MINUTES
ASHRAE TRAINING AND EDUCATION COMMITTEE
January 30, 2022
Las Vegas

Members Present
Keith Reihl, TEC Chair
Jim Vallort, TEC VC Planning
Jesse Fisher, TEC VC Operations
Jason Alfonso
David Meredith
Tahir Raza
Terry Schroeder
Andrew Sneed
Ashley Weekly

Guests
John Nix

Staff Present
Tim Kline
Karen Murray, TEC Staff Liaison
Eunice Njeru
David Soltis

ACTION ITEMS

No.	Page	Responsible	Action
1	3	Staff Liaison	Determine what's needed to upgrade the current SDL system.
2	4	Staff Liaison	Relay proposal forms to the TAC

1. Call to Order
    Mr. Reihl called the meeting to order at 1:09pm.

2. ASHRAE Code of Ethics Commitment
    Mr. Reihl advised everyone present that the meeting would be held in compliance with the ASHRAE Code of Ethics and Core Values.

3. Introduction of Members and Visitors
    Committee members and guests introduced themselves.

4. Review Agenda
    No changes.

5. Approve Minutes of the January 12, 2022 Meeting
    Ms. Schroeder moved and Mr. Vallort seconded approval of Minutes from the January 12, 2022 committee meeting. Motion passed unanimously (CNV). Minutes posted on PDC page, ASHRAE Website.

6. Financial Report
    Ms. Murray referenced the report from the January 12 meeting, noting an increase in instructor-led online and eLearning courses and a decrease in face-to-face course offerings.

7. Staff Report
    7.1   eLearning
            Ms. Njeru reported current eLearning enrollments, revenue trends, course updates and newly released courses. She reported above budget sales over the past year. Report included as Appendix A.

    7.2   ALI Instructor-led
            Ms. Murray shared a summary of instructor-led course registrations. She reported a hold on in-person training and steady virtual course registration numbers throughout the calendar year. This conference is the first opportunity for in-person courses. The schedule includes 12 in-person and 5 virtual courses. Attendance to date in good. In-person HVAC training is expected to begin again in March 2022. Registration summary included as Appendix B.

8. Guest Presentation
    n/a

9. Chair's Report
    Mr. Reihl emphasized that TEC members are SMEs responsible to monitor courses and suggest new topical ideas.

10. 2021-22 MBO Update
    Updates included in Appendix C.

11. Open Action Items
    Updates are included in Appendix D.

12. Subcommittee Reports
    11.1 Planning Subcommittee
        11.1.1 Reference Manual
            The Reference Manual is under review and expected to be complete before the annual meeting.

    11.2 Operations Subcommittee
        Mr. Fisher discussed current Operations Subcommittee priorities including: The development of key words, and the SDL course reviews which are in progress with Mr. Meredith and Ms. Pierson.

13. Old Business
    12.1 Learning Pathway Updates
        Suggested updates included:
- Discussion of need, terminology.
- Training levels added? Years of experience?
- Career pathways.
- Synergize courses with conference courses
- Sub-divisions
- Definition of learning pathways
- Clarify and evolve the pathways to be more useable

14. New Business
    14.1 SDL Product Discussion
        The committee discussed optimizing the SDL learning, making the content available in an electronic format to replace the manual textbook learning. Converting the Skill Developing question and answers in an online format will be the most time consuming. However, input from the committee members may speed up the process. It was also discussed that eLearning may be a good home for the SDLs. The eLearning system could potentially handle individual and group SDL purchases as well as provide the testing and results required for a certificate of completion. Ms. Murray agreed to explore what's needed to upgrade the SDL program and if/how it could be moved from the bookstore to the eLearning platform.

        ACTION 1: Ms. Murray will determine what's necessary to upgrade the current SDL system.

    14.2 Current Course Proposals
        Ms. Murray summarized the proposals in-hand for vote or discussion.
        14.2.1 Task Force Building Decarbonization (TFBD)
            The TFBD intends to develop three 3-hour ALI courses to be presented at the annual meeting in Toronto. The Fundamentals of Building Decarbonization is the first proposal complete.

        14.2.2 Residential Building Committee – Designing Residential Ventilation Systems to Meet ASHRAE Standard 62.2.
            Multi-day course with several developers and intended presenters.

        14.2.3 Technical Activities Committee

TAC requested PDHs for the TEC Leadership Development Program. Ms. Murray presented the request to the committee, and it was agreed that a proposal would be required for each course section or module planned for PDHs.

ACTION 2: Ms. Murray will relay the information to the TAC and provide the necessary proposal forms.

