

# Access & Outreach Subcommittee Meeting Minutes

April 13, 2010

## In Attendance

Melinda Benson, Stacy Liskey, Lucia Aleman, Peter Blume, Bev Briggs, Teresa Stevenson, Roni Pham, Peggy Cain and via phone Christine Waters and Pam Dunn.

## Old Business

### **Professional Development Committee (PDC)**

Melinda gave an overview of the revamp of the PDC committee formerly known as the Training and Quality Committee. She went over how the three subcommittees, Qualifications, Credentials and Pathways (QCP), Quality Assurance (QA), and Access and Outreach (AO) are different and how they work together.

Melinda also reviewed the roles and responsibilities for members of the PDC as well as the three subcommittees. A copy of the responsibilities was passed out along with the communication plan that can also be found online at [www.employment.oregon.gov/employ/cecc/subcommittees.shtml](http://www.employment.oregon.gov/employ/cecc/subcommittees.shtml).

The contact list was reviewed and updated by members. A copy of the contact list will be sent out to the group.

*Action: Stacy will send out a copy of the most recent contact list to the group.*

## New Business

### **Work Plan**

The group reviewed the work plan that had been updated from the last AO meeting in February. As the group reviewed the information, it looks like the former Training Gaps committee of TQC worked on some of the tasks in the work plan. Former Training Gaps committee members will look through their old information and bring any plans or matrixes that were developed to the next meeting. The group will review them to better coordinate and finalize the work plan.

As the discussion progressed, the issue of adult education came up. Does the AO want to take on this issue? Or is it outside the goals we have set in the work plan? Melinda and Stacy will take this issue to the next PDC meeting for feedback.

Other edits and additions to the work group were suggested as the conversation progressed. Melinda will add these to the work plan and send a revised version to the subcommittee. At our next meeting we will take the revised draft and compare it with the previous work from the Training Gaps committee to finalize our work plan.

*Action: Stacy and Melinda will take the question regarding adult education to PDC. Melinda will send the revised work plan out to the group for feedback.*

### **Relationship Based Professional Development Update**

Stacy provided an update regarding the work some folks have been doing regarding relationship based professional development. This work will likely move through all three subcommittees in some fashion, but will begin with the Quality Assurance subcommittee.

## Next Meeting

June 8, 2010 10:00 am – 12:00 pm, Location TBA, Teresa to find meeting location.

(Committee to meet every other month on months that the PDC does not meet. Alternate work groups may add additional meetings)