

WAQTC EXECUTIVE COMMITTEE

**Executive Committee Meeting
July 31, 2011 7:00 pm to 8:00 pm
AASHTO SOM Burlington VT**

Meeting called by:

Facilitator: Desna Bergold; DB Consulting

Attendees
Scott Andrus, UDOT
Bryce Simons, NMDOT
Tom Baker, WsDOT
Cole Mullis, ODOT
Garth Newman, ITD – called in

Absent
Matt Strizich, MDT
Howe Crocket, WFL-HD
Jeffrey Seiders, TxDOT
Richard Duval, CFL-HD
Jim Zufall, CDOT
Mike San Angelo, AKDOT & PF

Agenda Items/Objectives

Article 4 election of new officers	Garth Newman
WAQTC Website	From Spring meeting
Pooled Fund – where to go from here	From Spring meeting
AASHTO Test Methods that are of concern to WAQTC	From Spring meeting
Asphalt VMA module	From Spring meeting
2011 AASHTO T 248 changes – Cole needs to be aware	From QAC
Consultant contract renewal	From QAC
On-line training –Montana has developed one, too	From QAC
Existing PowerPoint – process with New PowerPoint	From QAC
Eliminating the ‘Instructor’s manual’	From QAC
QAC response eliminating oral exams and Open- book exams (article)	From QAC
What is happening with the written exams	From QAC

ISSUE	DISCUSSION / DECISION	ACTION REQUIRED BY:
Article 4 election of new officers	<p>The by-laws were reviewed, and it was determined that the majority of the members at any meeting constitute a quorum.</p> <p>According to the by-laws the Vice-Chair would be next in line for the Chair. Matt Strizich, MDT, is currently the Vice-Chair and therefore next in line. Matt had sent an email stating he would be happy to assume the chairmanship but informed the group that he is unable to travel out of state. All felt that meeting in Montana and teleconferencing are options and that Matt should be offered the position. New Mexico is next in line for the Vice-Chair.</p> <p><i>Matt Strizich was duly voted to the chair and will be informed.</i></p> <p><i>Bryce Simons, NMDOT, has been voted in as the vice-chair.</i></p>	
WAQTC Website	<p>Mike SanAngelo, AKDOT, has some information he will present at the next teleconference.</p> <p><i>Tabled</i></p>	
Pooled Fund – where to go from here	<p>Scott Andrus, UDOT handed out information on the status of the pooled fund. Tom Baker, WsDOT, indicated that his state has run a pooled fund and thought that he could provide a resource for Scott. Tom gave Scott Kim Willoughby’s contact information. Garth Newman, ITD, pointed out that care should be taken because FHWA have recently changed the rules. Lisa A. Williams is the pooled fund manager for FHWA and needs to be consulted. Garth emailed Lisa’s contact information.</p> <p>Scott and his people have been doing some research he feels that continuing the current fund will not be much of a problem. Scott will follow up with that.</p> <p><i>Extend the pooled fund and provide the committee with a follow up in 30 days</i></p>	Scott Andrus
Asphalt VMA module	<p>What’s the goal? “At the end of this training the participant will be able to demonstrate what?” Is this program going to cover field volumetrics or should it also include significant portions of design?</p> <p>Cole Mullis, ODOT, feels the module should be for quality control not design. Garth explained that the discussion at the QAC meeting focused on how much to cover so the participant would understand basics of volumetrics. Most programs have field qualifications and a more in depth qualification.</p> <p>Tom, Bryce, and Scott agreed with Cole that the focus should be on field testing. At the end of the training the technician should be able to produce a specimen according to T 312 and perform the</p>	

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	<p>Volumetric calculations. They all agreed that a background or basics section should be presented and available for information.</p> <p><i>Sean Parker, ODOT, and Howard Anderson, UDOT, will work together to determine which portions of the current programs will be used.</i></p>	Sean Parker and Howard Anderson
AASHTO Test Methods that are of concern to WAQTC	This was completed in February, Desna will resend the file.	Desna
	Cole brought up his concerns with the balloted T 310 but the 2011 version addressed this issue.	
TS representation	T 248 – Cole has a conflict and cannot go to TS 1c to present T 248. The proposed changes were discussed and Bryce agreed to present it but would like to have more information. Desna and Bryce will get together.	Bryce Simons and Desna
Consultant contract renewal	<p>QAC unanimously recommended renewal of the contract with DB Consulting. Executive Committee concurred.</p> <p>Cole motioned, Tom seconded. No discussion. Vote was called: 4 ayes, 0 nays - motion carried.</p> <p><i>Consultant contract will be extended. Matt to contact Scott to find out the requirements for extending contract</i></p>	Matt Strizich
On-line training – Montana has developed one, too	<p>AkDOT was developing the on-line training but has had some issues. MDT was unaware how much of AkDOT they could use and developed their own on-line training using AkDOT's and a few other states as the model. Garth asks if WAQTC wants to develop and use just one program or allow each member to use the materials in developing their own program.</p> <p>Cole feels that there may too many differences for just one on-line training program. Each state also has different levels of training. Perhaps each state should continue moving in its own direction.</p> <p><i>At this time each state will continue to do its own thing.</i></p>	
Existing PowerPoint – process with New	Garth explained that the QAC was going to review the new PowerPoint, clean it up and have a teleconference to go through it. But after comments from Linda Hughes, ODOT, Garth now feels that may be wasted effort and intends to revisit the process.	