14.3   Upcoming Course Proposals
14.3.1   Task Force Building Decarbonization – Introductory Course
14.3.2   Task Force Building Decarbonization – Applications
14.3.3   2022 Spring Online Courses

15. Brainstorm
Discussed the latest industry/potential course topics, some previously discussed at the Planning Subcommittee meeting. Topics included:
- New challenges
- Strategies
- Electric vehicles – electrification – battery fire, protected parking, manufacturing
- Fire & Life Safety
- Building integration with other industry
- Building design constraints
- Energy codes

16. Next Meeting
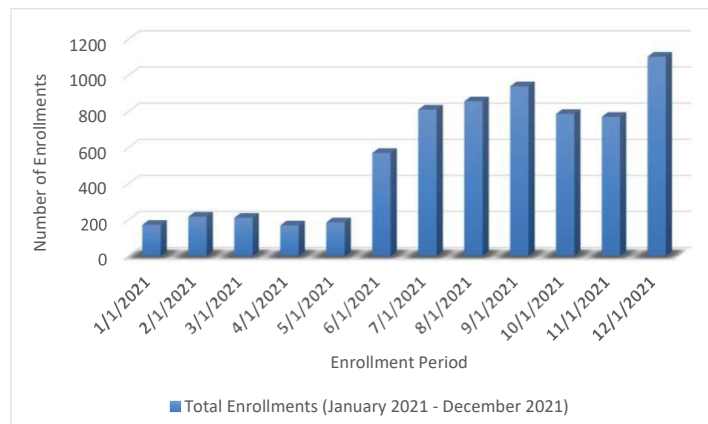Next committee meeting will be online.

17. Adjourn
Meeting adjourned at 5:12pm.

APPENDIX A – ELEARNING REPORT
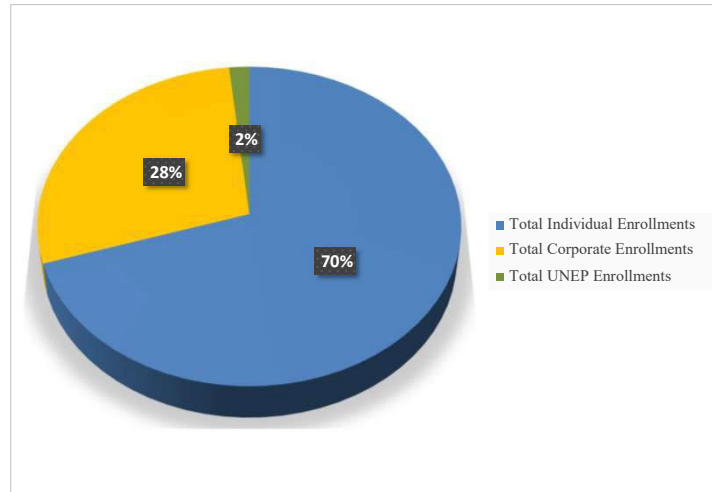

eLearning Staff Report

Affordable Virtual Learning ▪ Available 24/7

Total Current Enrollments by Month

ASHRAE AND UNEP enrollees from all sources with a current 12-months subscription
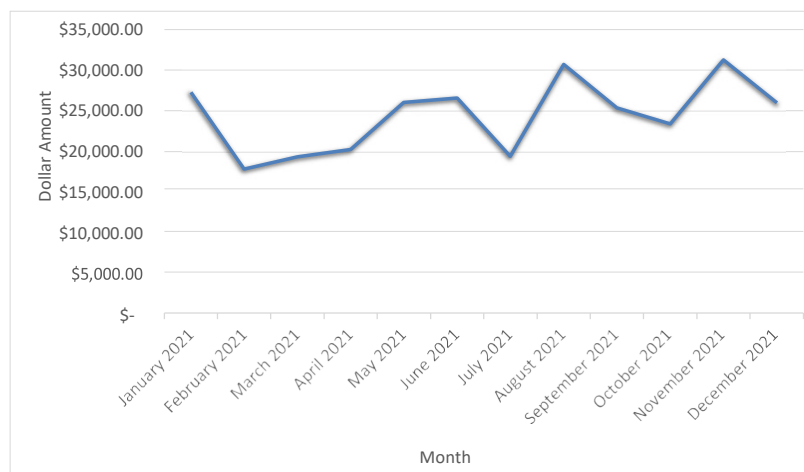
2

Cumulative 12-Month Enrollment by Source

70% Total Individual Enrollments
28% Total Corporate Enrollments
2% Total UNEP Enrollments

3

12-Month Revenue Trend

4

eLearning Member Benefit	
Launch	May 2021
Coupons issued so far	2,000
Total actual value	$84,000

5

Course Updates Project	
Fully Updated	8
Awaiting Development	5
Under Development	3
Total	16

