

Agenda

NCRP Education and Training Committee

December 3, 2009 (Thursday)

Conference Time: 2:30 – 4:00 p.m. (EDT) (1:30 -3:00 p.m. CDT; 12:30-2:00 p.m. MDT; 11:30-1:00 p.m. PDT)

Call-in Number: 1-800-371-9219; Conference ID: 9517303#

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| 2:30 – 2:45 p.m. | Opening Discussion (Status Report) |
| 2:45 – 3:30 p.m. | Review of the Business Plan (Feedback and Comments) |
| 3:30 – 3:45 p.m. | Path Forward and Implementation |
| 3:45 – 4:00 p.m. | Outstanding Items |
| 4:00 p.m. | Adjourn |

Meeting Minutes
NCRP Ad Hoc Committee on Education and Training
Conference Call; December 3, 2009 (Thursday), 2:30–4 p.m. (EDT)

The Committee met by conference call on December 3, 2009. The conference call was chaired by S.Y. Chen, with President Tenforde and Dr. Schauer participating. The following committee members were also present on the conference call: Richard Brey, Jerrold Bushberg, Ray Guilmette, Matthew Moeller, David Myers, and Kathryn Snead. Absent were: Brooke Buddemeier, Paul DeLuca, Cynthia Jones, Paul Locke, Peter O’Connell, and John Poston, Sr.

Purpose of Discussion

Chen opened up the meeting by welcoming all members on board, and also stated that the conference call was to discuss a draft business plan prepared toward fulfilling the charge of the Committee as assigned by the NCRP Board in 2008. This plan was prepared following the Committee’s conference call of July 31, 2009, with input provided by committee members. The plan and the discussion of this meeting will be presented to the Board for further action at its meeting during December.

Meeting Discussion

The discussion went through each section of the draft business plan. The following items were discussed during the conference call.

- Under Program Format (Section 1, Program Description), it was suggested that the term “webinar” be replaced by “web-based training,” since webinar is usually referred to as live class presentations rather than the pre-recorded training sessions as we intend to conduct. It was also suggested that different variations be further explored to compensate for the lack of interactive features offered by the web-based format. These may include: developing a set of Q&A to address frequently asked questions about the subject, and providing support documents containing scientific basis or supplemental information.
- An important subject was raised regarding the copyright issue of the presentation contents and materials. For example, how to protect such intellectual property that is developed by NCRP from being used by competitors? Or, are there ethics concerns involving NCRP trainers who may also conduct similar activities for other organizations using NCRP-prepared materials? Due to the time constraint, the Committee decided to table the subject for further discussion. Dr. Schauer agreed to assume the lead role for this subject.
- For the classroom-based courses, it was pointed out that variations of the venue should include the on-site training, such as the sessions conducted at the client’s own facility. This may potentially lower the overall costs since it would reduce or eliminate the costs incurred in renting the meeting facility.
- There was a question concerning partnership with government agencies (in Section 4, Approach and Options). The answer was to add a clarification stating that such a partnership is likely to occur in the form of a contractual arrangement with NCRP to conduct training activities for the government employees or for the general public.
- It was pointed out that under Summary and Conclusion section (last paragraph) the statement mentioning the current economic problem may be somewhat out of place for this business plan. In addition, it was also pointed out that, in fact, the economic downturn may no longer be an issue at the present time for NCRP to conduct the proposed training activities. It was agreed that the wording will be properly evaluated to reflect the current situation.
- There was no specific question raised in Appendix A regarding the cost evaluation for web-based courses (Section A.1), and the classroom-based courses (Section A.2). It was pointed out the cost figures used in the appendix are tentative and would be subject to further fine tuning as the sample classes are further developed. The cost evaluation otherwise was deemed reasonable.

Action Items and Assignments

The following assignments were identified during the conference call:

- Dave Schauer will assume the lead in addressing the copyright issue regarding the NCRP-prepared training materials.
- S.Y. Chen will incorporate the comments and will present the business plan to the Board in its next meeting.