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PowerPoint	<p>The new PowerPoint is too ‘graphics heavy’ and has too much going on. Linda has some great videos and suggested that the current PowerPoint be ‘freshened.’</p> <p><i>Garth will discuss with the QAC.</i></p>	Garth
Eliminating the ‘Instructor’s manual’	<p>Garth reported that the QAC has agreed to eliminate the Instructor manual and include the instructor boxes from the manual into the PowerPoint notes. The Executive Committee is okay with this.</p> <p><i>Instructor manual will not be included in the next update.</i></p>	
QAC response eliminating oral exams and Open-book exams (article)	<p>Garth reported on the QAC’s recommendation to continue to administer the written exam as ‘closed book.’ The QAC determined that the objective is: ‘The written exam is to determine familiarity and basic knowledge of how to perform the procedure. This is the gate-keeper to the performance exam that demonstrates knowledge of the procedure.’</p> <p>Based on the studies ‘open and closed’ exams provide the same retention. See paper supplied by Linda Hughes, WSDOT.</p> <p>‘Open Book Exams’</p> <p><i>Exams will continue to be administered as ‘closed-book’</i></p> <p>Eliminating oral exams – Garth presented QAC recommendation that, with the exception of T 40’s performance exams, the oral exams should remain. T 40, Sampling Bituminous Materials is not performed by the qualified technicians; the agencies just observe the sampling.</p> <p>Cole asked what the value of asking the question if the examinee just reads the procedure back to the proctor. Cole would still like to see the Oral Performance exams dropped and add more questions to the written. Cole will be okay with the group’s decision.</p> <p>Bryce wonders if there is still value in keeping the practical exam for T 40 due the safety liability issue. Other procedures just have safety ‘Cautions’ but do not go in depth on the safety issue. Although the safety issues are an issue it may be out the scope of this program.</p> <p><i>Sampling oral performance exams will remain in the program.</i></p> <p><i>Performance exams for T 40 will be eliminated.</i></p>	QAC

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What is happening with the written exams	<p>Utah's modified exam '4' was partially vetted. ODOT and MDT were the only ones that vetted exam 4; however this gave sufficient results to determine problem areas. Garth explained what the QAC has done and intends to do: The QAC looked at exam questions that had a high failure rate to determine if they were good exam questions.</p> <p>Some of the questions from exam #4 will be incorporated into exams 1, 2, and 3. The rest of the questions will be reworked by Linda Hughes, WsDOT, and Misty Miner, MDT. There will not necessarily be an exam 4 but the existing exams will be fresher. The remaining reworked questions will go into a question 'pool' for future use.</p> <p>The QAC felt that at some time it would be good to build a database so that the exams could be built electronically.</p>	
Other business	<p>The Strategic plan was sent for a vote, it was approved but the final status was not announced. Desna will send the final Strategic plan.</p> <p>The QAC compared the states Performance exam implementation – Cole asked if there is a plan to deal with the differences in implementation. Cole pointed out that an audit of each states implementation of qualification program is one of the Strategic goals, although it was not set for immediate attention, wouldn't this discussion be a part of that. QAC needs to put together a baseline of how the performance exam to be implemented and present to the Executive Committee.</p> <p>Garth – QAC removed T 275 from the test methods because no one is using it. EC did not have comment.</p> <p>Cole asked if the QAC discussed inclusion of <i>T 166 Section 4 Test Specimens</i> into the <i>FOP for T 166</i>; the QAC decided that if TM 11 were adopted it would cover all the issues with the FOP even better. Cole will review TM 11 and provide comment.</p>	<p>Desna</p> <p>QAC</p> <p>Cole Mullis</p>
New business	<p>Tom Baker – In-place density for HMA: WAQTC should introduce TM 8 as an AASHTO test method. Most states use it for quality control and some for acceptance testing.</p> <p>TP 68 needs to be balloted as a full Standard or it disappears. Garth will help on that one.</p>	Garth Newman
	<p>Cole moved to adjourn, Tom Baker seconded, 4 ayes, 0 nays; motion carries.</p> <p><i>Meeting adjourned</i></p>	