
**Minutes of Meeting
International Professional Development Committee
June 20th and 21st, 2008
Austin, Texas**

I. The meeting was called to order at 8:00 a.m.

II. IN ATTENDANCE

William Kyle Ray	Chair
Michael Pattison, SR/WA	Vice Chair
Edward Opstein, SR/WA, R/W-NAC, R/W-RAC	Member
Frank Cirillo, SR/WA	Member
Stephen Hagen, SR/WA	Member
Alan Morganfield, SR/WA	Member
Janet Walker, SR/WA, R/W-NAC, R/W-EC	Member
Lisa Harrison, SR/WA, R/W-RAC, R/W-NAC	Member
John Reed, SR/WA, R/W-RAC	Member
Valerie Fries, Director, Chapter/Region Relations	IRWA Headquarters
Ron Ellis, Director, Course Curriculum	IRWA Headquarters

The following people were in attendance for reports on Friday, June 20th

Faith Roland, SR/WA	IEC
Mark Rieck, EVP	IRWA Headquarters

III. APPROVAL OF MINUTES of March 14 & 15, 2008 meeting held in San Diego, California, as corrected (typos and minor corrections)

Motion by: John Reed

Seconded by: Ed Opstein

Motion passed

IV. REPORTS

IEC Report - Faith Roland

IEC strategic planning will be done in July so IPDC can plan and work on it in September. Structure: Dave Layne and Sheryl Badin will be joining committee in September. In September, IPDC needs to start looking at which tasks fall under Education and which tasks fall under Professional Development. (Identifying the division of labor). In Spring – decide who fits into each group. Next conference – actually meet as two separate groups (separate in morning, together in afternoon).

Two vice chairs this upcoming year – Ed Opstein and Janet Walker

The idea is for the Education Committee to concentrate on Curriculum and the Professional Development Committee to concentrate on Credentialing, with both committees jointly working on Facilitation.

Industry committees to get task of looking at exam questions, problems, facilitator qualifications

Headquarters Report

Chapter & Region Relations Update – Valerie Fries

Education statistics are all up from the previous year.

Designation Task Force (Credentialing) – Ed Opstein gave a brief report of what some of the ideas are, but these ideas are preliminary and the task force is not prepared to share them with the general membership at this time.

V. COURSES

Course Curriculum Update – Ron Ellis

Revamp Project

Complete

About 12 courses that are going to the printer will be activated by September

New printer – Crestec USA – July 1

Spiral Bound rather than perfect bound

Duplex pages with handouts perforated

Coordinator can order exact number (15 or more).

Crestec move will allow for some other changes:

Front of every facilitator manual will have a change log for the facilitators manuals

Handouts will go in back of manuals (with perforations)

Evaluations changing (currently being piloted)

Electronic link to an evaluation form (facilitator)

Hard copy evaluation for materials

Need to let coordinators and facilitators know about change

Facilitators will get all comments anonymously

Online Conversion

Mark and Ron have received 4 bids

103 is basically done – will be live as of July 1

215 is being worked on, probably done by end of September

Motion: To equate the credits for 103 WBT and 103 Classroom, for recertification only (8 CE units), effective July 1, 2009.

Motion by: Lisa Harrison

Seconded by: John Reed

Motion Passed

Janet made a proposal and there was discussion regarding: Once 104 WBT is available, candidates must take both 103 WBT and 104 WBT to satisfy the ethics requirement of the initial qualifications

Mike made a proposal to take the new 103 WBT and develop it to include 104, so it is a longer course with more content. This new 103 WBT would be available for both QE and CE credits.

Motion: To ask IEC to develop 103 WBT to include 104 WBT, so it is a longer course with more content.

Motion by: Ed Opstein

Seconded by: Janet Walker

Motion Passed

Note: Faith Roland notified the IPDC that this was not approved by IEC, since they believe the content is the same, even if the time to complete is less.

Remove Title 23 from Relocation courses (except 501)

Staff to remove

VI. TASK FORCE UPDATES

IEC approval

The IEC approved the first tier of courses that we requested (505, 600C, LPA, etc., see last minutes)

Data for course revision list

Quantitative data on courses/popularity. Ron sent it out to committee

VII. FACILITATORS

Facilitator Clinic - Austin

Clinic in Austin successful – list of graduates in next magazine

Next clinic in January at PRES

Need new facilitator, possibly Lisa Harrison or Ed Opstein

Executive Session

SUPPLEMENTAL EXHIBITS

Motion to go into Executive Session

Motion by: Al Morganfield

Seconded by: Steve Hagen

Motion passed

Motion to leave executive session

Motion by: Steve Hagen

Seconded by: John Reed

Motion passed

Request to add a course outside of Facilitator's discipline

Motion: To approve.

