

**Training Quality Committee
Meeting Summary
January 8, 2007**

Attendees: Rosetta Wangerin, Kim Cardona, Allison Laughlin, Janell Welker, Patsy Kohout, Beverly Briggs, Teresa Stevenson, Rhonda Prodzinski, Mark Anderson, Dell Ford, Pam Everitt, Dawn Norris, Linda Nelson, Merrily Haas, Bobbie Weber, Pam Dunn, Kim Ashley, Sue Norton, Mary Nemmers, Kim Cardona, Colette Brown, Deb Trammell, Becky Vorpagel, Sonja Svenson (via conference call).

Minutes – Approved

Announcements:

Rosetta as co-chair of the TQC will be taking the lead in facilitating additional meetings as the Oregon Department of Education (ODE) is down in staff and this is a legislative year. Communicate to Dell through Rosetta on agenda items and other matters. There is an opening for a Program Specialist at ODE; requires a Master's Degree and experience in Early Childhood Education.

Head Start Expansion: Dell gave an update on Head Start Expansion; Governor has \$39 million in his budget to get to an 80 percent service level of Head Start. ODE had asked for \$39.6 million. Her office is in the process of developing a set of principles to guide the expansion; encouraging partnerships, especially if in their needs assessment they are require a full-day, full-care year. Guidelines will be sent to stakeholders for feedback once the principles are developed. Once expansion money is released, ODE will have regional meetings on who and how to apply.

Old Business:

- Update Work Plan – Sonja will send out.
- Oregon Registry Evaluation: Patsy Kohout reported the presentation to the CCECC on the Center of Career Development in Childhood Care and Education, Oregon Registry Evaluation, which went well.

New Business

Training Calendar Issue Brief

Sonja Svenson joined via conference call.

Sue Norton provided background on the training calendar concept which started in 2003 with the idea of an online training calendar through which providers could access information on training events.

During the development of the training calendar, small changes to make the training calendar better have been implemented, but policy issues have arisen and need to be addressed.

Becky presented the Training Calendar; it is not yet live and still is in the testing stages. Many translations need to be done to make the training calendar available in the five major languages; English, Spanish, Russian, Chinese and Vietnamese. Work has been guided by the training calendar workgroup. The calendar includes multi-lingual information and a map on the front page so providers can go straight to the site and find training(s) in their geographic area. Providers are able to find training by the entire state or by selecting a county. The CCR&R's have put in live data to beta test the training calendar. The categories of training are based on Core Knowledge Categories (CKC), CCD training requirements for licensing, and other types of training. Becky demonstrated how to view trainings in several different ways and how to add trainings to the calendar.

Linda Nelson asked how conferences would be entered. Becky responded that conferences would be added in as conferences (in whole) and not by individual workshops/classes.

The issue brief outlined some policy issues areas:

1. What entity shall provide policy leadership for the training event calendar and provide a forum for policy decisions regarding, for example:
 - Approval of recommendations on entities to use the calendar for training events and conferences;
 - Approval of recommendations on structural changes to the calendar;
 - Approval of recommendations on what ‘platform’ the calendar shall use;
 - Approval of recommendations on transition of the calendar from one child care partner ‘platform’ to another should that decision need to be made.

1-A. Policy leadership and decision body for the Oregon Child Care Training events calendar.

Recommend: Training Quality Committee

1-B. Functional design changes, logistics, policy discussions and recommendations to policy body.

Recommend: A joint workgroup made up of members from Training Gaps and the PDD workgroup.

Recommendations will go to TQC from this joint workgroup as needed.

ACTION: Training Calendar workgroup will not be a part of the Professional Development Data System Subcommittee. Motion passed.

Discussion:

Dell Ford guided the discussion on whether the Training Calendar Workgroup should be a part of a Subcommittee. Rosetta asked for clarification in that Dell did not want to create a new subcommittee. The Training Gaps goal was read to decide if the work of the Training Calendar fit; it was decided that the work does fit with the goal of the Training Gaps.

ACTION: Responsibility for the Training Calendar rests with Training Gaps Subcommittee and that subcommittee will structure the workplan. Motion Passed.

