

COMMITTEE MEETING MINUTES
June 27, 2010
Calgary, Alberta, Canada

Present: Terry Matheson, Chair
Della Berwanger, Vice-Chair
Carolyn Carrica
John Dyer

James Laramie
Fred Walasavage
John Hooson
Craig Poorker

Guests: Joanie Miller, IPDC
Randy Williams, IEC
Kyle Rae, IPDC
Valerie Fries Wade, IRWA Staff

Item 1 – Welcome & Introduction of Guests

- Terry called meeting to order.
- Della & Terry to take meeting minutes.
- Terry passed out meeting agenda & past meeting minutes (copy attached).
- Approval of Minutes from Las Vegas committee meeting: Fred & Carolyn motioned for approval

Item 2 – Environment Course Updates

Reviewed piloting of the latest Environmental course 606 – piloted now in US & Canada

- Course piloted in US on March 19, 2010 in San Diego, and in Canada on June 24, 2010 in Calgary
- Culmination of lengthy & involved process for committee and headquarters
- Fred & Della taught the Canadian Pilot & generally felt it went well
- Few comments discussed – few slides might not hit all points; Fred made modifications to slides & will provide to Headquarters & Della had few comments also
- Did not get immediate feedback on how the students found it
- The content is good and laid out fairly well
- Discussion of use of ROW Textbook and possibly other materials as recommended reading ahead of time for course – Randy & Committee – generally a good idea or ideal

Discussion of courses being put online

- Intent would be to have the core courses online
- Terry mentioned the issue that Course 600 had been put online without input from committee & then committee given only brief period of time to comment on the online version, apparently due to timelines
- Suggestion that 606 would be amenable to going online & committee understood that all courses would eventually go online

- Fred did not think course 606 amenable to being online and that discussion/interaction on case studies in class room setting was very valuable/essential in the teaching process
- Carolyn suggested video taping classroom discussions for use online
- John suggested use of teleconference to live classroom situation
- Randy mentioned finding the balance with lot of people wanting to do courses online & recognized that some courses are not currently set up well for transfer to online version
- John mentioned potential decrease in value of the courses
- Randy was to discuss further with Kyle
- Brief discussion regarding the need to take advantage of online courses as means for connectivity in the industry and improving communication & broadening membership base as well as staying current – examples given were the Chartered Surveyors have courses online as their members are in 149 countries
- Suggestion that could ask course attendees as one of the questions on survey form following class “Would you like to see this course online?”
- Carolyn made the point that online courses useful for recertification & required to take exam to get through the online course, whereas recertification in person, person can opt to skip the exam
- John commented that online easier to keep current

New Course – designated as Course 605 – Proposal Update

- Outline had been sent to IPDC already (Terry) - circulated
- Then Terry understood needed to submit also to Ron and certain procedures to follow – therefore, Terry planned to freshen up the outline and resubmit to the IPDC and Ron Ellis
- Fred suggested that the new course could be design to go online
- Followup with IPDC and Ron would be required and to find course developer to push the development of Course 605

Future Plan for Committee Review of Courses

- Courses for review: 100; 417 (formerly 407); 600; 603; 604; and 605 (recall that 602 was old course that was replaced by 606 & course number 602 has been retired)
- Order of environmental course review discussed & logically, based on how recently they were already revamped, the committee would review courses in order as follows: 603; 604; 600; then 606 (as newest & just piloted)
- General discussion of allowing 4 months per review
- Fred mentioned that he would be teaching 604 & 603 in next few months & had comments already but volunteered to put together review comments on these as he is teaching them and working through them anyway
- Joanie mentioned that we need to also review the course summaries in online catalogue to make sure they match the the course materials
- Joanie also mentioned that there is a course change report that is available from the IPDC that has running tally of course changes & facilitators should be able to check to see if their changes were made & tracks the changes to Version number
- Craig also noted that can review the course changes on the “facilitator” page online



Also new Facilitators manual and qualifications check list – Terry had been provided this

Item 3 – Non-Environment Course Reviews

- Discussion of reviews of Course 100 and also Course 417 (formerly 407)
- Pilot for Course 417 to be completed by Orell in Mid-July – workshop had been done in Austin but pilot never completed – it is Appraisal Course – “Valuation of Contaminated Real Estate”
- CDs of courses distributed to Della, James, and Carolyn.

Item 4 – Non-IRWA Courses Acceptance Criteria

- General discussion that most courses not overly applicable to the ROW Professional & usually far more that what ROW Professional would need
- Possibly could look at the American & Canadian planning associations to see what courses are offered as these could be more transferable

Item 5 – PROWT Chapter 14 Rewrite

- Committee had provided input & only portion left would be to add permit requirements
- John H had worked on these & was to finish his input
- Suggestion to try to tie it to the list of regulations in Course 600
- Timeframe required next six weeks

Item 6 – New Career Path & Environmental Certification Review

- Terry mentioned had received some comments from John, James, Fred, and Clyde – passed out compilation of comments

Kyle & Valerie led discussion

- New Career Path information sent out & Valerie provided overview with more detail to be presented during the conference (session on Tuesday 2 pm)
- Webinars to be sent out to Regions and Committees to go over new path
- August 1 to be implemented & October 1 active; therefore, need to declare as candidate prior to 1/10/2010
- All certifications to be reviewed after October 1st

Kyle – noted that new IPDC member T.A. Anderson

Kyle – led discussion on issue of prerequisites for courses

- He mentioned he had prepared compressed version of 600 because faced with teaching course 603 with students, some of whom (9), had not taken Course 600 & rather than than students away – he prepared 45 minute mini version of Course 600
- He asked that the committee consider formally recommend use of such (he mentioned 30 to 45 slides of Course 600 which are applicable to 603) to IPDC



Kyle – mentioned getting the new course information to Sandy Grigg so money could be allocated for their development – 605 course part of this

Kyle & Committee again discussed putting courses online

- Discussed potential of putting new course 605 online
- Discussed that Course 606 might not be translatable & should pick different course & Kyle to followup on the choice of course with Ron
- Kyle mentioned that IPDC didn't know that 600 would go online either & mentioned that contract with online conversion firm was to convert so many courses in given timeframe
- Also Kyle to check if online version preparation was part of contract for 606
- Typical cost of course development \$35,000 for live course & online
- Reiterated that Terry would be refreshing the outline 605 & resubmitting to Ron

Item 6 – Status of Calgary Sessions

- Discussion of moderator requirements – who doing which ones – assigning one for each

Item 7 – Incoming Chair and Vice-Chair

- Della Berwanger, Chair and John Hooson, Vice-Chair

Meeting adjournment.

Please provide any errors/omissions in these minutes to Della Berwanger.