

**Training Quality Committee
Meeting Summary
September 11, 2006**

Attendees: Mark Anderson, Bev Briggs, Colette Brown, Kim Cardona, Donalda Dodson, Pam Dunn, Colleen Dyrud, Dell Ford, Merrily Haas, Patsy Kohout, Mary Nemmers, Linda Nelson, Sue Norton, Teresa Stevenson, Sonja Svenson, Bobbie Weber, Kim Williams.

Introductions

Minutes – Corrections/Edits

Page 4 – Action: Oregon Registry Trainer handouts are really part of the packet that went out with the Collaboration workgroup handouts. Move to page 3 under handouts 6 and 7.

Proposal – Restructuring of TQC

Dell, Rosetta and Sonja met twice over the summer to discuss some of the suggestions that had been received regarding. Sonja will be the keeper of the membership lists and will make all edits/corrections.

Rosetta will not be able to attend TQC until January. Dell, Rosetta and Sonja will meet immediately after the TQC meeting today to start developing the agenda for the next meeting. Commitment is to get meeting minutes and the agenda more quickly to all members.

Suggestions to make the meetings more efficient.

- Use a taskmaster and timekeeper to keep the group on track. Taskmaster would be responsible for the parking lot, items that come up during the meeting that may need more discussion at a later date or moved to a workgroup. How do the items on the parking lot make it into further discussion? Dell- when we meet after TQC to develop the agenda for the next meeting we will pick up the parking lot items.
- Issue briefs – keep them to one page (front and back). Prepared 10 days in advance of the TQC meeting and provided to Dell for dissemination with agenda. Prepared and sent out to members for review OR sent by the co-chairs to all members.
- 10 minute presentations; 20 minute discussion unless there is prior discussion with the co-chairs that more time is needed. Joann would like to have reports from subcommittees (2 minutes) unless there is action or more indepth discussion needed. Members agreed on two minute subcommittee report outs.
- Meeting times – meet every odd numbered month (the month that CCECC doesn't meet). If TQC needs to meet in June, add it to the calendar. The subcommittees are where the work is happening, it would be one less meeting for them.
- Workplan – subcommittees meet and go over their part of the workplan in September, submit changes to Sonja in October, discuss and approve changes in November. Do the same thing in May and address needed changes. Start in September with any revisions that are needed.
- Open Forum discussion – taskmaster and timekeeper, would those responsibilities rotate? Dell – we could have the same people do it every meeting or rotate the responsibility. Linda would like to rotate the responsibility. Mary thought it was a skill that we could all use practice on – rotate the responsibility. Mark suggested we send a sign-up sheet and people volunteer. If they were going to miss a meeting, then it is their responsibility to find a replacement. Consensus on the signup sheet.

- Standing subcommittee reports – Suggestion was 2 minutes per standing subcommittee. Gives us an update without discussion unless it was needed.

Members agreed to these changes. Signup sheet was sent around for the timekeeper and taskmaster roles.

ACTION: TQC restructuring proposal accepted with the minor changes suggested by Joann.

Old Business

Clarification on Oregon Registry and ECE community college graduates – Sonja will get clarification from Joann on how this action will be concluded. Bobbie – this topic came up at the Registry conference this summer. Many states are doing dramatic things to get Registry enrollments. She came back from the State Administrators Meeting thinking recruitment on the Registry is very important. Dell – the Center has made a commitment to develop a recruitment plan. Donalda - there are two issues: 1) clarification of the getting community college ECE graduates onto the Oregon Registry, 2) general recruitment to the Oregon Registry. The issue today is community college graduates.

Workplans – expectation that subcommittees and workgroups will review and update their workplans in September and October for approval at the November meeting. Sonja will need updated workplans by October 27.

Community College ECE students – Patsy – last meeting she made a short presentation on how community college ECE students can get on the OR; goal is to get these students onto the OR without a lot of extra work. However, the Center needs more than just a name and contact information and address; also need data and can only get that data from an enrollment form that students fill out. The breakdown or disconnect that happened between the ‘idea’ and ‘implementation.’ How to implement and maintain the integrity of the Oregon Registry enrollment system, while not creating a burden for students or their advisors. Patsy had a subcommittee that wasn’t a part of the original discussion – took it to the Professional Development Standards subcommittee for discussion. Got input and what has evolved is a process that is different than an ECE department head sending up names and addresses. She met with Randy Fishfader before this meeting; she does not have immediate knowledge of when a student graduates. She can go to the Registrar and make a connection between her list of students and who has graduated. Confidentiality came up. She did not know if she could get that information; will check if she can get the information from the Registrar. Info will be mailed to students to offer them the opportunity to be on the Oregon Registry.

