



International Professional Development Committee REGION COMMITTEE REPORT

W. Kyle Ray, SR/WA, Committee Chair

IPDC's Core Purpose: The purpose of the education and Professional Development Program is to provide effective services and an unparalleled education program right of way professionals and the public; and to achieve the objectives and purpose of the IRWA. A series of courses has been designed to provide the tools and resources for continuing professional development and to recognize right of way practitioners who attain the Senior Member, International Right of Way (SR/WA) and individual discipline Certification.

Mission Statement: The IPDC is charged with oversight of the development and facilitation of a comprehensive curriculum that trains right of way practitioners and maintains high standards of competency through a professional development program.

The **International Professional Development Committee (IPDC)** met on June 10 and 11, 2011 at the International Conference held in Atlanta, Georgia. IEC member, Randy Williams, SR/WA, IEC Liaison to IPDC as well as other members from the IEC attended portions of the sessions.

Kyle Ray, IPDC Chair, called the roll. The members in attendance for the June 10 and 11 sessions were TA Anderson, Sheryl Badin, Peggy Barnes, Cynthia Gan, David Griffith, Stephen Hagen, David Layne, Alan Morganfield, John Reid and Janet Walker. The Committee was joined by Nathan Cruzado, Education Coordinator and Facilitator Liaison and Valerie Fries Wade, Chief of Education. Lara Bailey was absent.

STAFF REPORTS:

Staff reports were provided by Valerie Fries Wade and Nathan Cruzado for all curriculum activities. IPDC was advised that Ron Ellis and Heidi Dittmer are no longer with the association.

IEC REPORT:

General Update:

Randy Williams, SR/WA briefed the IPDC on new partnerships under development on education, curriculum and credentialing. The expansion of these partnerships will benefit the association and its members with knowledge sharing and business opportunities.

Experience Task Force:

The IEC reported that the Experience Task Force met in December and that each committee has been tasked with reviewing the lists of qualifying experience for each discipline for errors and omissions. Once the committees have completed their review, the task force will reconvene via a series of conference calls. This task force may be called upon for further expansion once the specialty task force completes their work.

Specialty Task Force:

The IEC reported that the Specialty Task Force met in February and reviewed the recommendations from each of the discipline committees. The lists were further expanded and given back to the committees for final review. The task force will reconvene via conference calls and webinars to determine next steps once the feedback is received from the committees.

Facilitator Task Force:

Janet Walker presented an update on the Facilitator Task Force. The objective of the task force was to review and discuss the current process for qualifying new facilitators; and determine if the Facilitator's Clinic, as it currently exists, should be: permanently changed, temporarily changed, or left unchanged. The Task Force recommended retiring the existing process and developing a new one which would include a two tier of training for new facilitators along with more stringent recertification of existing facilitators. A motion to adopt the General Recommendations of the Facilitator Task Force was adopted.

FACILITATOR POLICY CLARIFICATIONS:**Blanket approval:**

Some facilitators have requested approval for several courses at once. The IPDC clarified that applicants can only apply to present 1 course and after successful completion of that presentation, if they achieved an average score of 4.20 or greater on the facilitator evaluation, they may apply for an additional course in that same discipline. The only exception to this policy would be in the event that a facilitator applied for approval of a course based upon the local chapter presenting the course and if the chapter changed courses, the facilitator would need to retract approval for the first course and replace it with approval for the second course. In other words, "no blanket applications". Approved.

Reinstatement after a lapse in certification and/or membership. If a facilitator fails to recertify or renew membership and wishes to reinstate said certification, he or she must meet current qualifications for certification.

Re-testing when failing self audit. If a facilitator opts to take a self audit of a course for the purpose of fulfilling the audit requirement and then fails the exam, there is no contingency plan and/or other option for re-testing. The facilitator will then be required to attend a live class to fulfill the audit requirement. Approved.

The IPDC confirmed all policies are to be adhered to with no exceptions.

FACILITATOR POLICIES, GRANDFATHERING AND SUNSET PROVISIONS:

Facilitator qualifications are in need of review, standardization and increased rigor to ensure qualified individuals are providing excellent learning experiences for all participants. The IPDC reviewed each series of courses along with specific recommendations from industry committees and held an in-depth discussion for the purpose of developing a grandfathering and sunset policy for each series. A revised list of qualifications was approved by IPDC.

PRINCIPLES OF RIGHT OF WAY TEXTBOOK:

The content was received from committees and the text has been revised. The text is in need of re-formatting and reorganization. Once the reformatting has been completed the text will be sent out for professional proofreading. After the proofreading is completed each committee or SME will be sent back to sections for final review before printing.

