

Minutes

FDOT TRT Chairmen Teleconference
June 21, 2016 from 2:00 p.m. to 4:00 p.m.
Teleconference Bridge #2,
(850-414-4972) (88-0-4972)
Pin # 490513

Attendees:

Susan Robeson
John Shoucair

Ronda Daniell
Maria Irizarry

Kristin Brown
Juan Castellanos

Topics:

- Introduction of TRT Chairmen
- TRT membership
 - DCE & DMRE meeting agenda requesting volunteers
- Provider's request process
 - Establish process
 - Minimal requirements for request form
 - Classroom requirements (classroom setting)
 - For testing / classroom setting
 - For class / classroom setting
 - Max class size for (30) trainees in class
 - Research class size for training (John S & Maria I.)
 - Research display size for training presentation (Susan R &
 - Update CTQM 1.10(3),
 - Display size for projection
 - Screen size of television (for 12 or more trainees)? – check with A/V staff
 - Update CTQM attachment 1-1 (first bullet), wait until research is done
 - Update? Classes larger than 20 will be approved on a case by case bases.
- Proficiency test, limit number of proctors/number of attendees?
- Required equipment for A/V

- Required equipment for course (TRT to submit list/
 - Flowchart- Chairmen will present Flowchart to TRT for review
- Provider's classroom requirements
 - Expansion of requirements
- Provider's scheduling ad hoc or private classes (How big of an issue is this with FDOT?)
 - Do Research
 - Get data from Red Vector on classes
 - Spot check classes and exams for issues
 - Closed session classes / Organized by FDOT / Only for provider's company
 - What are we to guard against?
 - SUGGESTIONS:
 - go to another Provider for exam
 - bring in a proctor from another firm
 - leave as is and let IA take care of it
- Trainee's issues / corrections to CTQP exams
 - Establish process
 - How to reduce number of corrections published
 - Monthly issuance of any changes to Red Vector
- Instructional review teams
 - Requesting volunteers at June 28th Providers' meeting
 - 2 member team / CTQP approved instructor in specialty area
 - Assist with review on course material
 - Assist with reviews on CTQM
- CBT development for Level 2 courses
- CTQM updates for 2016 (chapter 1, 2, 4, 6, 8, 10)
- CTQP Providers Teleconference
 - Remind Providers to submit request to SCTA not the TRT Chairmen
 - Providers requested quarterly teleconferences
 - June 28, 2016
 - Sept. 28, 2016
 - December 21, 2016
- Additional Topics

- How to review questions for pass/fail rate to review and improve test questions.
- Audits
 - Usually the ones you just approved
 - Form? Think about and discuss at next meeting
- TRT members, refusing to meet outside of public meeting.
 - Can't review course and exams at public meeting
- Follow up items
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