1. On what ‘platform’ (organization) should the training events calendar reside? The current ‘platform’ for the Child Care Training Events Calendar is at www.oregonchildcaretraining.org and the host server is at the OCCRRN.

Recommend: Continue using the OCCRRN platform until the Professional Development Database is completed and then revisit the platform discussion.

Discussion:

Bobbie asked what a “platform” was and Becky described it as a general term to talk about the software and where the database was held. It was decided to use the word server instead of platform. Bobbie felt a decision could not be made on what server the calendar would reside on until a decision was made on who is going to be the administrator of the calendar. Merrily suggested that before TQC made a decision on item 2, the group needed to make a decision on items 3 and 4.

2. What organization should provide daily administrative responsibilities?

Daily administrative services.

Recommend (Option 1): Ask OCCRRN if staffing costs will allow them to continue to provide administrative services. Request budget proposal based on the scope of work requested.

Recommend (Option 2): Ask Center/PSU if staffing costs will allow them to provide administrative services. Request budget proposal based on scope of work requested.

Discussion:

Mary asked if the Training Calendar workgroup initially thought this work would be completed together. Sue said initially the idea was to keep the status quo for at least the first six (6) months and then evaluate how the process is working. Becky shared some of the clerical tasks that would need to be done.

Beverly brought up that some knowledge of the Oregon Registry system would be necessary for a person who was checking for consistency and accuracy on the calendar. Merrily asked if there were two different roles: 1) a computer person who follows the policy of the this group and would not need to work on it daily once it is up and running and 2) another person who works on it daily to oversee the trainings which are placed on the training calendar.

Bobbie felt there were actually three roles: 1) a clerical role with the day to day management, 2) a computer role and, 3) the job of reviewing the “set trainings”. Bobbie asked if multiple people could have different jobs with the way the system is designed. Becky said yes.

Rosetta asked if there could be blend of these options to look at different aspects of the training calendar and use the expertise and funding between the OCCRRN and the Center. Sue stated that it will take one person some time to review the trainings as they are entered.

Dell paraphrased the discussion that there could be three levels of administering the training calendar and a couple of agencies could pool resources to make it happen. The knowledge and set monitoring would be a Center role and the other two pieces would be functions of OCCRRN.

Mary stated that there is no additional funding at this time and, given budget considerations, she would like to wait and not make a decision or commitment at this time. Rosetta clarified that she was not saying OCCRRN would do the clerical work without additional funding, but to look at how to pool resources and collaborate to do it together.

Bobbie asked OCCRRN and Center to create a plan for collaboration and bring back a proposal on how this might be done by building on the strengths of each agency. Bobbie made a motion asking the OCCRRN and Center to create a plan for collaboration on this issue and bring back to the TQC for review. During discussion Patsy brought up the roles and responsibilities the group has been working on previously and would use to see how each agency fits.

Sue Norton moved to amend the motion that Becky would continue on the structural aspect of the training calendar. Bobbie was unclear on how this job duty aspect would work as Becky works as a contractor for the network; how is this work different? Rosetta clarified Sue wanted Becky to continue working on the calendar.

Dell stated there are three functions that need to happen with the training calendar: clerical, knowledge, and programming. Bobbie felt Becky’s work should not stop because this decision is not made.

ACTION: Training calendar workgroup and functions performed by the OCCRRN will continue ‘as is’ until modified responsibilities are approved by the CCECC.

3. Should a Request for Proposal (RFP), which will result in a personal services contract, be released to solicit a contractor for structural changes to the training events calendar?
 - If a RFP is released, what organization should administer the contract?

4. Contracted services for structural changes to the training events calendar.

Recommend Option 1: Release Request for Proposal for contracted services through the Child Care Division.

Recommend Option 2: Contract with Becky Vorpapel through the OCCRN with the understanding that all administrative and structural work will be directed by the joint Training Gaps/PDD workgroup and policy recommendations will be approved by the Training Quality Committee.

