American Council for Construction Education
Training Committee
Atlanta, Georgia
Date and Time: July 22, 2016  0900 - 1000

I. Attendance:
   a. Committee Members
      Khalid Siddiqi, Chair, Scott Sumner Vice Chair, Albert Bleakley, Hank Bray, Ilyas Bhatti, Anthony Lamanna, Roger Liska, Rebecca Burleson
   b. Visitors
      Tamara Crooks, John Gaver, Sean Foley, Scott Gross, Alan Atalah, Jessica Cabral, Wylie Bearup, Tom Leatham, Heath Wiley, Pelin Gultekin, Lloyd Crask, Allan Chasey, Cheryl Goodale, Robert Meyer,
   c. Committee Members absent
      David Busch, Jim Carr, David Dubbelde, David Mattson, Carlos Salgado, Tulio Sulbaran

II. Chair Welcome
   a. Opening Remarks: Chair welcomed all attendees and called the meeting to order at 0900.

   b. Self Introductions: Self introductions were made.

III. Minutes from February 2016 Meeting were distributed and approved as written.

IV. Special Committee Agenda Items
   a. Evaluations and comments of training session should be presented. The goal will be to have these available at the next meeting.
   b. New member training should provide an application for individual to volunteer for committees.
   c. Case study workshop addition instructors are needed. The workshop would work better using smaller tables.
   d. A suggestion that the Guidance Committee prepare sample documents as a training tool. An integrated approach / coordination for Guidance and Training needs to be prepared.
   e. Visiting Team Chair training time needs to be reduced from six hours to three hours. The committee approved this recommendation.
f. Recruiting for members of the visiting teams needs to be improved. Possible solution would be to have individuals recruited after they pass the training test using email approach.

V. Old Business
   a. None

VI. New Business
   a. None

VII. Adjourned at 10:00 July 22, 2016

Acknowledgement: These minutes were prepared by Professor Scott Sumner.