analytical Services	elizabeth.turner@pacelabs.com

Attachment B

Training Committee Charter

October 23, 2020

Mission

The Training Committee develops and maintains a comprehensive training plan for TNI.

Composition of the Committee

1. There is no requirement for balance of membership.
2. There are representative participants with interest in training (e.g., ABs, vendors, trainers (internal and external to TNI), users, etc.).
3. The Committee is under the direction of the TNI Board of Directors.

Objectives

1. Develop a comprehensive plan for training.

Success Measure:

- Prepare a list of future training courses organized into categories similar to the TNI Training website organization.
 - This list can include current offerings as well as potential new course offerings.
- Provide a brief summary of what courses could include.
- Review training courses offered annually for continued applicability.
- Increase global registration and participation in new and previously offered TNI training courses.

2. Seek out trainers for needs identified.

Success Measures:

- 5-10 additional contract trainers are identified.
- 5-10 trainers from the vendor community are identified.
- Increase TNI staff developed training courses.
- Increase TNI committee developed training courses.

3. Explore potentials for developing various training tracks (e.g., quality managers, technical managers, and other similar groups).

Success Measures:

- Identify target groups by working with the Competency Task Force.
- Develop a list of course topics to be covered for each training track.
- Request proposals from trainers to develop needed courses.

4. Expand use of technology to administer, automatically grade tests and provide certificates. Consider the possibility of digital badges.

Success Measures:

- Build or buy on-line solutions for grading tests with simple Yes/No, True/False and a/b/c/d responses.
- Build or buy on-line solution for automatic certificates for non-CEU classes.
- Explore option to build or buy on-line solution for automatic certificates for CEU classes with simple responses.

- Document the consideration and committee recommendation related to implementation of digital badges.

5. Increase use of available training materials already developed.

Success Measure

- Develop a marketing plan for existing courses.
- More training material is purchased.

6. Look for opportunities to collaborate with other training providers.

Success Measure

- Prepare and maintain comprehensive list of relevant training organizations.

7. Consider Development of Trainer evaluation criteria for both initial and continued training.

Success Measure

- List of trainer evaluation criteria

Decision Making (*specify default option from Decision Making SOP 1-102*)

Majority Vote and in the presence of, or by electronic voting of, a committee quorum; voting options are: Yeah, Nay or Abstain.

Available Resources:

- Volunteer committee members
- Teleconference and A/V services
- Program Administrator support
- On-line system (Currently Webex) for hosting webinars and recording as webcasts

Anticipated Meeting Schedule:

- Monthly Teleconferences initially but ultimately dropping down to quarterly.
 - Second Friday of each month at 1:00 Eastern.
- Face-to-face meetings as needed at TNI conferences.

Program Administrator: Ilona Taunton

Approved by the Policy Committee on xxxxxx

Attachment C: Training Committee Action Item Summary

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
1	Complete Charter			Calista	5/12/20	10/23/20		7/10: Sent to Policy Committee Policy Committee sent recommended changes for review in September. 9/18: Agreed with updates. Calista will correct tenses by October meeting. 10/23: Charter was approved by Committee and will be sent to the Policy Committee.
2	Gather previous training course statistics.		Jerry	Jerry	7/10/20	9/18/20		Document reviewed with committee. Available when Workgroup begins looking at additional courses.
3	Reach out to TNI states and ask about training weaknesses.			Mitzi	7/10/20			9/18: Initial information reviewed. Will continue to discuss at next meeting when Mitzi there.
4	Check on IT possibilities for Training.		William - IT	Ilona	7/10/20			9/18: Still waiting on response about options on catalog.
5	Develop Marketing Plan			TBD				The Sept and Oct 2020 meetings both discussed the need to evaluate marketing because a number of ABs are not aware of the classes available.

