

Action Items from 2012 NACAA-EPA Training Meeting, RTP, NC
6/8/2012 Version

- LMS-related
 - EPA to provide a schedule and template for uploading data to the LMS to MJOs and/or states – let Eric know if you need this
 - Test drive LMS at www.apti-learn.net. Do NOT circulate web site widely
 - Need more in-depth training for S/L training coordinators so they can train students on LMS
 - EPA to make sure that material MJOs load into LMS meets grant conditions, so don't have duplicative paperwork. MJOs pull material from LMS and provide to grant officer – MJO should discuss with grant officer.
 - Put together small group that works on this.
 - 6 courses that NCOA updated that need to do something with to transition to LMS. Need to discuss who and method for doing this [see course update/revisions below].
 - How do we use information we get from LMS to inform course updates and development?
 - Pursue scheduling a session at the NACAA Fall 2012 Membership Meeting to NACAA members on the LMS

- Training Strategy Action Plan
 - List of priority items for 2012-2013 NTSAP
 - LMS - focus on getting it built/finished
 - Overt move to e-learning
 - Alice: Incorporate e-learning into our Training program.
 - Continue to update courses
 - Debbie: improve communication on training as a priority
 - Dan to draft NTSAP action plan next steps for next conference call after June call
 - Coordinate a small group to draft NTSAP action plan next steps

- Course updates/revisions and new courses
 - Tell EPA which SI courses on web are really bad so EPA can take them down before load them onto LMS
 - Carla offered to retype or rescan material
 - Which ones have really incorrect material that need to be taken down because wrong
 - Jeff reviewed SI courses – start with that
 - Revisit list of priority courses to update (one generated during 2011 call)
 - Still start with SI 433 and 436?
 - Form group to discuss whether we are updating courses to format that is outdated. What should be in courses and how should they be

designed? Are we going to do manuals or not? Before we spend \$100K, create team to drill down into e-learning.

- Form workgroup to review gap analysis and assess what are the priority courses that need to be developed
- Funding
 - What do with \$141,000 left over in LMS contract
 - \$100,000 left for NCOA – what do? Could do 3-4 SI courses
 - If use to update SI courses, which ones are priority? (see above)
- Communication
 - How do we communicate what we are doing? And what planning? So we don't duplicate efforts. Not just what doing over next 3 months, but long term or over the next year. Or ask, what is already out there that we could use to meet X need?
 - Need to figure out best way to communicate training opportunities. Are we reaching right people with right material?
- Curriculum project
 - communicate benefits of curriculum report
 - Need to keep list of providers/instructors up to date – who tasked?
- National Training Strategy
 - Make edits to National Training Strategy heard at meeting BUT note that will then need full Committee approval and then Board approval. Note that ECOS resolution references 2006 edition of NTS and goals, so do we want to change now and make resolution change? Do we recommend any changes to the resolution?
- Training needs assessment
 - What are the tools to use to assess training needs besides LMS?
 - Is LMS enough?
 - Surveying NACAA committees?
 - MJO survey?
 - Other?
 - Debbie offered to colead a group that would look at developing a methodology to capture training needs
- Discuss on June 12 Training Committee call – any updates needed to ECOS resolution
- Miscellaneous
 - Get EPA Region 5 training lead on Training Committee calls
 - Should Ron take drilling 101 course on the road? Can EPA turn into webinar, video tape, SI?
 - Need to figure out how can maintain public access to SI courses