ACTION: Administration of the clerical, knowledge and programming aspects of the Training Calendar will be outlined in a plan be made collaboratively between the OCCRRN and Center. Both entities will use the agreed upon roles and responsibilities to form the basis of the plan which will be presented to the TQC. This addressed issue 3 and 4 and the work will continue as is. Motion passed.

5. What entities and/or individuals should have approval to enter training events and conference events on the Child Care Training Calendar.

Training Events - Recommend: Certified Oregon Registry Community Trainers and Master Trainers and registered Sponsoring Organizations will be authorized to enter training event information.

Conferences – Recommend Option 1: Only Registered Sponsoring Organizations

Conferences – Recommend Option 2: Registered Sponsoring Organizations and other training entities that may not be Registered Sponsoring Organizations, but have some training sessions at a conference that may be approved on the Oregon Registry or are being offered by an Oregon Registry certified Community or Master Trainer (examples: School's Out Washington, Oregon Recreation and Parks Association, Oregon Community Education Association).

Discussion: Bev clarified that not all master trainers and community trainers are affiliated with an sponsoring organization but they are familiar with the system and want to get those trainings out. Sonja gave an additional example where they may be an organization (like Oregon Recreation and Parks Association) that would never want be a sponsoring organization, but may have master or community trainings to post on the training calendar.

Merrily brought up a question why you cannot split a conference. Becky stated that policy discussion is a Training Calendar discussion and TQC decision. Merrily wanted to clarify if a master or community trainer can add things then it might have conference workshops on it. Bev suggested this discussion should move to the Training Calendar workgroup. Bobbie asked if a sponsoring organization can put up a training they do not sponsor. This question was also referred to the Training Calendar Workgroup.

Motion: Accept the Training Events-Recommendation: "Certified Oregon Registry Community Trainers and Master Trainers and registered Sponsoring Organizations will be authorized to enter training event information." Motion passed.

Discussion around who is responsible for putting up conference information. Is the sponsoring organization responsible? Sonja asked would we not put up conferences that we wanted people to see. Sue clarified that as a sponsoring organization, she would post conferences.

Motion: Take "Issue 5" on conferences back to the Training Calendar Workgroup for more clarification. Motion passed

Sonja asked where the discussion should occur on what to do when a Sponsoring Organization fails to meet their responsibilities. Bev stated that the decision is for the Professional Development Standard Subcommittee to discuss and bring a recommendation to the TQC.

ACTION: Training Calendar Issue Brief goes back to Training Gaps committee to work out the above stated issues and report back at next TQC meeting.

Open Dialogue Forum:

Training of Trainers Issue Brief

Training of Trainer (TOT) standards were developed and approved by the TQC in April 2004. The systems has been using the standards and have found there are some modifications needed to streamline the training of trainers, overcome some barrier of cost and redundancy, and maintain the integrity of the TOT. Three components of the TOT will remain: 1) trainers are adequately prepared to deliver the content of the session, 2) know the professional development system and, 3) know how what they are training fits into the system. The discussion outlined three components of the TOT which need to be retained: 1) structure and content of standardized training session, 2) content providing depth of knowledge information in the training topic, and 3) delivery of presentation.

Identified barriers for training of trainers sessions include:

- Time and expense for trainers to travel to training site and participate in the training of trainers sessions
Expense of training of trainers sessions
- Some trainers already have expertise and experience as trainers and/or previous knowledge of content.
- Trainers who have previously attended training of trainers get repeat information on the professional development system.
- Alternative ways for trainers to gain some of the information typically disseminated at a training of trainers could include: self-study, documented college coursework in content, documented training experience, on-line chat rooms

There is new technology that can be used for self-study and distance learning, such as CD ROMS, on-line tutorials, web-inars, teleconferencing.

Bev noted the second bullet from the bottom needs to be taken out of the actions to date.

- Approval of Issue Brief and revised standards (see attachment)
- Implementation of revised standards for all newly developed training of trainers sessions offered by OCCD, beginning in January of 2007 (such as, Professional Development Trilogy, In the Mix).
- Continuation of current standards through 6/30/07 for any existing TOTS (RRCAN, BBSED, Early Words, Ethics, Rating Scales, Early Brain Development, AfterWords)
- Beginning July 1, 2007, implementation of the revised standards for all training of trainers sessions offered by OCCD.

