

Training Committee Meeting Summary

May 12, 2020

1. Roll Call:

Calista Daigle, Chair, called the meeting to order at 1pm Eastern on May 12, 2020 by teleconference. The meeting was attended by 14 Voting Committee members and 3 Associate Members (see Attachment A).

Calista asked each member to introduce themselves and let the Committee know what their interest in training is.

2. TNI Training Overview – PPT Presentation

Iлона prepared a short presentation to give an overview of the history of the TNI training and some current processes. A copy of the slides can be found in Attachment B.

3. Report – Competency Task Force

Jerry provided information about the Competency Task Force. (*Addition: Attachment C – Competency Task Force Charter.*)

4. Future Meeting Dates

An email or Doodle will be distributed to find a good consistent meeting date for future meetings.

5. Committee Charter - Review and Discussion

Calista presented a copy of the DRAFT Charter on Webex.

Mission

There was agreement to add “and maintains” a comprehensive plan for TNI.

Composition of the Committee

No changes.

Objectives – 1. Develop a comprehensive plan for training – Success Measures

There was agreement with the first 3 bullets.

There was discussion and general agreement to add a fourth bullet dealing with increasing registration and participation in the training courses offered by TNI. This doesn't have to be studied class by class but is a general increase.

Curtis noted that communication needs to be increased so more people will use the resource. Jack was in agreement. The website needs to be further developed.

Objective 2 – Seek out trainers for needs identified.

Some organization budgets for training have been cut.

Need to look at courses that are attended more and expand on more topics in these areas.

This committee would help by laying out the goals and perhaps a brief summary of what a course could include if the title is not clear.

The Committee will continue on Objective 2 at its next meeting.

6. Action Items

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

7. New Business

None.

8. Next Meeting and Close

The next meeting will be scheduled by email.

The meeting was adjourned at 2pm Eastern. (Motion: Jack. Second: Curtis Unanimous agreement.)

Attachment A

**Participants
TNI Training Committee**

Voting Members	Represent	Affiliation	Contact Information
Calista Daigle Chair Present			cdaigle@amrad.com
Mark Alessandrone Present			mark@markaycg.com
Aaren Alger Present	Other		aaren@alger-consulting.com
Derek Chen Present			cydchen@gmail.com
Erin Consuegra Absent			econsuegra@eralab.com
Kodey Eley Absent			keley@libbyenv.com
Jack Farrell Present	Other		aex@ix.netcom.com
David Fricker Absent	AB		dfricker@a2la.org
Salima Haniff Present			Salima.Haniff@bvlabs.com
Catherine Katsikis Present			catherinekatsikis@gmail.com
Veronika Kerdok Present			VeronikaZ@dep.nyc.gov
Joe Manzella Present			JManzella@OCSD.COM
Mitzi Miller Present	Other		Mitzi.Miller@nv5.com
Tami Minigh Present			MinighTami@CODB.US
Georgia Moulton Absent			georgia.moulton@ALSGlobal.com

Voting Members	Represent	Affiliation	Contact Information
Dee Shepperd Present			ddbergere@gmail.com
Jerry Thao Present			Jerry.Thao@pacelabs.com
Shirley Thomas Absent			info@trgsafety.com
Curtis Wood Present	Other		curtis_wood@waters.com
Jerry Parr (ex-officio) Present		TNI	jerry.parr@nelac-institute.org
Ilona Taunton Present	Program Administrator	TNI	ilona.taunton@nelac-institute.org
Associate Members:	Present		
Robin Cook	X		cookr@codb.us
Alan Ching			alan.ching@wecklabs.com
Yiping Cao			ycao@sourcemolecular.com
Wanda Harney			Wanda.Harney@cincinnati-oh.gov
Mike Michaud	X		mike.michaud@abilenetx.gov
Chrystal Sheaff			csheaff@energylab.com
Ashley Larson			AshleyLarsen@DerbyWeb.com
Cindy Story	X		cstory@gcatx.org




TNI Training Today - Overview Educational Delivery System

May 12, 2020



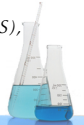
1




How We Started

- In 2010 there was a Laboratory Technical Assistance Committee that looked at training and suggested the concept of the Educational Delivery System.
- At the same time we were working on an EPA proposal and wrote:

“TNI proposes to continue to offer courses at its national meetings. However, TNI recognizes that this training only reaches a small segment of the environmental monitoring community, and this year, TNI embarked on a new approach, termed Educational Delivery System (EDS), that is much more comprehensive.



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How We Started


(con't)

TNI's new approach will have the following components:

- Regional Workshops
- Internet Training
- Guidance Documents
- TNI-approved training courses provided by other organizations. “




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How We Started

In addition, we wanted to:

- Expand technical training on method issues to include webinars, webcasts, and self-paced training.
- Create and provide guidance and training for organizations that have never been accredited to ease their transition into TNI's programs.

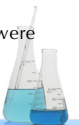


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How We Started

- Ilona (Training Coordinator) was selected to work with Jerry to provide staff support to set-up and help maintain training procedures.
- Ilona provided a DRAFT SOP developed for review and comment by the Laboratory Technical Assistance Committee (SOP 1-110: Educational Delivery System).
- Conversations occurred with various persons involved in training. The concept of EDS was reviewed and comments were received.
- A confidentiality agreement and on-line application were developed.




