

Minutes

FDOT Technical Review Team Chairmen's Teleconference

December 14, 2016 from 2:00 p.m. to 4:00 p.m.

Teleconference Bridge #1,
(850-414-4971) (88-0-4971)

Pin # 268411

Attendees:

Susan Robeson
Darla Hunsicker
Ken Morgan

Ronda Daniell
Kristin Brown
Maria Irizarry

Juan Castellanos
John Shoucair
Rich Hewitt

Topics:

- Introduction of Technical Review Team (TRT) Chairmen
 - The TRT Chairmen introduced themselves and non-chairmen introduced themselves.
- TRT Chairmen's quarterly meetings minute review
 - TRT Chairmen voted to approved the meeting minutes for the September meeting
 - Minutes are to be posted on the Construction Office website. Link to minutes:
<http://www.fdot.gov/construction/Publications/MeetingMinutes/TrainingMeetings/TRTChairMinutes.shtm>
- TRT membership
 - Aim for 5 member per TRT
 - Link to TRT membership list:
<http://www.fdot.gov/construction/contact/Training/TRTMemberList.shtm>
 - Discussion on voting members and instruction review members. The TRT should aim for five voting members on the TRTs.
- CTQP Course Template formatting. Darla led discussion on the formatting of the CTQP courses to a new template.
 - Course already formatted
 - Final Estimates Level 2
 - Courses in formatting process
 - Asphalt Paving Level 2
 - Quality Control Manager (TRT reviewing material for updates)
 - Limerock Bearing Ratio (TRT reviewing material for updates)
 - Darla discussed the plan for updating the course materials. The following points were discussed
 - Removing the instructor's notes on how to instruct the course

- Only one set of notes to remain in the PowerPoint Presentations, there notes will become the text of the manual
 - Discussion on the course updates vs. course reformatting – The Training Development Team will strive to reformat all CTQP course within 6 months
 - If any course updates can take place in that same timeframe the Teams will work together to accomplish this
 - The Training Development Team will provide a guide for the TRT for course updates and reformatting this will include a 508-compliance guide
- Susan discussed development of the CTQP level 2 CBTs for requalification, the search for a Learning Management System to replace the existing CTQP website and database, and plans on direction of CTQP's program
- Establish requirements for Providers
 - Susan briefly reviewed discussion from previous meetings and what topics would require additional research and discussion
- Instructional review team members
 - Brief discussion on Instructional Review Team members have interacted with the TRT so far
- Computer Based Training (CBT) development for Level 2 courses – already discussed
 - Discussion on QC Manager course – as a “once and done” course and will not be made into a CBT
- Construction Training and Qualification Manual updates for 2017 – Susan will develop a schedule for the chapter updates and send to the TRT members
- TRT Chairman Teleconferences and CTQP Providers Teleconference for 2017
 - To be scheduled for March, June, Sept and Dec 2017
- Additional Topics
 - Maria has passed her P.E. exam – Congratulations Maria

Meeting adjourned at 2:45p.m.