



MINUTES

PROFESSIONAL DEVELOPMENT COMMITTEE CONFERENCE CALL June 12, 2018

MEMBERS PRESENT

Kay Thrasher, Chair
Charlie Henck, VC/Planning
Fred Betz, VC/Operations
Tim Dwyer
Walter Law
Tyler Lewis
Keith Reihl
Jeremy Smith
Billy Austin, BOD ExO

STAFF PRESENT

Karen Murray, Staff Liaison

ACTION ITEMS

<u>No.</u>	<u>Page</u>	<u>Responsible</u>	<u>Action</u>
1	1	Full Committee	Members are asked to review the draft Reference Manual for discussion at the Houston meeting.
2	2	Staff Liaison	Send the current liaison list to Mr. Betz.

I. CALL TO ORDER

Ms. Thrasher called the meeting to order at 10:00am.

II. ASHRAE CODE OF ETHICS

Ms. Thrasher advised that the meeting would be held in compliance with the ASHRAE Code of Ethics. (See full Code of Ethics at <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>.)

III. REVIEW OF AGENDA

No changes.

IV. APPROVAL OF MINUTES OF THE JANUARY 22, 2017 MEETING

Mr. Betz moved and Mr. Smith seconded approval of Minutes of the January 22, 2018 meeting without change. Motion passed (CNV). Minutes posted on PDC page, ASHRAE Website.

V. REVIEW OF 2017-18 MBOs

Ms. Thrasher led a review of the 2017-18 MBOs. Updates are included in Appendix A.

VI. REVIEW OF OPEN ACTION ITEMS

Ms. Thrasher led a review of Open Action Items. Updates are included in Appendix B.

VII. REVIEW OF PDC REFERENCE MANUAL

Dr. Dwyer reported that a draft of the PDC Reference Manual was circulated to the committee for comment.

ACTION 1: PDC Members are asked to review the draft Reference Manual for discussion at the Houston meeting.

VIII. ROB AND MOP UPDATES

No required changes were noted.

IX. PLANNING SUBCOMMITTEE REPORT

A. Update on Proposed Courses

Mr. Henck reported that the Planning Subcommittee met on March 27, 2018. He noted work is underway to develop topics for new courses related to Standard 211-Energy Audits and the Hot Climate Design Guide. The subcommittee also discussed the need for course marketing.

B. Review New Proposals

Two new course proposals, one on Resiliency and one on choosing IECC-2018 and 90.1-2016 are expected to be complete and presented to the subcommittee and full PDC for review prior to the Houston meeting.

X. OPERATIONS SUBCOMMITTEE REPORT

A. Updates on Existing Courses in Progress

1. SCs in Progress
2. PDSs in Progress

Mr. Betz reported that development of the new courses scheduled for the Houston conference was on track and presentations would be closely reviewed by the assigned course liaisons.

ACTION: PDC Liaisons should attend and review presentation of their assigned courses. The liaison can ask someone to review the course(s) in their place if conflicts arise.

B. Affinity Chart

A committee was formed to work on completion of the Affinity Chart.

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C. Review of Non-performing Courses

PDC Liaisons are expected to regularly review their assigned courses. The subcommittee will review overall course usage.

ACTION 2: Staff Liaison to send the current liaison list to Mr. Betz.

XI. ADJOURN

The meeting adjourned at 10:54am.

APPENDIX A - '17-'18 MBOs

Professional Development Committee

MBOs for Society Year 2017-18

Chair: Kay Thrasher Date: June 26, 2017

Objective	SP	Completed by	Fiscal Impact	Responsible Party	Comment/Status
1. Develop a 5-year plan on developing young engineer training products that can reach a wider audience than just our design class	1C	Jan 2018	None	Full Committee	(In Progress.) Assigned to ad hoc (King, Smith, Vallort). Recommend courses to achieve specific levels of knowledge – presentations yea members can take to their employer. Need guidance or advisement.
2. Develop outlines for three (3) additional practical applications courses to 'fill the gaps' in our current offerings.	3D	Jan 2018	None	Planning Subcommittee	In progress.
3. Develop a standard guideline on the method to develop, translate and produce courses to an international market	4?	Jan 2018	None	Full Committee	Need an ASHRAE procedure to guide efforts. (In progress.)
4. Develop training for use in university curriculum. <ul style="list-style-type: none"> • bEQ Task Force Prototype • Develop second course 	1C	Jan 2018	TBD	TBD Put on hold awaiting stats from Building EQ course. Consider partnering with UNEP for additional course.	On hold until further direction. Status in progress. 8 schools said they would deliver content in spring semester. Will seek their feedback. Ad hoc led by Michael Brandemuehl is developing the Building EQ prototype. Course expected to be available in fall 2017. Course outline sent to the PDC.

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5. Establish guidelines for PDC liaisons		Jan 2018	None	Operations Subcommittee	In progress. Staff Liaison to send draft to Operations Chair.
6. Every course reviewed by PDC Liaison prior to presentation– Quality check		Jan 2019	None	Operations Subcommittee	In progress. (Continuous.)
7. Improve marketing of courses/branding. Work with ASHRAE marketing for improvement		Jan 2018	TBD	Planning Subcommittee	In progress.
Additional Recommendations for Strategic Planning: None at this time					

ASHRAE Strategic Plan 2014 Initiatives addressed by Objective

APPENDIX B – Open Action Items

PDC MEETING January 2018 (Chicago)

<u>No.</u>	<u>Page</u>	<u>Responsible</u>	<u>Action</u>
1	4	PDC	Direct comments or suggestions for the new Strategic Plan to Mr. Austin. (Continuous.)
2	4	Operations	Develop an affinity diagram of related ALI courses. In progress.
3	4	Operations	Identify gaps in existing training and recommend new courses to meet current needs. In progress (Affinity Chart).
4	4	Staff Liaison	Establish a schedule of mailings to past course attendees to make them aware of similar courses that might expand their training. (Complete.) Will begin with August 2018 HVAC Design training.
5	5	Staff Liaison	Send new eLearning course information to the full committee upon release. (Continuous, will be posted on Basecamp.)
6	6	Staff Liaison	Provide status of all active SDLs. In progress.
7	6	Mills	Submit a proposal to develop a presentation on Hot Climate Design. In progress.
8	6	Staff Liaison	Send new publication sales stats to the Planning Subcommittee. (Complete.) Added to Basecamp.
9	6	Staff Liaison	Prepare and submit request for changes to the PDC MOP. (Complete.) No changes required at this time.
10	6	Staff Liaison	Provide draft PDC Liaison Responsibilities to the Operations Subcommittee for review. In progress.
11	7	King, Smith, Vallort (ad hoc)	Establish recommended courses for YEA 5-year training plan. In progress.
12	7	Staff Liaison	Reach out to Technology Department for guidance on course translations. MBO #3. See Action Item 1, June Meeting. In progress.
13	7	Staff Liaison	Distribute the draft Reference Manual to the committee for review. (Complete.)
14	7	Reihl/ Staff Liaison	Respond to CTTC regarding request for reduced chapter course pricing. In progress.

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15	8	Staff Liaison	Contact TC with recommendations for development of a new Lab Design course. In progress.
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PDC MEETING June 27, 2016 (St. Louis)

<u>No.</u>	<u>Page</u>	<u>Responsible</u>	<u>Action</u>
6	6	Thrasher	Reach out to Al Veeck to discuss interest in the potential course. (Complete.) Ms. Trasher reviewed and approved a course on public speaking Mr. Veeck will consider for ASHRAE.