

Priority Action Items from 2012 Training Committee Meeting Organized by Subgroup August 6, 2012

Learning Management System

Workgroup Lead: Eric Crump (EPA)

Workgroup volunteers: John Hornback and Doug Carson (Metro4-SESARM), Mary Boyer (NCOA), Dan Johnson (WESTAR), Ross Winne (GA), Christina Iiams (IA), Mohan Balagopalan (South Coast Air Quality Management District, CA), Bette Sovinee (NJ)

- 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.
- How do we use information we get from LMS to inform course updates and development? {longer term issue}
- Market LMS {coordinate with communications group}
 - Enlist people to help with communications/marketing plan for LMS
- Need to figure out how can maintain public access to SI courses

Communication

Workgroup Leads: Debbie Stackhouse (EPA) and Arturo Blanco (Houston, TX)

Workgroup volunteers: Jeff Gabler (WESTAR), Amy Gaskill (EPA), Dawn Mays (Hamilton County, OH), Jessica Morton (NH), William Cates (Clark County, NV), Theresa Pella (CenSARA), Tony Manson (DE)

- How do we communicate what we are doing and what we are 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?
 - Debbie S.: suggestion: review MJO annual plans as a way to coordinate. Does EPA receive all the plans and when?
 - Need to avoid duplication of efforts and share information/training tools.
- Need to figure out best way to communicate training opportunities. Are we reaching right people with right material?
- Market LMS and begin now by marketing curriculum
 - Enlist people to help with communications/marketing plan for LMS {Coordinate with LMS group}

Completing Update of Six Self-Instructional Courses

Workgroup Lead: Mary Boyer (NCOA)

Workgroup volunteers: Alice Lutrey and Susan Wierman (MARAMA), Eric Crump (EPA)

- NCOA updated six SI courses, but these need additional work before they are loaded onto the LMS.
 - Instructional design to e-learning format
 - Convert into e-learning courses
 - Discuss who should do this (EM Assist, NCOA or someone else) and method for doing this. {coordinate with e-learning team}
 - Note that \$100K left in NCOA grant.

Transition to E-Learning

Workgroup Lead: Alice Lutrey (MARAMA)

Workgroup volunteers: Susan Wierman (MARAMA), Mary Boyer (NCOA), Debbie Stackhouse (EPA), Jeff Gabler (WESTAR)

- Discuss whether we are updating courses to a 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.