Added to Parking Lot – Oregon Registry recruitment – radical and incremental.

SCHOOL AGE REPORT – FOLLOW-UP

Short discussion on the June presentation and subsequent report. Workgroups need to ask the question – how does school age care and/or programs integrate with your workgroup?

- **Articulation** – no specific issues that address school age; current focus is the Virtual Degree project.
- **Evaluation** – has not met or developed a workplan as of this meeting date.
- **Family, Friends and Neighbors** – Kim – School age is not a primary focus, but in the future as we discuss what we need for FFN we will find a way to integrate school age issues. More interested in practitioners in school age being involved rather than more state people. Mark – there are natural links between schools and FFN; we need help figure out how to reach FFN

providers. Colleen – age range is usually first through sixth grade; kindergarten is some arenas is considered pre-school. There are also some schools in Portland that are reinstituting K – 8 systems.

- **Professional Development Data System** – Mary – we collect data regardless of the age of the child. Dell – one thing every subcommittee should have is language about school age in their workplan. That keep the awareness in front of us.
- **Professional Development Standards** – Colleen is a member of this workgroup; have thought about adding practitioners at the January meeting. Have not really targeted school age trainers to become OR trainers. There are trainers that might not have a degree in the field, but do have a degree in art, drama, or other speciality areas. We do have standardized trainers that are school age. We have added specific school age curriculum and have recruited trainers for both Opening Doors and Afterwords.
- **Training Gaps** – Colleen is on this workgroup and Michelle Fleener from YMCA (practitioner).
- **Training Review Coordination** – Bev – workgroup has a very long term workplan; as far as any curriculum up for review, the current SA curriculum is very new. Mary – if we ever go in the direction of targeted SA curriculum, it would be under review by this group.

School Age Recommendations

1. Additional quality issues be addressed specifically by Training Gaps and Prof Development Standards – Joann feels strongly that TQC members should direct those workgroups to specifically address school age issues. Look at the issues and find a home within subcommittee workplans.
2. Child care infrastructure – each subcommittee and look to see if there is a ‘home’ for each of these topics. Clarify that school age issues are included in all committees of the CCECC.

ACTION: School age group will bring clear recommendations that will go to CCECC back to the TQC at the November meeting.

PROPOSAL – ADD STANDING WORKGROUP

Establish another standing workgroup that will address issues such as: accreditation, standards, assessment, and curriculum of early childhood programs in Oregon. Address change to childhood care and education programs. Include representatives from all areas: family child care, centers, and school age programs.

Side bar discussion on changing TQC name – does this name define everything the committee does? Donalda suggested members ensure quality aspects being addressed in all subcommittees just like we are trying to incorporate school age.

Rosetta and Dell have volunteered to co-chair the new subcommittee just to get it off the ground. Envision that it be a standing committee of TQC. Rosetta and Dell would convene group, develop membership list, develop purpose statement, come back to TQC for its blessing and then do the work

ACTION: Motion made and approved to establish a Continuous Quality Improvement Standing Subcommittee of the TQC.

WORKGROUP REPORTS

Articulation – Merrily – Beth Hogeland, Sonja, Carolyn McVicker and Merrily met this summer to discuss the next stages of the Virtual Degree project. Focus for the coming year is one consolidated workgroup with one representative from each community college. First conference call of the consolidated group is October 12. Rather than define the perfect system, or implement the perfect system, get as many community colleges on board and participating. Getting it rolled out and create demand and interest. 13 of 17 community colleges have been participating in the development of this ECE degree initiative. Most of the work is being done via three hour conference calls and it is working well. The next Grand Articulation Summit (GAS) will focus on continuing this project and is scheduled for February 18, 2007.

Evaluation – Donalda – I need members. What is the purpose of the group – add cultural diversity to the evaluation of all the workgroups. She made a commitment to get this workgroup up and running in the winter of 2006-07. Looking for someone to co-lead and get a workplan developed. Linda – this committee would make sure that cultural diversity and evaluation are components of every workplan.

