# Meeting Summary Report
# SDC Meeting

Attendees: Kevin Perry, Tye, Beard, Barabra Van der Schalie, Nikoya Coble, Mair DeMarco, Elizabeth Melville, Dan Raudenbush, Amy Hasselkus, David Schenk, Wen Lin, Nicholas Ercolano, Larissa Burback,

Regrets: Mohamed Ibrahim, April Taylor, James Ketterer

Date: May 24, 2022

Time: 1.5 hrs

Location: meeting recording  and presentation (also available in Teams)

| Agenda Item | Notes/Updates | Action Items |
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| **Welcome & Introductions** | Kevin Perry called the meeting to order and thanked volunteers for their service<br><br>Attendees introduced themselves and confirmed their stakeholder categories (slide 4)<br><br>Sherard Jones introduced himself as IACET Standards Director<br>• Role is to ensure standards development process meets ANSI Essential Requirements<br>• Laverne Deckert joins Sherard to provide administrative support to the SDC | |
| **ANSI Standards Development process** | • Sherard reviewed the IACET standards development policies and procedures. That document is available in the Teams folder.<br>• Sherard reviewed the standards development process and project timeline. We are currently in the working draft stage<br><br><br><br>Deliverables<br>• Technical development of Continuing Education and Training (CE/T) standard<br>Objective: | |

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| | • Stakeholders can use the standard as an organizational development resource to incorporate relevant and current global best practices in CE/T programs regardless of intent to become an IACET accredited provider.<br><br>Scope:<br>• provide a standardized process by which all Continuing Education and Training (CE/T) organizations can reliably deliver quality programs, that result in recognition, including the continuing education unit (CEU) credit.<br>• develop standards to support consumers, employers, government agencies, credentialing associations, licensing bodies and others who rely on a skilled workforce in the business of analyzing, designing, developing, implementing, and evaluating quality learning programs.<br><br>Question asked by Barb:<br>(referencing existing draft) Will the committee be responsible for definitions, for example, educational rigor is in the draft document?<br><br>Answer: A number of definitions have been identified in the draft. If the group determines there needs to be additional definitions, then yes, they should do so. | |
| **SDC role and deliverables** | Kevin reviewed Roles and Responsibilities<br><br>Responsibilities:<br>• Prepare for and attend meetings<br>• Be present and participate<br>• Be respectful of various points of view<br>• Maintain confidentiality<br><br>Roles:<br><u>Full SDC</u> – oversight and responsibility for subcommittees' work and ultimately accountable for submitting a draft CE/T to ICSD for review and approval<br><br><u>Draft Development subcommittee</u> – produce and deliver draft of revised CE/T standard; considering and analyzing all inputs from research and stakeholders regarding changes to the existing standard or new elements to the standard; develop a crosswalk of 2018 & 2023 standard for publication and accreditation<br><br>Kevin clarified that recommendations for updates to the application is out of scope, but they will be captured and shared with applicable parties.<br><br><u>Research and Review subcommittee</u> – research latest CE/T best practices, technologies; deliver presentation on findings and recommendations to SDC | |

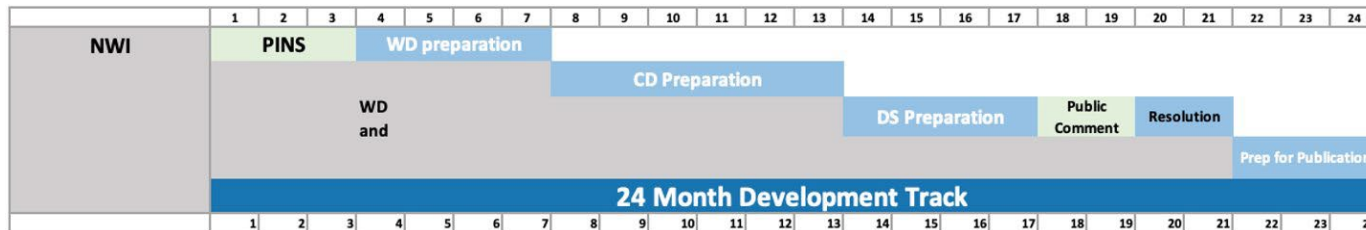| | |
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| | <u>Interpretations subcommittee</u> – responsible for responding to questions from stakeholders who are seeking additional clarity on the language of the standard. This committee will be constituted as 2023 standard updates have been completed.<br><br>Kevin also gave a high-level overview of IACETs structure<br>Board of directors<br>   -   Council (ICSD) – oversees and acts as stewards of the standards<br>        o  SDC<br>   -   Commission – oversees reviewers who do work of reviewing applications for accreditation and making recommendations | |
| **Feedback from existing or prospective Accredited Providers** | Kevin shared resources for Draft development subcommittee<br><br>   •   Existing standard,<br>   •   reformatted draft,<br>   •   Commissioner input,<br>   •   CE-T Standard Comment Worksheet<br>   •   other stakeholder input<br><br>*see Draft Development Subcommittee [Teams folder](#) | |
| **Milestones, timeline, meeting schedules** | Project timeline<br><br><br><br>SDC will meet monthly<br>Draft Development subcommittee<br>   -   deliver working draft in Sept/Oct 2022 timeframe<br>   -   meet 90m every other week<br>Review and Research subcommittee<br>   -   deliver monthly reports to SDC<br>   -   meet as needed / work period is June/July | |

| Request for Subcommittee volunteers | **Draft Development** Kevin shared as a starting perspective: <br>• better language in terms of clarifying or expanding certain elements; <br>• reexamine/ recast standard to factor greater proliferation of asynchronous online delivery (vs instructor led); <br>• reconsider what an element is trying to accomplish (e.g., proprietary interests). <br><br>Subcommittee members: Chair, Kevin Perry, Co-chair, Amy, Wen, NiKayo, Barbara, Elizabeth, Dan, Dave | |
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| | Review and Research <br><br>Kevin shared starting questions: <br>- Best practices for synchronous online and asynchronous online <br>- What new delivery or assessment technologies need to be factored into <br>- What other related standards should be considered. <br><br><br>Subcommittee members: Amy, Tye, Larissa <br><br>*Amy may have research to share from recent project | - Determine Chair & Co-Chair <br>- Establish Interpretation subcommittee |
| **Conflict of Interest service agreement** | Sherard will follow up with this: to cover responsibilities, confidentiality, etc. | S. Jones to send this out |
| **Next Meeting & Adjourn** | First Draft Development subcommittee meeting – June 13, 2022 @ 11:30-1 EDT. | |