

**Quality Control (QC) Manager
Technical Review Team
Meeting Minutes
August 21, 2007
VIA Teleconference (Bridge 1 (850)414-4971))**

Attendees: Susan Blazo (S.M.O.), Richard Massey (TRT Chair C.O.), Ken Morgan (Tpk), Michael Ruland (Dist. 5)

The meeting started at 10:00 AM with discussion of topics from the Agenda below:

- Discussion of new Instructor applications to approve or disapprove these request.
- Discussion by the TRT of making recommendations of course material modifications/changes and also discussion of who would make these modifications/changes and other concerns of course material.

1st Agenda Item:

There were four (4) applicants to review as Instructors for the Quality Control Manager course. The names are:

Jeff Cole – This applicant was submitted back on 1/11/2007 and the TRT unanimously voted to disapprove based on lack of demonstrating teaching/ instructor experience. Richard e-mailed Yvonne on 6/4/2007 with this decision. There has been no resubmits as of this date.

Ken Roberts – This applicant was submitted on 6/20/2007 and the TRT unanimously voted to disapprove. The team feels that this applicant needs to provide more teaching experience on his resume'. Richard will submit an e-mail to Yvonne with the above recommendations.

Kiko Villerrreal – This applicant was submitted on 1/10/2007 and the TRT unanimously voted to disapprove. The team feels that he has not provided sufficient information on his resume' in the area of training. An e-mail was submitted to Yvonne on 6/25/2007 with the above recommendations.

Marc Silva – This applicant was submitted on 4/20/2007 and the TRT majority vote was to disapprove. The team feels that he needs to provide additional information of his teaching experiences in the QC management field. An e-mail was submitted to Yvonne on 4/23/2007 with the above recommendations.

It appears that maybe the qualifications requirement may need reviewing, it seems that most of the applicants for this course lack teaching experience or the lack of providing that experience on their resume'.

2nd Agenda Item:

Based on an e-mail sent on 7/02/2007 to Yvonne:

The QC Manager TRT met on two separate occasions, once on May 15 and June 27 & 28 to discuss the QC Manager course material. This effort was prompted due to a student's concern of their failing the exam. This student requested that their exam be hand graded and it was determined that the computer grading process revealed the same results. However there was a concern in the way some of the questions were worded. As Chairperson, I requested that RedVector provide us with an analysis report of the pass/fail ratio for exams version B & D (the student took version B of the exam). The TRT met on May 15 to discuss the exams questions that had a pass/fail ratio of 60% or less to determine if these questions may have been confusing or misleading. After the TRT reviewed these questions, it was determined that some of the questions could be re-worded or modified. At that point the TRT determined that we should review all exam versions, so I contacted RedVector to provide another analysis report of the pass/fail ratio for all versions of the exam. The TRT met on June 27 & 28 to review the four versions of the exams with the criteria of reviewing questions with a fail ratio of 60% or less. The TRT made "redline" changes on the four versions of the exams files.

The TRT will have a public meeting to make recommendations of the changes/modifications of the questions on the exams and other agenda items to be listed when the meeting date is published.

With the above stated the TRT recommends that the changes/modifications be submitted to RedVector as soon as possible so they may incorporate these changes into the course material so there won't be any additional confusion.

The TRT recommends that the course material needs to be reorganized in a manner as to place more emphasis on what the roles and responsibilities of the QC Manager are. Also, re-generates the questions on the exams to reflect this recommendation. The TRT feels that the roles and responsibilities need to be moved to the front of the training material as opposed to the end of the course. Richard will converse with Yvonne to see if this needs go through the selection process of having a Vendor revise the course material.

Also to request an analysis report from RedVector of the failures at 64% & 68% of the identified questions that could have had multiple answers and further identify the specific students to notify them of the change if it made a difference in their scores.

Last item discussed was the vacant team member position, it was suggested that we have Brian Blanchard send out another e-mail to the DCE's to see if they had someone from the construction side that would be willing to serve. If not then Richard would contact Max Pearlstein to see if he was still willing to serve as a member.

Meeting Adjourned at 11:00 AM.

ACTION ITEMS:

- Check with Yvonne to see if the two applicants above (Kiko, Marc) have sent a revised resume'.
- Look at the qualifications requirements to strengthen the requirements on teaching ability or reflecting that ability on their resumes'.
- Check with Yvonne to see if there has to be a selection process to have the course material revised.
- Remind the DCE's via e-mail to submit names of potential TRT members for the QC Manager TRT.
- TRT members are to send Richard available dates for the next TRT meeting in (tentatively) early November 2007.
- Have Redvector perform an analysis on this version of identified questions with potential multiple answers and then identify the specific students of any change in scores.