

June 21, 2011

**Meeting Location:** Slash Pine Room, State Materials Office, Gainesville, Florida.

**Meeting Attendees:**

**Asphalt TRT Members:** Rich Hewitt (Chairperson), Brian Pickard, and Greg Sholar. Igor Dubrovskiy and Jeff Fetzko attended meeting remotely using Teleconference & GoTo Meeting.

**Other Attendees:** Scott Tison and Linda Floyd (UF-CTT), and Jeffrey Reeves (Advance Testing). Matt LaChance (Vanasse, Hangen, Brustlin, Inc.) attended a portion of the meeting in order to be evaluated as an instructor (details below).

The meeting began at 10:00am and the following items were discussed:

**Agenda Item 1: Oral Presentations By Proposed Instructors**

Xiaoyan (Sue) Zheng was scheduled to be evaluated as an instructor for Asphalt Plant Level 1 & Asphalt Plant Level 2.

Update- Sue called me today June 21, 2011 at 8:10am. Sue said she couldn't make it and had to cancel. I told her we could reschedule for next meeting and I'd contact here when we schedule the next meeting.

***Action Item*** – Rich Hewitt will e-mail Sue Zheng regarding instructor evaluations at our next meeting.

Matt LaChance was evaluated as an instructor for Asphalt Paving Level 1 and Asphalt Paving Level 2. The Asphalt Technical Review Team was unanimous in approving him to be an instructor for Asphalt Paving Level 1 and Asphalt Paving Level 2.

***Action Item*** – Rich Hewitt to send e-mail (copy in Matt) to let Yvonne Collins know Matt is approved to be an instructor for Asphalt Paving Level 1 and Asphalt Paving Level 2.

**Agenda Item 2: Review of March 18, 2011 TRT Meetings Minutes**

Note: Agenda Items 2 and 3 are combined below due to overlapping issues.

**Agenda Item 3: Review e-mails since last meeting; Discuss Actions taken since last meeting of March 18, 2011.**

*E-mails since last meeting related to issues listed below in the agenda and those items are discussed below.*

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Auditing Providers- on-going issue

Team discussed previous issue regarding Yvonne Collins' that the Asphalt TRT audit all providers annually. Due to number of providers and small size of Asphalt TRT this may challenge our resources. Brian noted Yvonne is asking the Concrete TRT for their spreadsheet to see if we could use it. The Team discussed several plans for planning an auditing strategy the Team could accomplish for review with Yvonne. One strategy is to develop an audit plan which focuses on provider's receiving low student surveys and/or exam passing rates that are statistical outliers (primarily low passing rates).

Action Taken

- **Rich Hewitt** spoke to Mike Bergin (Concrete TRT member) about how they handle provider audits. Mike said there are only a handful of Concrete providers they have to audit, so this is handled by each Concrete TRT member auditing a few providers.
- **Jeff Fetzko**- Audited a provider's Asphalt Paving Level 2 Course on Jan 20<sup>th</sup>, 2011. Jeff sent his audit comments in an e-mail to Yvonne Collins (and others) during today's meeting.

Action Taken

- **Rich Hewitt**- received the passing rates by provider data and reviewed it, but no real trends were discernable. Some of data includes instructors with low number of students. Due to time constraints and Instructor presentations/evaluations, I recommend the team review the data at our next Asphalt TRT Meeting sometime around September. Recommend the Asphalt Technical Review Team focus on auditing providers and instructors with largest number of students first in effort to get the most out of our limited resources.
- **Brian Pickard** – Audited three instructor/providers. See Instructor Reviews in e-mails from Brian Pickard dated May 24, 2011.

Action Items

- **Rich Hewitt**- Per Brian Pickard's suggestion, Rich will develop spreadsheet listing audited instructors and courses, so we know who has been audited and who we have to audit. Rich will check with Concrete they may have one developed already. This Action Item also ties into Agenda Item #4 below.
- **Rich Hewitt**- will ask Yvonne if student evaluations are compiled/summarized so we can providers with low survey scores (ex. bottom 10%).

Update Asphalt Mix Design Course

Scope of Services to Update Asphalt Mix Design Course has been completed, reviewed by Asphalt TRT, and approved.

Past Action Taken

- **Rich Hewitt**- worked with Yvonne to develop Scope of Services and this was distributed and reviewed by Asphalt TRT Members. Scope of Services was given approval by Rich Hewitt to Yvonne Collins by e-mail dated May 16, 2011, Subject: Scope for updating CTQP Asphalt Mix Design Course.

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Action Items

- *Rich Hewitt- will contact Yvonne Collins to see if any further progress has been made on this issue.*

**Agenda Item #4: Review of Provider audits since last meeting.**

Action Taken

- Brian Pickard performed several instructor audits on April 11 & 12, 2011.
  - Asphalt Paving Level 1 - Andy White of A+SW in Tampa.
  - Asphalt Paving Level 2 – Mike Berkowitz of CMEC in Tampa.
  - Asphalt Paving Level 1 - Mike Berkowitz of CMEC in Tampa.

**Agenda Item #5: Discussion of recommendations for pending requests for approval as Construction Training and Qualification Program (CTQP) Asphalt Training Providers.**

No pending requests.

**Agenda Item #6: Discussion of recommendations for pending requests for approval as Construction Training and Qualification Program (CTQP) Asphalt Training Instructors.**

Sue Zheng and Matt LaChance are seeking approval as CTQP Asphalt Training Instructors.

See Agenda Item #1 above for details.

**Agenda Item #7: Discussion of revisions to, acceptance and approval of current Asphalt Course Materials.**

Action Taken-

- *Rich Hewitt sent Asphalt TRT Approved Paving Level 2 Exam Question changes to Chad Tavares who works with Yvonne Collins of the State Construction Office.*

Action Item-

- *Rich Hewitt will modify spreadsheets so the team can review the Asphalt Plant Level 1 and 2 Exam Passing Rates. This will be done in order to evaluate low passing rate questions at the next meeting and determine if any Exam modifications need to be made.*

**Agenda Item #8: Discussion of acceptance and/or rejection of new courses**

No New Courses

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**Agenda Item #9: Miscellaneous discussion.**

- Brian said Yvonne had asked him to check CTQM to see if any changes needed to be made.  
*Action Item-*
  - *Brian Pickard will review the CTQM to ensure it is up-to-date.*
  
- Rich asked Brian how long he normally stays for Instructor audits
  - Brian said couple hours.
  - Jeff said a couple of hours as well.

**Agenda Item #10: Selection of Date, Time, and Location of next Asphalt TRT.**

Next Asphalt TRT Meeting will be **Thursday, September 22, 2011** (10am – 3pm), at the State Materials Office in Gainesville, FL.

- *Rich Hewitt- will e-mail Meeting minutes to Asphalt TRT Members for review prior to official distribution and posting to website.*

The Asphalt Technical Review Team Meeting of Tuesday, June 21, 2011 was adjourned at 11:40 am.