The Text will be reformatted using a new style guide as approved by the Ad Hoc group of IPDC members. The group agreed to use the 7x9 hard bound book size. The content will be reorganized to better align with the organizational structure of Course 100: Principles of Real Estate Acquisition.

CURRICULUM:

The curriculum department has been eliminated with the departure of Ron Ellis. Currently all files are in the process of review. The first course of order is the development of a comprehensive database which will identify critical information such as: name and contact information for course developer(s), responsible committee(s), IPDC liaison and subject matter experts. As a part of this process a version control system will be developed and implemented along with a process map.

Copies of the draft of the “Documentation Plan” and “Process Map” were distributed to all IPDC members for review and feedback. The new plan and map will allow for strict version control and is based on version control of software development.

ENGINEERING TOOLS:

It was reported that the engineering tools are not consistent in thickness, making it difficult to use in the exercises. Discussed that should increase thickness in the 30 – 60 and 45 – 45 triangles. IRWA staff will work with vendors to assure the right thickness is provided.

ELIMINATION OF FACILITATOR MANUALS AND DEVELOPMENT OF FACILITATOR GUIDES:

During the revamp project, the instructional designer suggested using facilitator manuals which included adult learning tips as well as a full repeat of the material in the participant manual. The process of combining these two books has led to increased errors and confusion of the material. It was suggested that IRWA bring the facilitator books up to industry standards and use a similar format of that used by others such as USPAP manuals. Facilitator guides can be created to accompany a participant book and will include pertinent notes. During the Revamp Project, the instructional designer also designed the course material books. The design does not lend itself well to IRWA course material and needs to be redesigned to better fit the need of the participants and facilitators. A new style guide will be developed which will enhance the learning experience.

The adult learning piece will be extracted and placed into a separate guide available to all facilitators for download. The guides can be downloaded from the website and the participant manual will be what is taught from. This will enhance the learning experience by ensuring that same books are used by both the facilitator and the participant. It will reduce errors and printing costs.

As the courses are revised and updated, they will have facilitator guides created. Additionally, exercises will be included in the body of the Participant Manuals. It is best to have the instructions on one side (left) and the exercise facing on the other (right).

CURRICULUM REPORT:

Course Revisions:

The 2011-2012 Course Revision Project will include a full review of each of IRWA’s courses. A Course Reviewer Guide will be drafted by staff and provided to the IPDC for comment. This Guide will be distributed to the Education Committees for use during the review.

Courses 900, 901 and 902: The first series of courses to be reviewed will be the 900 series: Engineering and Surveying. A task force comprised of Engineering and Surveying Committee members, as well as the original course developer and a representative of the IPDC will meet briefly during the conference to determine the next steps.

Course 215: originally called “The Pipeline Course” was developed with funds provided by the Pipeline Committee. During the revamp process, the instructional design changes were not congruent with the objectives of the original developers and the revamped 215 became Course 218. The content is too close to 215 to validate it as a standalone course. Course 215 is being revised by the Pipeline committee at this time. Thereafter, the course will need to be reviewed and updated by an instructional designer as well as put into current formatting by the graphic artist.

Course 218, as mentioned above, was an off-shoot of Course 215. The Utilities Committee is reviewing the content to determine if it can remove material which is redundant from Course 215 and use what is left as the basis for a mini-overview course (short version of Course 100).

New Courses:

Course 431: A new course was developed by David Layne and provided to the Valuation Committee for consideration. Whereas no feedback was provided to the developer, David Layne announced he will take back ownership as of July 1,

2011. TA Anderson was also provided a copy of the course for review to determine if it will meet current needs of IRWA's curriculum. IRWA will still have an opportunity to purchase the course after review by the committee, if it so chooses.

Outstanding Proposals: Several proposals were previously presented to the IPDC for consideration, but have not been formally accepted. These include: Understanding Electric Utility Easements, Official Plan, Zoning, Subdivision applications, etc., as well as various other pipeline courses. IRWA staff will research and report to the IPDC.

Education Committee Review: Some committees have been fully engaged and others not as responsive. Committees will be asked to step up to assist in the process of reviewing current courses.

Course Review Priority List:

Communication and Negotiations (200 series) will be reviewed by an Ad Hoc Task Force in June (at conference).

Engineering/Surveying (900 series) will be reviewed by a Task Force in June and in July.

Relocation (500 series) will be reviewed by the Relocation Assistance Committee fall meeting.

