



# ***Mid Year Meeting 2017***

## ***Minutes***

**American Council for Construction Education  
Training Committee  
Orlando, Florida  
Friday, February 24, 2017 9:00 a.m.**

**I. Attendance:**

- a. Committee Members: Khalid Siddiqi, Ilyas Bhatti, Albert Bleakley, Hank Bray, Rebecca Burleson, Jim Carr, Pam Dullum**
- b. Visitors: Mary Anne Akers, Alan Atalah, Philip Barlow, David Batie, Daniel Bawinkel, Tom Burns, Jessica Cabral, Frank Dellaripa, Gail Edwards, Leslie Feigenbaum, Christine Fiori, Sean Foley, Robert Ford, Gery Frie, Robert Hamilton, Irish Horsey, Rogers Hunt, Doris Kemp, Jeff Kim, Brent MacDonald, Don McNabb, Carol Morman, Hung Nguyen, Wallied Orabi, Andrew Payne, Talat Salama, John Schaufelberger, Firas Shalabi, Omidreza Shoghli, Rod Stutt, Dimitar Todorov, Lewis Waller**
- c. Committee Members absent: David Busch, David Dubbelde, Derrek Dunn, Chris Gordon, Anthony Lamanna, Roger Liska, Carlos Salgado, Tulio Sulbaran, Scott Sumner**

**II. Chair Welcome**

- a. Opening Remarks – Khalid welcomed everyone and explained the Training Committee’s purpose and agenda.**
- b. Self Introductions by all**

**III. The committee reviewed and approved the minutes from July 2016.**

**IV. Special Committee Agenda Items**

- a. Suggestions on Future Trainings (Advanced member, Chair Training, and Case Studies Session) on Wednesday for Logistical Reasons - Consider Dr. Roger Liska's suggestion stated below**

**Khalid discussed the attendance at training classes this session: M.I.T. (26+20), Advanced Member Training (28), VT Chair Training, Committee Chair Training, Board Training, MD Training, and Case Studies (42). Also, that there was discussion of providing Mentor Training.**

**Al Bleakley discussed Roger Liska’s comments [repeated below]**

**The Training Committee discussed w/ guests present what TC can do to engage and how TC can be responsive. Refer to the Position Matrix for ACCE [behind page 10.8 in the ACCE Mid-Year meeting Program] and the Leadership Position Criteria.**

**b. Volunteers for Trainings Case Studies Sessions, Advanced member and Chair Trainings**

**We discussed - the need for new trainers to help and relieve current trainers, including the option of co-teaching.**

**-the need for ALL attendees to provide a Case Study – from a VT perspective, from a Program Chair perspective, or both. It is desirable to have both perspectives as both VT members and Program members attend Case Studies training.**

**- a recommendation to use offer recorded video and live session training.**

**-a recommendation to provide video training for ACCE new members and conference new attendees on topics such as how to utilize the Program book**

**c. Training for Board Members - contents and trainer qualifications**

**see discussion above regarding the Leadership Position Criteria**

**d. Discussion and evaluation of past training sessions for Visiting Team members. See evaluation results below**

**e. Impacts on the training culture due to re-organization of ACCE.**

**Hank Bray explained that Guidance was responsible to train Programs on ‘How to be Accredited’; but Training handles setting up training sessions. He reminded us that ACCE needs a Culture of Training to ensure we keep all members up to date.**

**There was a recommendation for a training session sharing Best Practices for accreditation visits.**

**The chair thanked the Council of Chairs for the work on the Concordance document and its ‘Comments’ section to help Programs to understand the input to the Self study.**

**V. Adjourned at 9:55 a.m.**

**Minutes provided by Pam Dullum**

**The following material is reprinted from the Training Committee Agenda:**

*Chair Training Session Evaluation results:* Excellent session - Low key discussion with lots of experience in the room

*Initial Member training Evaluation Results:* Very good session, Lots of handouts probably not necessary. All info is on website anyway

*Case Studies Session Evaluation: Excellent Session,* ACCE needs to recognize that the majority of attendees are here because they have an upcoming visit, not because they are on visiting teams. A session like this - focused on the perspective of the program being assessed - would be immensely helpful. As it is, we are forced to extrapolate from visiting training to determine what our programs should do. ACCE needs to provide a training session on best practices of programs being evaluated. Smaller group setting would be a better way to teach this type of training. More examples related to Section 3 Curriculum -- that seems to be the biggest challenge with the new Standards.

**Reorganization of Visiting Team Chair training Session for 4 hours from July 2017:**

- A. Logistics and Coordination of the Site Visit (no more than one hour)
  - B. Review of ACCE Document 103: Sections 2,3,4,5,7,8,9
  - C. Preparation of the Visiting Team Report: Sections 1, 10, 11
- 

**Dr. Liska's Suggestion:** one way to measure the effectiveness of the Training Committee as to the quality of the respective training sessions is to develop a rubric (such as a series of Likert based questions) or effectiveness survey for each training session, administer it at the end of each session, send the completed survey forms to the Training Committee and let the Committee calculate the overall effectiveness ratings for each question in all the surveys. Once a year, prior to disseminating the effectiveness surveys to the various trainers to administer following the completion of their sessions, the Training Committee establishes a target of what they feel the overall ratings should be by survey question and then determine whether or not their targets were met and if not why and if so should the targets be increased in the future

.