Motion by: Janet Walker

Seconded by: Ed Opstein

Motion Passed

Self-audit restrictions

There was discussion about the need to develop a policy on when self-audit can be used.

The self audit was not developed for convenience, it was developed for hardships

Discipline reps to submit to Valerie those courses that should not be allowed to be self-audited by June 30

Motion: IPDC to develop an application for self-auditing a course, which allows for facilitators to describe their special need, but the course must be within their discipline on a specifically approved list, no more than 2 days and they must currently be a Level 4 facilitator.

Motion by: Lisa Harrison

Seconded by: Mike Pattison

Motion Passed

Request for results of Participant's exams

No – policy is for no results to be provided, just pass/fail

Discussion about not being able to track exam results

IPDC is concerned about HQ not having the time or resources necessary to do statistical analyses on the exams, to see if there are any problems with specific questions, or if there are questions an extraordinarily high number of participants are missing.

VIII. CREDENTIALING PROGRAM

SR/WA Study Session length (2-3 day?)

We have had many complaints that it is too short

Majority of IPDC feels that if there are so many people that feel that 3 days is much better, then we should change the course to 3 days.

Motion: To change the study session to 3 days.

Motion by: Frank Cirillo
Seconded by: Al Morganfield
Motion Passed

Candidacy application – credit substitution

A candidate requested substituting C410 and C801 for C901
Denied

Recertification – 8 hr requirement

A candidate requested substitution of a 4 hr Ethics class for our Ethics class
Denied – must be an 8 hour course

Stream-line candidacy process

New process allows for members to instantaneously sign up to be a candidate, there is no need for review, so it will be instantaneously approved (no 6 week wait).
Experience will be evaluated upon request

Request for SR/WA designation 6 months early

Person wanted to walk in the ceremony at conference.
Denied, must meet requirements

Minimum length for recertification credit

Janet developed a form that chapters can fill out that allows 1 hour or longer programs to qualify for CE credit.

Motion: To approve form.

Motion by: Frank Cirillo

Seconded by: Lisa Harrison

Motion Passed

Credentialing – Experience Form

Janet also developed a new form that candidates can fill out regarding their right of way experience.

Motion: To approve form.

Motion by: Janet Walker

Seconded by: Lisa Harrison

Motion Passed

IX. POLICY CONSIDERATIONS

None

X. UNFINISHED BUSINESS

IPDC Policy Manual

Valerie has distributed Policy Manual, Facilitator Code & Policy Manual, and Education Handbook

Comments on Policy Manual need to be given to Janet Walker by August 1

Facilitator Code and Policy Manual

Comments need to be given to Valerie on both Facilitator Manuals by August 1

Federal Partner courses

Al checked with Faith, she didn't have the list

Al checked with HQ, they didn't have the list

Al went on the federal partner's website; they show thousands of courses available

IPDC formally requests that IEC provide results in gap analysis to determine where gaps in our education program exist

Principals of Right of Way textbook chapter updates

Chapter 14 – supposedly updated by Environment committee, but not submitted

Kyle to check with Environmental committee on status

Chapter 13 – supposedly updated by Relocation committee, but not submitted

Lisa to check with Relocation committee on status

Business Plan for updating and revising courses (and prioritizing)

Tabled until next meeting – Ron says we have some time

XI. NEW BUSINESS

Education Handbook

Professional development program/credentialing

Comments need to be to Valerie by August 1

IPDC member relationships with the Region Education Chairs/Vice Chairs and assigned committees

IPDC members are encouraged to attend Committee meetings and Region forums when possible, but not required to attend as these trips are not funded.

National Energy Board's "Land Matters Consultation Initiative

Possible opportunity to partner with Canadian Federal Agencies

XII. NEXT MEETING

September 12-13 2008, Location TBA

XIII. ADJOURNMENT

- **Motion to Adjourn at 11:00 am, Saturday June 21**

Motion by: Al Morganfield

Seconded by: Steve Hagen

Motion passed

Meeting adjourned at 11:00 A.M. on Saturday.