



MINUTES
ASHRAE PROFESSIONAL DEVELOPMENT COMMITTEE
CONFERENCE CALL
December 10, 2019

Members Present:

Charlie Henck, Chair
Jeremy Smith, VC/Planning
Keith Reihl, VC/Operations
Jesse Fisher
Michael Langton
Cheng Wee Leong
David Meredith
Sarah Poursharafeddin
Andrew Sneed
Jim Vallort
Farooq Mehboob, Coordinating Officer
Karen Murray, Staff Liaison

ACTION ITEMS

No.	Page	Responsible	Action
1	3	Staff Liaison	Invite Marketing, Journal and eLearning team members to and Journal team rep to visit PDC meeting in Orlando
2	3	Staff Liaison	Send course usage report to the Operations Subcommittee.
3	3	Operations	Report on Non-performing courses
4	3	Operations	Review eLearning and Global Training Center courses
5	3	Mr. Fisher	Draft criteria for appointing course instructors

Additional Actions Discussed:

1	-	Staff Liaison	Provide December financials to the Committee.
2	-	Staff Liaison	Obtain Orlando RVC meeting info.
3	-	Staff Liaison	Send liaison reminder.
4	-	Mr. Henck	Contact the TCs responsible for each SDL to have them review if they need updating.
5	-	Mr. Henck	Contact USACE representative about HVAC Design courses.

I. CALL TO ORDER

Mr. Henck called the meeting to order at 10:06 a.m.

II. ASHRAE CODE OF ETHICS

Mr. Henck advised everyone present 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 MEETING AGENDA

No change

IV. APPROVE MINUTES OF THE JUNE 24, 2019 MEETING

Mr. Vallort moved and Mr. Langford seconded approval of Minutes of the June 24, 2019 Meeting without change. Motion passed unanimously (CNV). Minutes posted to PDC page, ASHRAE Website.

V. REVIEW OPEN ACTION ITEMS (See Appendix A)

VI. REVIEW 2019-20 MBOs (See Appendix B)

VII. FINANCIAL REPORT

Ms. Murray reported the combined Level I and Level II HVAC Design Training was confirmed for five government locations and Standards 55 and 90.1 training was each confirmed for six locations. The training is expected to contribute to increased revenue in Society Year 2019-20. Ms. Murray agreed to provide the December 2019 training and education budget to the committee for review as soon as it's released.

VIII. STAFF REPORT

A. COURSE USAGE

Ms. Murray gave a brief summary of training activities. She highlighted the sellout of recent HVAC training in Jersey City, Salt Lake City, Dubai and Atlanta, and reported five additional in-company HVAC trainings were added to the 2019-20 training schedule.

IX. CHAIR'S REPORT

Mr. Henck reported that the PEC restructure is on track to become effective July 1, 2020.

Mr. Henck shared the latest Building EQ course information. Records indicate approximately 75 university downloads of the full course materials and 180 downloads of the sample materials. The question is how many courses were taught versus just reviewing the material.

With online courses increasing in popularity throughout the university system, it may be beneficial to promote ASHRAE training to the student bodies through student group advisors and liaisons, YEA, RVCs, chapters and focused interns. Ms. Murray agreed to find out when the RVCs meet in Orlando to see if Mr. Smith or Mr. Henck can say a few words at the meeting.

Mr. Henck asked newer committee members for comment on the New Member Orientation PowerPoint. The members agreed it was an effective way for them to learn about the committee.

X. SUBCOMMITTEE REPORTS

A. PLANNING SUBCOMMITTEE

- 1. Update on Proposed Courses**
- 2. Review New Proposals**

No proposed courses were reported.

The committee brainstormed ways to further promote training and education. Recommendations included:

- Support and new ideas from the marketing team.
- Advertising in newsletters, with supplier webinars, purchasing mail lists.
- Marketing to speakers in Orlando.
- Marketing to and from TC members about featured courses.
- “Did you know ...” ASHRAE marketing.
- Journal visit to discuss how to promote the technical resources.
- Other newsletter promotions.

