

## Meeting Minutes

FDOT DCTA's Teleconference  
October 27, 2016 from 9:00 a.m. to 11:00 a.m.  
Teleconference Bridge #2, 850-414-4972  
Pin # 490513

### Attendees:

Susan Robeson  
Julian Acosta

Lori Spruce  
Debbie Glatz  
Shaun Meagher

Tamii Chapman  
Henry Pico

### Topics:

1. Greetings and introductions (share updates in your district)
  - D1-Lori
    - Training coordinator meeting, November 1, 2016
    - CTQP Budget is 47% used
    - Providing Learning Curve training to her local offices/has developed and provided instructions to offices.
      - Lori will share the instructions she developed with the DCTA
  - D2-not in attendance
  - D3-not in attendance
  - D4-Henry
    - 16<sup>th</sup> construction career days was held on October 25 & 26, 2016 / two day total of 1800 attendees
    - ACI class from CMEC in scheduled in district
    - Need information on Learning Curve
    - 1/3 of CTQP budget used
  - D5-Tamii
    - District Legal Issues class for University of Construction is today
    - Graduation for University of Construction should be scheduled in December
    - CTQP budget is 10% used, next quarter will utilize much more
    - D5 Construction Career Days is scheduled for 1/25-27/2017
  - D6-not in attendance
  - D7-Shaun
    - D7 has sent 53 people to CTQP training so far this fiscal year
    - Construction Career Days is scheduled for April 12 & 13, 2017
    - FDOT provided an in-house Construction Career Day for other district offices on September 14, 2016, with positive feedback.
  - TE-Debbie
    - No Learning Curve access
    - MAC training has been provided in the Turnpike offices
    - Turnpike participated in Construction Career Days with D4

- SMO-Julian Acosta
    - Learning Curve is not an issue for Julian– as a Statewide Training Manager he will help DCTAs out with any of the issues that they have.
    - CTQP courses scheduled at SMO
      - LBR Testing on 10/27-28/2016
      - Asphalt Plant level 1 on 11/28-30/2016
      - Asphalt Mix Design
    - SMO has IMOT course schedule in November
    - SMO has Road to Leadership Academy scheduled (starting Monday)
  - CO-Susan
    - Attended a Domestic Scan workshop on Developing and Maintaining Construction Inspection Competence
2. Review of Minutes from last teleconference
    - Reviewed and approved
  3. CBT Development
    - Earthwork Construction Inspection Level 2
      - Pending scope development
    - Concrete Field Inspector Specification
      - Material update in progress
      - Pending script development
    - Asphalt Paving Level 2
      - Pending script development
    - Asphalt Plant Level 2
      - Development of scope development
    - Construction Math
      - Pending script development
    - Contract Plans Reading
      - In progress

Discussion on development for CBT for level 1 courses. Initiative covers level 2 course, along with level 1 high producers requalification's and the once and done courses. Any development of level 1 course CBTs will be after level 2 course have been developed.

DCTA would like to keep self-studies as a requirement to ensure CTQP money is not wasted on trainees who are not ready to take CTQP courses.

4. CTQP courses/qualification in Learning Curve
  - Trainees needs to input certificate into Learning Curve themselves (all in agreement)
  - CTQP courses will not be listed in the Learning Curve catalog
5. Development of Learning Management System for CTQP
  - Teleconference with LMS company
  - Send wish list of what you (DCTAs) would like in a LMS by November 4, 2016
6. Discussions on additional topics
  - TE – MAC & CTQP data integration
  - D4 – Providers not able to proctor exams that they are not approved to instruct. This is an issue for some districts getting exams scheduled. (talk to David)

Meeting adjourned at 9:40a.m.