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How We Started

- The EDS SOP was updated and forwarded to the Policy Committee for review and finalization.
- A survey was prepared, reviewed, updated and distributed at the 2011 Winter Meeting in Savannah, GA after Ilona presented the new EDS concept at the meeting.
- William Daystrom established the EDS website.
- Different webinar providers were interviewed and Webex was chosen as TNI's platform.
- The first webinar training was a NEFAP Evaluator class.
- The website and system were fully functional in April 2011.
- Developed How to Host PowerPoint in 2012.




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How Does it Work?

- ❑ SOPs
- ❑ Proposal Process – Application
- ❑ Webinar
- ❑ After the Webinar




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SOP 1-110

A copy of this SOP (EDS) can be found on the TNI website and a copy will be placed in a committee folder on Dropbox.

- The SOP was established in 2011 and updated once in 2017.
- It provides an overview and procedures for the operation of the Educational Delivery System.
- This committee will provide support to EDS by developing a comprehensive training curriculum and providing other activities in the committee's charter.




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SOP 1-117

A copy of this SOP (Continuing Education Units) can be found on the TNI website and a copy will be placed in a committee folder on Dropbox.

- The SOP was established in 2012 and updated once in 2017.
- It provides procedures on how training needs to be documented in order to award CEUs.



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Application – TNI Website

Educational Delivery System

An overview of TNI's training program can be found in [SOP 1-110 - TNI Training - Educational Delivery System](#). Information in this document will help you complete this application. For pricing information, [click here](#). Contact Ilona Taunton with any questions (ilona.taunton@nelac-institute.org).

Please use this form to submit a proposal or application to TNI.

Proposal/Application to Provide Training

Note: This is a preliminary application process. You may be contacted for additional information prior to finalizing any training.

Page 1 of 6 - Your Information

17%

Reason Application Submitted *

In Response to TNI RFP

Unsolicited Training Proposal


Request My Training be Added to TNI Website or Request TNI Sup

Name *


First: Last:

Email *

Complete and submit the application. The SOP and pricing information sheet will help you select the options you need.




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Proposal Process

- ❑ The Training Coordinator contacts the applicant to discuss the application.
- ❑ A date and time are chosen for the training.
- ❑ A contract will be prepared and agreed on.
 - + Financial agreement
 - + Ownership of training determined
 - + Will TNI's logo go on it? If so ... requires in depth review
 - + Due date determined for training material review
 - + Spell out trainer and TNI responsibilities




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Proposal Process

- ❑ An appointment will be set-up with the applicant to familiarize them with WebEx if this is their first Webinar or any additional assistance is needed.
- ❑ Tips for preparing a good presentation are discussed as needed.
- ❑ A Training Report is prepared by Ilona and used to produce the flyer and a online registration link.




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Webinar

- Attendees register for courses online. Suzanne Rachmaninoff assists with registration as needed.
- Ilona works with any attendees having difficulty getting into the Webinar.
- Webex collects actual course attendance.
- Quizzes are administered as needed.
 - Simple quizzes are administered in Webex with a polling feature.
 - Longer Assessor tests and homework are graded manually.




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After the Webinar

- Webex administers training survey.
- Ilona submits recording and handouts to William with instructions on how to post training as a Webcast.
- Certificates are prepared as appropriate.
 - Suzanne handles payment if not purchased with training.
- Suzanne handles payment to trainers.
- Webcasts are purchased online and Suzanne assists with any purchases needing assistance.




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Evaluation of EDS

- Fewer trainers than expected came forward
- No coordination of needed courses
- New concepts about training tracks



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Objectives from TNI Strategic Planning Meeting

- Develop a comprehensive plan for training.
- Seek out additional trainers for needs identified.
- Explore development of training tracks for quality managers, technical managers, and other similar groups.
- Expand use of technology to administer and automatically grade tests and provide certificates and digital badges.
- Increase use of available training materials already developed.




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Next Steps

- Formation of the Training Committee
- Finalize Committee Charter
- Review current training curriculum
- Review current list of trainers
- Plan ... Do ... Check



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Contact

Ilona Taunton
828-712-9242
Ilona.taunton@nelac-institute.org



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Attachment C

Competency Task Force

Charter

(Revised: 04-09-2020)

Mission

Explore and make recommendations regarding programs to document competencies for Quality Managers, Technical Managers, Assessors, Samplers and others as appropriate. Note: Such documentation may involve credentialing and/or digital badges.

Objectives

- Define the types of professional positions to which this program would apply.
- Define the knowledge, skills and abilities (KSAs) each type of position should have.
- Explore how training courses and/or on-the-job experience contribute to this knowledge and skills.
- Establish generic competencies for each group.
- Research credentialing to see if it is a viable option for this program.
- Develop recommendations, including an implementation plan, to present to the TNI Board of Directors.
- Coordinate with TNI Training Committee in developing courses.

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

- **The Task Force will strive to attain consensus in its decisions, and ensure that all member input is considered. Decisions will be made by Majority Vote and in the presence of, or by electronic voting of, a committee quorum. Voting options are: Yea, Nay or Abstain. The Chair may declare a different decision rule for any specific item or issue.**

Available Resources:

- Volunteer committee members
- Teleconference and A/V services
- Program Administrator support

Anticipated Schedule:

- Teleconferences: regular monthly schedule of calls until such time as the plan is developed. Initial schedule is fourth Wednesdays at 1 pm Eastern.
- Within 12 months, provide a plan to the TNI Board of Directors for approval and implementation.
- Quarterly calls thereafter to monitor progress.
- Face to face meeting as needed at TNI meetings.