ACTION 1: Ms. Murray agreed to ask a member of the marketing team and the Journal team to speak at the committee meeting in Orlando.

B. OPERATIONS SUBCOMMITTEE

- 1. Updates on Existing Courses in Progress**
- 2. New Courses in Progress**
- 3. Review of Non-performing Course**

ACTION 2: Ms. Murray agreed to send a course usage report to the Operations Subcommittee.

ACTION 3: Operations to report on Items 1-3 at the January 2020 meeting.

ACTION 4: Operations to review the eLearning courses.

XI. OLD BUSINESS

A. APPROVE MOP FOR NEW TRAINING AND EDUCATION COMMITTEE

Mr. Henck opened discussion on the new committee MOP. With no comments or objections, Mr. Meredith moved and Mr. Snead seconded approval of the new Training and Education Committee MOP. The motion unanimously passed. CNV.

B. REVISED PDC LIAISON GUIDELINES (See Appendix C)

Mr. Henck reported the revised guidelines are available for liaisons to use in Orlando.

XI. NEW BUSINESS

PEC MBO #2 calls for an established criterion to select ALL course instructors. Mr. Henck will follow-up with Mr. Fisher on his previous work. Mr. Vallort, Mr. Reihl and Mr. Langton agreed to help as needed.

ACTION 5: Mr. Fisher will prepare a report with recommendations on the criteria for instructors.

Mr. Mehboob emphasized that the MBO is aligned with the strategic plan as a policy governing document for course instructors. The raw data should be available in Orlando and the full report ready for vote in Austin. Reference was made to the Global Training Center document.

Mr. Henck reported that he recently co-presented the ASHRAE HVAC Design training in Dublin, Lisbon and London. The trainings in Dublin and Lisbon were well received. The London training, however, drew only seven attendees. The low attendance offered a more interactive training, and the participants were pleased. But it also drew recommendations for more cooperative efforts between ASHRAE and CIBSE regarding training in the UK. It was suggested that we find out where CIBSE holds its meetings. Mr. Richard Rooley sent an email suggesting that a comparison should be done between CIBSE and ASHRAE courses.

XII. NEXT MEETING

February 3, 2020, Hilton Orlando, Room: Pocket Lake (L)

XIII. ADJOURN

Mr. Reihl moved and Mr. Meredith seconded to adjourn the meeting. The motion unanimously passed. The meeting was adjourned at 11:30 a.m.

APPENDIX A – OPEN ACTION ITEMS

PDC MEETING JUNE 2019 (Kansas City)

<u>No.</u>	<u>Page</u>	<u>Responsible</u>	<u>Action</u>
3	3	PDC Chairs	Review the need for additional subcommittee based on the new committee responsibilities. Requires further discussion.
4	4	Mr. Fisher	Develop the criteria for a course instructor and draft a list of potential new instructors for discussion at the fall conference call. Mr. Fisher will report at the Orlando meeting.
5	4	Mr. Fisher	Contact Ms. Southard to discuss repayment options. Staff will tell how to send funds. Staff will follow-up with Ms. Southard before the Orlando mtg (Complete)

PDC MEETING JANUARY 2019 (Atlanta)

<u>No.</u>	<u>Page</u>	<u>Responsible</u>	<u>Action</u>
6	4	Operations	Report on Non-Performing courses at the Spring 2019 PDC meeting. In progress. Info available by the Fall committee meeting. Postponed until Orlando. Staff Liaison will send revised usage report for discussion in Orlando. (Complete)
15	6	Staff Liaison	Send PDC Liaison guidelines to the full committee. See attachment to 12/10/2019 meeting agenda. Everyone encouraged to review. Add PDC Liaison guidelines to reference manual. (Complete)

