

VASF AA Non-Conference Training Committee Meeting Minutes
September 15, 2008
1:00 p.m.
Via Conference Call

Members Present:

Liza Bruce
Michelle Byers
Jeanne Holmes
Annette Howard-Jones
Mildred Jackson
Pam Rambo
Wanda Spradley

Pam told the committee that she had received very helpful comments from Jeff Arthur on the self-assessment tool. She has incorporated Jeff's changes into the tool and she would like the committee to review the updated version.

The committee discussed Pam's webinar on September 30. We discussed providing resources for participants at this training. Possibly Pam would include hyperlinks. Also the 49 page summary of the new regulations (down from 1100 pages) as this would be helpful to aid administrators. During the first webinar, we will provide participants with a list of the topics and the dates (or at least the months) that the webinars will be held and also provide the list of resources.

We discussed the possibility of asking Mike Hawkes to have a Q and A at the end of his October 17 webinar.

We discussed the possibility of doing a survey of the participants. We might have a survey questionnaire at the beginning of the training series and then another survey before they come to the compliance roundtable at the annual conference. We could use the survey to evaluate if we met our goal of providing information on training and compliance.

Pam said that it would be neat if we have brand new members who are struggling with some of the topics to have volunteers from our association who would agree to be a resource person. After Mike's session we could recruit members to have email or phone exchange and help others with compliance issues. Michelle said that we could include people who choose to participate and do the self-assessment so they understand exactly what the issues are. We could get feedback from the volunteer mentors on which areas people are finding the most challenging or difficult. We could then have a session on these areas since other people may be facing the same challenges and difficulties. Jeanne said that we need to anticipate what session(s) we may want to have at the annual conference so we can let the conference training committee know.

Pam said that if we know who the webinar participants are, we could do a pre and post test. We could then write up a paper about all this at the end of the year. We can have a panel of experts at the conference and they can address the 13 items on the self-assessment. Greg Martin would be a possible presenter or moderator. Survey Monkey might be a good option. The post survey should be conducted in mid to late March so we can have everything tabulated and ready for the conference. For the conference session we could have a brief presentation on the pre and post surveys and then have a panel of experts with questions and answers. Michelle suggested we do the post survey right after the January session. Pam is thinking that at that point the schools are still assessing themselves. Jeanne said that we may have very different people involved in the different facets of this.

Pam said we need to think about how to do the pre and post surveys for validity. Michelle suggested that we can first ask the participants if they completed the pre evaluation. If they did, then ask if they attended any other webinars. If so, they can check which individual sessions they attended. The people who did the pre survey and attended all the webinars would be the best ones to get statistical information from and then we can evaluate how valid this is.

Michelle said if we find common areas of questionable compliance and then create a session or sessions about those areas. A training session or sessions for those topics would be of some importance to members whether or not they participated in the webinars. Jeanne suggested that we could have follow up sessions if we have topics that come from this and we could do the extra topics in May and June by webinar. Pam said that the participants would be taken care of because they will be being helped by the mentors. So, we could also pass those topics on to next year's Conference Training and Non-Conference Training Committees.

It was decided that we will pursue having Pam's introductory session on September 30. At that time she will go into the 13 topical areas on the self-assessment. She will introduce the survey and let participants know we have developed a cadre of members they can call on if they have any items of the 13 they want to work on. We can break up the 13 questions according to the six topical areas and assign them to the presenters.

Jeanne said we should ask Kochie Richardson with USAFunds and Jeni Rone of NSLP if their organizations have presentations on any of these topics. We can also contact TG, ASA and Great Lakes to see if they have any as well. Although ECMC is already scheduled for the regs session, we can see if they can do any of the other topics in case we don't have presenters.

The committee decided that the webinar may need to be longer than 30-45 minutes as we originally thought, so we will have the first webinar from 11:00 until noon.

A date for our next committee meeting was not scheduled but we will meet again once we have definitive information about the first webinar and information from guarantor members about the trainings they can do.

Respectfully Submitted by Liza Bruce
September 25, 2008