Family, Friends and Neighbors – Kim – OCCF is bringing Toni Porter out for the Researcher's Roundtable on October 31. She will meet with FFN members on November 1. Using CCDF to build a toolkit for FFN that can be used by families. Hoping that prior to Toni arrival the workgroup will develop a plan that she can help them refine to be effective.

Professional Development Data system – Mary – the main group has not met during the summer, but two smaller groups have been working.

Professional Development Standards – Bev – workgroup is focused on evaluation of the Oregon Registry. Patsy passed out a one-pager that describes the process and preliminary data. 493 surveys that went out; raw data direct responses. Registry participant letter and survey – over 600 mailed and 216 returned. Third survey was to partners; 260 sent out – 58 returned. Will get on November agenda to do a full evaluation report. Secondary trainer process has been finalized; no changes so no need for an issue brief. BSED and CCHS secondary trainer forms will be online so that R&Rs can request a trainer – purpose is to ensure that trainers are available in any region of the state. Same application process for any standardized trainer; does add an orientation between primary trainer and secondary trainer. Recommendation is that they would attend a training as a co-trainer or observer.

Training Gaps – met regularly over the summer – focused on alternate language training. Very focused on getting alternate language materials and trainers up and running. Starting conversations with libraries to have review and reflects with libraries – also in alternate languages. Training matrix – passed out at last meeting – shows how standardized trainings fit into the core knowledge categories. Patsy – the matrix has been fantastic and is being used by the OR review teams. First Aid/CPR training – still working on translated materials for alternate languages. Training Calendar is the second focus; have been working with Becky Vorpagel and target date for beta-testing with the CCR&R system is October 1.

Training Review – Bev – working with Dianna Pickett to do a life and death review of the CCHS modules. She has made recommendations on where training materials need to be changed – especially on SIDS. Although SIDS deaths are decreasing in homes, it is not decreasing in child care facilities; feel that many parents still need this information. Review is completed – changes are being formatted in the materials. Revisions will go out to trainers soon – no specific date set. Infant toddler training –

moving forward with PITC materials – matrix with 23 sessions under four modules. Working on content guides for trainers – will run by current First by Five trainers for their input.

ANNOUNCEMENTS/OTHER INFORMATION

- **Membership** – Dell – Andy Duncan is replacing Maya Close at ODE. Dell recommends that he join TQC and the Articulation Subcommittee. Jennifer Olson was planning to attend the TQC this afternoon but was unable to attend due to other priorities. Dell will see if she can attend out November meeting to report on the ODE Assessment and issues related to children with disabilities - inclusive environments and increasing of referrals for infants and toddlers. She will send information out via email to TQC members if she cannot attend in November.

ACTION: Dell will get out information from Jennifer on this issues between now and November if Jennifer is unable to present at our November meeting.

- **Health and Safety** – Linda Nelson – will make sure that information on SIDS is emphasized by licensing specialists. It is in all three sets of rules and Oregon is one of the first states to make sure this language was in the Oregon Administrative Rules.
- **OAEYC Conference** in October – Merrily – Help us spread the word – biggest early childhood conference in the state; great speakers and outstanding workshops. Heidi is doing noon update on the Quality Indicators project. Rachel Ostertich is guest speaker. Two workshops offered bilingually or in Spanish concurrently. Full information is on the website.
- **Secondary Trainer Process** – Pam Dunn – need to make sure this process isn't a barrier to getting trainers.
- **Holiday Potluck** – Donalda – we did a potluck in December last year; should we do it in November this year?

ACTION: Holiday potluck is on November 13 this year. Meet at noon for lunch and start the meeting at 1:00.

- **Positive Behavior Sports** – Dell – DOE is doing a training called Positive Behavior Supports – supports children's social/emotional development and children with challenging behaviors. Have talked to Mary and Tom Olsen to get the training to child care folks through the CCR&Rs. Would be great to include family child care, not just centers.

NEXT MEETING – NOVEMBER 13 – NOON (POTLUCK); MEETING 1 P.M. TO 4 P.M.

Draft Agenda Items

- TQC Work Plan – approve changes / finalize for 2007
- DOE Presentation
- Training Calendar Issue Brief
- Oregon Registry Recruitment – incremental and radical
- Oregon Registry – Final Evaluation Report