The new standards – Many of the standards have moved forward to the current plan with a few changes. For pieces of the TOT, if you have received the information once you are able to opt out of certain parts of the training. Example: a trainer would not need to attend the pre-TOT since a standardized, community or master training has already learned the content, and shorten the overview of the curriculum activities and rely on the trainers to review. The core of the TOT has been a kind of recipe for how much time is needed to prepare for a 2, 3, 10 hour training which has been hard to follow. The

Center now would like to look at the curriculum and what the trainer needs to know based on the content of the training and look at the philosophy or depth of information. The last hour would be a resource, training delivery, the nuts and bolts, evaluation, and certificates.

Bev then reviewed the standards and highlighted what had remained the same and where the changes previously discussed are found. Merrily asked under Standard 8 the agreement is signed at the beginning of the training session so there is no question as to the expectation of attending the TOT. Linda clarified that trainers could opt out of certain parts of the training.

Bobbie asked in the issues or barriers that the cost would not really come down if you have had to travel a long distance, you still need to drive. Didn't seem the solutions addressed the problems. Merrily stated the committee met for several months and philosophically felt there was a core section in which trainers needed to participate. Part of the core section is the content area, depth and modeling training practices. Patsy replied that when looking at alternative ways to deliver TOT and work to use technology to maintain the integrity of the TOT.

Dell clarified the alternative ways is a part of the recommendation and asked if those discussion points are a part of the recommendations. Bev stated that some of the content could be delivered in a way of the technology but that it is not developed yet. Linda pointed out that it is addressed under the second recommendation.

Dell repeated that a way to look at it is that even though these recommendations don't address all the barriers and concerns but in the TOT standardized document, they do address as part of future deliver mechanisms and would be in the context of that if approved.

ACTION: Move to approve the issue brief and revised standards as presented with corrections in the context that they will continue to look for the use of technology as a delivery mechanism. Motion passed.

Standing Subcommittee Updates

Articulation –Grand Articulation Summit (GAS) is February 16 and CCD is providing funding so two providers from each SDA can attend. Announcements have gone out and CCR&Rs are working on finding providers to attend. Registration forms are on the OAEYC web site.

Evaluation – Mary Nemmers and Donaldda Dodson will be meeting and report at next TQC meeting.

Family, Friends, and Neighbors

Next meeting is January 29 at the Network and anyone is welcomed to come. There is an effort to make sure membership has good representation. Anyone who would like to be on the 'information only' list, let Rosetta know.

ACTION: FFN will do a presentation at the March TQC on their activities – more than an update.

Continuous Quality and Improvement – Dell and Rosetta have not yet met but will meet and look at quality across the system.

Professional Development Data Systems – Mary Nemmers reported and will meet end of this month to report on in March.

Professional Development Standards – Are meeting January 22 at Chemeketa CCC. Looking at membership and begin working for the new year. New members include Pamela Everitt and Donalda Dodson from Oregon Community Development Coalition (OCDC). Kim Ashley will be taking Robin Hill-Dunbar's place.

Training Gaps – Have been working on the Training Calendar and meeting monthly prior to the TQC meeting. Working with Katie Anderson with the Oregon State Library Service looking at the Review and Reflects so people can check them out at their local libraries; the library may have some funds to work on this project.

Training Review Coordination – Mary Nemmers shared the Health and Safety curriculum has been completed; a small group is working to get the pieces revised, printed, translated to Spanish, and out to trainers. Beverly Briggs shared the new infant toddler training is called First Connections. Working to transition First by Five trainer's and have TOT's set up for Feb 1 in Salem or Feb 8 in Eugene and will deliver the complete curriculum. First by Five will be phased out by July 1, 2007.

Next Meeting: March 12, 2007

- **Update about AFSCME and SEIU (training money) – Mark Anderson (30 minutes)**
- **Professional Development Data System presentation**
- **Training Calendar Update and discussion**

Mary will get a meeting room for the rest of the year and will e-mail information to Rosetta.