6

New Courses		
Essentials of DOAS	Complete	July 2021
Solar Decathlon Building Science Education Training	Complete	January 2022
Designing Toward Net-Zero Energy Commercial Buildings	Content Dev.	TBD

ASHRAE Learning Institute

7

ESCO-ASHRAE Partnership

❑ eLearning has partnered with ESCO Group (https://www.escogroup.org/)

❑ Partnership will expand ASHRAE's training market to higher education

❑ Expected launch date – March 1

ASHRAE Learning Institute

8

9

APPENDIX B – INSTRUCTOR-LED COURSE REGISTRATIONS

SUMMARY OF ALI COURSE REGISTRANTS
(To date - January 24, 2022)

Year Conference/Location	Winter	Annual	Online	In-Company	Chapter	Industry	HVAC I	HVAC II	GTC	TOTAL*
2021-2022 (Las Vegas/Virtual)	361	Virtual	580	367	344	0	269	181	125	2,227
2020-2021 (Virtual/Virtual)	Virtual	Virtual	886**	1,022	400	1,008	345	82	1,656	5,399
2019-20 (Orlando/Virtual)	1,138	Virtual	752***	665	200	42	312	250	339	3,698
2018-19 (Atlanta/Kansas City)	746	212	260	735	600	453	548	331	730	4,615
2017-18 (Chicago/Houston)	838	173	417	1,813	400	124	565	441	153	4,924
2016-17 (Vegas/Long Beach)	1,161	231	449	882	405	51	680	383		4,242

*Total does not include eLearning or SDL registrants.

** An additional 2,584 individuals registered for free online webinars.

*** An additional 6,909 individuals registered for free online webinars.

APPENDIX C – 2021-22 MBOs

Training & Education Committee
MBOs for Society Year 2021-22
Chair: Keith Reihl   Date: July 16, 2021
Planning Subcommittee Chair Jim Vallort
Operations Subcommittee Chair Jesse Fisher

Objective	SP	Complete by	Fiscal Impact	Responsible Party	Comment/ Status
1. Review new strategic plan for items that apply to TEC and develop a plan to implement 2 ideas from the review. Implement 1 idea in the fall and 1 in the spring.			None	Planning Subcmte	List 2 ideas and implement timeline
2. Develop Dashboard for QUICK LOOK analytics for TEC		1-1-22	None	Reihl/Staff	
3. Develop/Modify HVAC 101 courses to prepare for CHD exam. Look at BCxP, BEMP, BEAP.			TBD	Planning Subcommittee	Back to instructors. What topics does your course cover?
4. Develop Financial Model for course evaluation				Operations Subcommittee	Draft expected data needs. Per course needs
Additional Recommendations for Strategic Planning: Not currently.					

Training & Education Committee
Subcommittee MBOs for Society Year 2021-22
Chair: Keith Reihl   Date: July 16, 2021
Planning Subcommittee Chair Jim Vallort
Operations Subcommittee Chair Jesse Fisher

Objective	SP	Complete by	Fiscal Impact	Responsible Party	Comment/ Status
1. Develop topics and RFPs for an additional (3) practical applications course			None	Planning Subcommittee	Complete with decarbonizations courses in the works.
2. Review SDLs and issue RFPs for the ones that need updating on prescribed schedule			None	Operations Subcommittee	In progress.
3. Review existing courses and sunset those that have not been used in 5 years or recommend updates			None	Operations Subcommittee	Continuous.
4. Every course reviewed by TEC Liaison prior to presentation– Quality check			None	Planning Subcommittee	Continuous.
5. Develop marketing plan for TEC courses/branding. Work with ASHRAE marketing to understand and improve			TBD	Operations Subcommittee	Continuous – 1 conf. call early fall and 1 conf. call early spring

APPENDIX D – OPEN ACTION ITEMS

TEC Meeting October 20, 2021 (Virtual)

No.	Page	Responsible	Action
2		Mr. Reihl	Meet with Ms. Njeru to discuss how the eLearning courses are currently bundled. Complete.
5		TEC members	Share what you'd like to see in the committee dashboard. Complete. Financials, revenue, per course attendance and revenue.

PDC Meeting June 11, 2020 (Virtual)

No.	Page	Responsible	Action
1	2	Staff Liaison	Follow-up & determine need and resources for complete SDL updates. Action delayed 2020-21 due to financial constraints. In progress again with new budget. Will discuss at annual meeting.

PDC Meeting February 2020 Orlando

No.	Page	Responsible	Action
4	4	Planning (AdHoc)	Develop RFP for Energy Audits exam prep course. Closed. Incl in MBOs.