APPENDIX B – 2019-20 MBOs

Professional Development Committee

MBOs for Society Year 2019-20

Chair: Charlie Henck **Date:** June 24, 2019

Objective	SP	Complete by	Fiscal Impact	Responsible Party	Comment/ Status
1. Review new strategic plan for items that apply to PDC and develop a plan to implement.		Jun-20	None	Planning Subcommittee	
2. Develop topics and RFPs for an additional (3) practical applications courses to ‘fill the gaps’ in our current offerings for developing young engineers.		Jan-20	None	Planning Subcommittee	Continuous Review new topics/new courses
3. Review all SDLs and issue RFPs for the ones that need updating.		Jun-20	None	Operations Subcommittee	Review by Jan Issue RFP by June
4. Review all existing courses and sunset those that have not been used in 5 years or recommend updates		Jun-20	None	Operations Subcommittee	Continuous
5. Update of the Reference Manual		Jun-20	None	Operations Subcommittee	Update with approval of new structure
6. Every course reviewed by PDC Liaison prior to presentation– Quality check		Jun-20	None	Operations Subcommittee	Continuous
7. Improve marketing of courses/branding. Work with ASHRAE marketing for improvement		Jun-20	TBD	Planning Subcommittee	Continuous
Additional Recommendations for Strategic Planning: None at this time					

APPENDIX C – PDC LIAISON GUIDELINES

PDC Liaison Guidelines

As a Liaison, it is important to follow a course from the development stages through to presentation and review. If the course is new, you will be included in all correspondence between the staff Managing Editor for Professional Development (Sarah Boyle, cc'd above) and the author and peer reviewers.

For existing courses, Liaisons are encouraged to attend, and review assigned courses – or ask someone else to sit in on their behalf. There is no cost to the PDC Liaison or someone who sits in on their behalf. The Liaison is asked to report the status of the course to the full PDC.

Below are just a few things to consider when reviewing an ASHRAE Learning Institute course:

Things to Consider When Reviewing a Course

1. Does it meet the Scope of Work?
2. Does it make sense? Is the material presented in an effective manner?
3. Do the Learning Objectives match the presentation and course outline?
4. Thoroughness (keeping in mind the audience)
5. Technical accuracy to the best of your ability
6. Relevance of examples
7. Mathematical accuracy (There is not a requirement to check each problem)
8. Was a bias expressed toward one method or equipment type? Instructors should strive to have little to no bias.
9. Does the content fulfill the stated objectives at the beginning of each chapter? (SDLs)
10. Relevance and solvability of skill exercises (SDLs)

Things to Consider When Reviewing PPT Slides

1. Are slides simple and easy to read? The rooms can be large so the text must be limited and fairly large.
2. Are there too many slides? Good rule of thumb is 1 per minute.
3. Did the presenter read the text off the slides?
4. Relevance of examples.

Things to Consider When Attending the Presentation

1. Is the instructor engaging? Are the attendees engaged?
2. Does the instructor well represent ASHRAE?
3. Were any proprietary comments made or bias toward a proprietary product or process? Instructors should strive to only mention proprietary products and solutions where necessary.
4. Did the Instructor acknowledge the ASHRAE expectations of no commercialism or branding?
5. If possible, poll a few attendees during a break or after the session is over to get their assessment of the course and the presenter's style.

Peer Reviewer Guidelines for Courses

Importance of "Scope of Work" (SOW)

The Scope of Work should be provided to all reviewers. It documents the work that is expected of the author(s). It includes the scope, intended audience, course outline, and any specific items that should be

addressed. For a course that is being revised, specific changes required and errors to be corrected may also be documented.

Audience

The SOW is written keeping in mind someone with two years of engineering school who has just entered a relevant field of work (some formal training, but little or no experience); they should be able to read and understand the material as it is written. However, the potential target audience is much larger and could include high school graduates, graduate engineers, and architects.

Objective

It is important that the reviewer deem the presentation be accurate and relevant. The Learning Objectives must match the course outline and content.

Reporting the Review

If there are comments 'track changes' must be used.