

Meeting Minutes/Notes

QC Manager TRT

December 9, 2015

2:30 PM – 4:00 PM

Meeting called by Ken Morgan, TRT Chair

Susan Musselman (TRT Member), Angela Koloc (TRT Member), Ashley Anderson (TRT Member)

Attendees: Public Members at Large: Stacy White, A&SW Consultants

Please read: N/A

Please bring: N/A

Call to Order 2:30 PM

New TRT Members and Veteran TRT Members

Introductions *All: TRT Members all introduced themselves and discussed briefly their role in the FDOT.*

Public Members at Large

Introductions & Input: *Stacy White with A&SW Consultants introduced herself as a public at large attendee. Stacy indicated she attends as many TRT meetings as her schedule allows to find general information about the TRTs and any potential changes that may affect her firm as a provider or instructors. She indicated no particular issues to bring to the QC Manager TRTs attention at this time.*

QC Manager Training

Present Course Workbook: *The CTQP Course Workbook has not been revised recently. The on-line QC Manager Training Course with 7 chapter modules was discussed. TRT members are asked to review the on-line course for content and applicability prior to our next scheduled meeting.*

Future Changes *New 105 specification will drop the requirement for the narrative portion of the QC Plan. QC plans will be compact and name materials providers, testing laboratories, and QC personnel. The CTQP course will need revisions to reflect the specification revisions. Also LIMS references will need to be revised to reflect MAC.*

Provider Applications

The TRT discussed the process we use for provider and instructor applications. We presently use e-mail to expedite the review and provide comments back to the State Construction Training Administrator. It was decided by consensus to continue using e-mail as a tool to vote for Providers and Instructors. Waiting to discuss and vote at TRT meetings has the potential to lengthen the approval process. We discussed reviewing CTQM chapters 1.3.1 for TRT Member duties, and 1.4 for the TRT Chair duties and expectations.

Review and Approval Process Future Changes *The TRT consensus was to provide a higher priority for course audits for new instructors and providers.*

Course Audits

Schedule

The present CTQP QC Manager Course Schedule was reviewed. Generally courses are taught predominantly by two providers. There is a reasonably good spread of courses around that state. Angela will look into auditing a course offered in the Tampa area 2-11-16 thru 2-12-16 and Ken will schedule and audit of the course offered in Apopka 6-15-16 thru 6-16-16. Some discussion on standard forms for audits for the QC manager Course. (A sample was provided after the meeting by e-mail with an example of a previous course audit for reference.) Audits do not need to include attendance of the entire class. Attend to assess the ability of the instructor to present the materials in a satisfactory manner, classroom facility, student participation, and exam process and security. Any or all or the critical course elements could be assessed during a course audit, depending on the auditors time and travel constraints.

Report of Findings

The TRT Course Auditor should e-mail a draft of audit findings to the TRT members for review and comments. The Auditor will collect comments of the TRT members and send a final version of the audit to the TRT Chair. The TRT Chair will send the final course audit report to the State Construction Training Administrator and copy the TRT Members. TRT Chair will explore share point site for Audit Reports and other TRT business communications storage.

New Business

Specification & Procedural Changes (MAC)

Revisions to specification 105 are eminent. It will include QC Plan changes including a reduction in narrative. The plan changes will be coordinated with MAC.

Next Meeting Date

QC Manager TRT decided to continue using e-mails as a primary communication tool and schedule at least one meeting as a go-to-meeting annually. Date is not set at present. More frequent meetings will be scheduled if matters develop that requires meetings. All meetings with QC Manager TRT Members to discuss TRT business are required to be duly advertised public meetings.

Adjourn 3:34 PM

Meeting Information:

1. Please join my meeting.

<https://global.gotomeeting.com/join/298568789>

2. Join the conference call:

Dial +1 (312) 757-3121

Access Code: 298-568-789

Audio PIN: Shown after joining the meeting

Meeting ID: 298-568-789