

Training Directorate DSO-MT Meeting-Wednesday 12 OCTOBER 2022

**Attendees:**

**Training Directorate**

Gerlinde Higginbotham DIR-T

Rob Kumpf DIR-T Incoming

Michael Griffith DIR-Td – Absent

Faron Petteys DIR-Td Incoming

Michael Brzezicki DVS TL - Absent

Thomas Bellinger DVS TA

Jonathan Ahlbrand DVS TM - Absent

Martin Goodwin DVS TD - Absent

Klaas Nijhuis DVS TS - Absent

**Guests:**

Barry Rice, Duncan Wilkinson, Monica Jankowski, Robert Allen, Ken Reis, Judi Ammar, Barbara Godshall, Joseph Laudano, Sarah Canatsey, Henry Rice, Mark Hannibal, Ed Barnes, Stan Ginkens Vincent Abel

**Call to order:** 2003

**Calendar**

1. Next T Dir meeting will be 02 NOVEMBER 2022 at 2000 EST (agenda items due 01 NOVEMBER 2022)

2. Next T Dir/DSO MT meeting will be 14 DECEMBER 2022 at 2000 EST (agenda items due 13 DECEMBER 2022)

**Director’s Remarks- Gerlinde Higginbotham**

Ms. Higginbotham wishes to welcome Rob Kumpf and Faron Petteys, the incoming bridge for T Directorate.

**Advanced Learning (TA)-T. Bellinger**

Mr. Bellinger notes it is a transitional time in the branch, he is the outgoing Division Chief, for this section that manages AUXOP courses.

-AUXSEA= This course is scheduled to go to BSX 10 November.

-AUXWEA= This course is at BSX.

-AUXPAT= This course is almost complete, waiting on a few more items for completion.

-AUXSAR= This course is 80% complete.

-AUXCOM= This course is 75% complete.

-AUXNAV= This course is 85% complete and is getting help to complete.

-Next steps will be preparing course changes for Moodle.

-Clarified that AUXNAV is still expected to be a two-part course, there is an issue with chart obsolescence at this time.

-Members are encouraged to continue to take courses in the format and version currently available.

-Mr. Bellinger will reach out regarding availability of testing materials for AUXNAV part B.

**Training Design (TD)-M. Goodwin (Absent, per V. Abel)**

Team is working to help implement initiatives within the T Directorate, mainly surrounding objectives of the directorate white paper which was a design to streamline and standardize training in the auxiliary.

Goal is to make Moodle the sole source for auxiliary training, this involves improvements to Moodle to make it a more user-friendly experience and working with other directorates to standardize material, delivery style and evaluation.

Building training standards guide and stylebook to assist with development.

Work is ongoing on Staff Officer training courses; CS officer course will be complete and looks to launch in January 2023.

Working on completion of Online Facilitator Course.

Mr. Goodwin will be stepping down from his position and he is working to ensure that handoff is smooth.

**Training Leadership (TL)-M. Brzezicki (Absent, per G. Higginbotham)**

This is a lax period as the courses for this fiscal year have mostly been completed. The new C-School listing has been released for next fiscal year and members are encouraged to submit STTR requests as soon as possible to avoid losing seats.

**Advanced Distance Learning Management (TM)-J. Ahlbrand (Absent, Per G. Higginbotham)**

AUX04 course is complete, certificates are being distributed and Mr. Ahlbrand asks all to be sure to complete the course survey.

Transition is underway to move away from the self-attestation process to demonstrate course completion. To this end, the new member courses are being divided out and ten question evaluations are being added to the course to be completed. Once complete, a certificate of completion will be generated for each course.

Work is starting to restructure FEMA courses to aid with ease of course delivery.

IS200 course is being moved from AUXLMS to Moodle. If this transition completes, it will then be possible to shut off the AUXLMS site.

International students will be able to access our training resources soon, expanding our outreach.

**Training Projects (TS)-K. Nijhuis (Absent, Per V. Abel)**

Division mission is to support all staff, a team of twelve provides support to T Directorate functions.

Ongoing efforts are underway to work with subject matter experts to provide proofreading assistance.

Team member is responsible for producing meeting minutes and is willing to expand role.

Webmaster and QE team are working on updating webpages and fixing errors, outdated information, and dead links. Mr. Witty, webmaster, is working on a proposal for the bridge that would standardize these efforts.

Document archive team is working, will require more specific requirements to aid in task standardization and completion.

Group working on NACO Three Star Award for Training, twelve awards so far this year. Effort will be undertaken to publicize and support core training.

Leadership Competency reporting is undergoing changes to allow the process to flow more smoothly and ensure satisfaction of members who complete courses.

Question was asked regarding Leadership Competency Certificates. Ms. Higginbotham replied that a system is in the works, and she has been assured that oncoming staff will work to implement the proposed changes to allow this process to become computer based and not rely on physical manipulation.

**New Business:**

Ms. Higginbotham asks all to share the information from this meeting up and down their chain to further help with dissemination.

Ms. Higginbotham is thanked for her hard work and congratulated on her final meeting as Director.

DSO MT’s feel that timely aggregation and dissemination of minutes helps with information spread.

Ms. Petteys thanks all for their hard work and willingness to share information.

Mr. Kumpf thanks all for their hard work and he looks forward to working with everyone in the future.

**Adjourned:** 2050

Respectfully Submitted

Aux. Vincent Abel Jr.

T Directorate BA-TSAE