Environmental (600 series) will be reviewed by the Environmental Committee date TBD.

Asset/Property Management (700 series) will be reviewed by the Asset Management Committee date TBD.

As each series is reviewed and updated, the relevant sections of Course 100, the SR/WA study session and other courses with a cross-over of information will need to be revised.

ONLINE COURSE STATUS REPORT:

Business Training Library is in the process of converting Course 606C. Course 803C and Course 900 and Course 100 are next on the list. We are in the process of implementing global changes which will allow Mac users to listen to the audio files and which will require participants to take a course experience survey before they can have access to the exam.

CREDENTIALING:

At the recent meeting of the IGC the matter of taking exams for recertification credit was brought up. IPDC discussed this item and did not take any action or recommend change to existing policy.

ACCREDITATION:

The IEC asked IRWA Staff to explore national accreditation IPDC members will poll committees to see which accreditation agencies would be the most valuable to pursue.

LIAISON ASSIGNMENTS:

Regions: Each committee member will be assigned a region to serve as liaison. That region will be the member's home region whenever possible. Members are encouraged, but not required to attend the region forums. Members need to contact each Region Chair and Vice Chair to establish a relationship for the purpose of communicating IPDC matters.

Education Committees: Each committee member will be assigned an Industry/Education committee to serve as liaison. That committee will be the one representing the member's own expertise whenever possible. Members are encouraged, but not required to attend the committee meetings outside of those held at the annual conference. Members need to contact each Committee Chair and Vice Chair to establish a relationship and means of communicating IPDC matters.

Subject Matter Expertise in Regard to Credentialing: Each committee member is responsible for working with Region and Chapter leaders in regard to specific matters. That committee will be the one representing the member's own expertise whenever possible. Members are encouraged, but not required to attend the committee meetings outside of those held at the annual conference. Members need to contact each Committee Chair and Vice Chair to establish a relationship and means of communicating IPDC matters.

IPDC LIAISON ASSIGNMENTS			
IPDC MEMBER		SUBJECT MATTER EXPERTISE (CREDENTIALING)	EDUCATION (INDUSTRY) COMMITTEE
Peggy Barnes	Region 1	800 - Law	Utility
John Reed	Region 2	500 - Relocation	Relocation Assistance
Cynthia Gan	Region 3	300 – Management	Asset Management
Lara Bailey	Region 4	200 – Communication	Pipeline
Dave Griffith	Region 5	500 – Relocation	Transportation
TA Anderson	Region 6	400 – Appraisal	Ethics
Steve Hagen	Region 7	700 – Asset/Property Management	Local Public Agency
Dave Layne	Region 8	400- Appraisal	Valuation
Al Morganfield	Region 9	900 – Engineering/Surveying	Surveying/Engineering
Sheryl Badin	Region 10	600 - Environment	Environment

CONFERENCE SESSIONS:

At each annual education conference, the IPDC conduct several sessions to update members on current committee issues. This year’s session topics were: Update of issues, and Appraiser Cross Certification.

NEW ETHICS TASK FORCE:

A task force has been formed to review the ethics policies of the association TA Anderson is serving on the New Ethics Task Force.

TOBACCO USE:

A complaint was received regarding use of tobacco (smokeless) in IRWA classes. Current IRWA policy does not restrict its use, only smoking. The committee was asked to consider expanding the policy to prohibit use of any tobacco product in IRWA classes and/or events. IPDCapproved motion to prohibit use of all tobacco products in all IRWA classes or related events, effective July 1, 2011. Persons using will be asked to leave and will not be eligible for refund.

SR/WA EXAM REVISIONS:

The SR/WA exams have been revised. IPDC members assisted in the assessment of the exams. The discussion included increasing the exam questions to 250, making it less tied to the study session and possibly having an online course only. The SR/WA exam will be increased to 250 questions, the questions will be reviewed and revised by Dave Layne after the beta test conclusion. IRWA Staff will investigate the possibility of offering the study session only online, as well as possibly not having the exam administered directly after the study session.

AVAILABILITY OF MATERIAL BEFORE CLASSES:

Participants have asked for course material to be made available before class to allow for pre-reading and to accommodate those that need longer processing time for learning. Staff will investigate a system to allow access to PDF files of the course material for those that pre-register for classes, with the conditions that the participants understand that the material is available only after registration, is only available to download for preparation of the class and is copy write protected. Once the material is accessed, there will only be a partial refund for canceled class attendance and that there will be no refund for no-shows.