NACAA Training Committee Bi-Monthly Conference Call Notes

Tuesday, August 14, 2012
1:30 p.m. – 3:00 p.m. (Eastern Time)

1. **Introductions and Agenda Review (*Arturo Blanco, Houston, TX, and Mike Dowd, VA*)**

   Attendees:

   Region 1 - NH
   Region 2 -
   Region 3 - VA (Mike), MARAMA
   Region 4 – Louisville, KY, GA, Metro4-SESARM, KY
   Region 5 – Dayton, OH, MI,
   Region 6 – CenSARA, OK,
   Region 7 –
   Region 8 – Houston (Arturo)
   Region 9 – NCOA
   Region 10 – ID
   EPA – Amy G., Eric C.
   NACAA – Amy RB

2. **Status of the Learning Management System, APTI-Learn (*Debbie Stackhouse and Eric Crump, EPA*)**

   Beta-test is up and available. Testers should be trying it out the various accesses and options available. Use the link provided to report any bugs. Suggestions and questions should be sent to EM Assist and Eric Crump. Testing will be available through September 19th. The current schedule for the final version is October 3.   EPA will be scheduling training sessions for EPA, MJO, and NCOA (anyone needing to do administrative tasks). These sessions are expected to be recorded for future dates.

   Action Item: **Schedule training sessions and notify agencies via email [Eric]**

   Data to be transferred is due no later than September 19th.

   There has been some feedback from people who have been testing the system over the past week. Mary noted that it was easy to navigate and get around in.

   Questions/Comments - John
   > **Online Tutorial** – Will there be an online tutorial or user guide available?
   > > Eric: A live webinar will be available plus there is a beta guide on APTI-Learn website – will be made available.
   > How long and how detailed? A manual or online tutorial would be useful. There needs to be quite a bit of information exchange
   > > Eric: They are still in the planning stages, if anyone is looking for something in particular let Eric

   > **Data Transfer Time** – There is a concern with September 19 being the last date for data migration and then going live on October 3. Is there going to be enough time to complete the QA of the data prior to going live? We want to make sure users encounter a good experience.

   Questions/Comments - Ron
   > **Instructors** – Is there going to be a training for instructors?
   > > Mary - All the NCOA instructors will be trained to get in to the system.

Eric – For non-NCOA instructors, they are not sure. At some point EPA expects to train the administrators to the level to be able to show others how to use it.

It would be nice to have an instructor (non-NCOA and NCOA) training for the system.

Eric – will look into it.

Action Item: **Follow-up on instructor training for the LMS. [Eric]**

3. **NACAA Fall Membership Meeting**

There will be an hour session on our new LMS at the NCAA Membership Meeting on Oct 1, 2012. The meeting is October 1-3 in Washington state. The goal is to get the directors involved and interested in what has been accomplished. It was recommended to do a live demonstration of the system, if internet is available.

Action Item: **Organize the APTI Learn Session [Amy Royden-Bloom]**

Action Item: **Set up call with sub-group leaders and Chairs for the last two weeks of September to give update for NACAA membership meeting. [Amy R.]**

4. **Outreach on APTI-Learn (*Amy Gaskill, EPA*)**

There have had been some conversations with EM Assist regarding training sessions and job aids. They hope to have some idea of what those resources will be in the next couple of weeks. Amy has polled her committee to set up a call to discussion a draft strategy to communicate the LMS. The call may be held August 20 or August 21.

Action Item: **Send updated sub-committee list with emails to Amy G. [Amy R]**

5. **Follow-up from June Training Committee: Formation of Subgroups and Report on Actions to Date***

a. Learning Management System Subgroup (*Eric Crump, EPA*)

Eric needs to set up a formal group and arrange a conference call. The notice of Beta Test was sent out to MJOs and people of interest he had. Amy has some additional names and will resend it to that list.

Action Item: **Send updated sub-committee list to Eric [Amy R.]**

Action Item: **Resend Beta notice to sub-committee group and copy Eric [Amy R.]**

b. Communications Subgroup (*Debbie Stackhouse, EPA, and Arturo Blanco, Houston, TX*)

Not much has been done at this time.

Action Item: **Arturo to get in touch with Debbie next week to begin work. [Arturo]**

c. Completing Update of Six Self-Instructional Courses Subgroup (*Mary Boyer, NCOA, invited*)

Sub-committee has not started, but updates on the self-instructional courses are available.

476b – Finished by end by August
471 – Finished by the end of Sept/early Oct

434 – Finished by end of August 2012. Thought it was turned in already

428 –Comments received and then sent out to developers to update & expected at end of August

Classroom course expected to be worked on this fall.

Unsure of where this groups tasks end and the next group (Transition to E-Learning) tasks begin. This needs to be figured out.

Action Item: **Check whether 434 was delivered/sent. [Mary, Eric]**

d. Transition to E-Learning Subgroup (*Alice Lutrey, MARAMA*)

There will be a call in the next couple of the weeks to discuss the purpose and plan the next steps. The decision on how to use the 100k may be based on what this committee recommends. EPA would like to be involved with the discussion of the funds. The funds reside at NCOA.

Action Item: **Schedule conference call [Alice]**

6. Summary of Action Items and Announcement of Next Call: Tuesday, October 9, 2012, from 1:30 to 3 p.m. Eastern time. The call-in number is 866-365-4406 access code 1398016#.

Subgroups' charter and members posted at
http://airweb.timberlakepublishing.com/rc_files/5428/Priority_%20Action_Items_from_2012_Training_Committee_Meeting_Organized_by_Subgroup.pdf