WAQTC EXECUTIVE BOARD MEETING MINUTES

MEETING CALLED BY: SCOTT ANDRUS, TREASURER, UDOT	**DATE:** JUN 27, 2017
	TIME: 3:00 TO 4: 30 PM T
RECORDER: DESNA BERGOLD, COORDINATOR	**LOCATION:** TELECONFERENCE

ATTENDEES:	ABSENT:
GREG STELLMACH, CHAIR, ODOT	MIKE SAN ANGELO, AKDOT & PF
DAVID JONES, VICE CHAIR, WSDOT	BILL SCHIEBEL, CDOT
SCOTT ANDRUS, TREASURER, UDOT	MIKE SANTI, ITD
GARTH NEWMAN, QAC CHAIR	JAMES GALLEGOS, NMDOT
HOWE CROCKETT, WFLHD	MICHAEL VOTH, CFLHD
MATT STRIZICH, MDT	SEAN PARKER, QAC VICE CHAIR
BRIAN IKEHARA, HDOT	JOHN BILDERBACK, ITD
GUESTS:	
RANDY MAWDSLEY, QAC MEMBER, WSDOT	
GILBERT ARREDONDO, QAC MEMBER, UDOT	
TYSON VORWALLER, UDOT	
JEFF SADDLER, UDOT	
GLEN TARRANT, UDOT	
KRISTY BIRD, PROGRAMMER, UDOT	
SHANE SQUIRE, UDOT	
MIKE GARCIA, UDOT	
GLEN CLARK, UDOT	

AGENDA ITEMS / OBJECTIVES:
1. Demonstration of UDOT's Learning Portal as related to WAQTC exams

Topic	Discussion / *Decision*	ACTION REQUIRED BY:
	Scott Andrus, UDOT, began the meeting. He thanked everyone for their time, and introduced the topic: UDOT has been developing their 'Learning Portal' for use with their training and qualification program.	
Background and registration	Kristy Bird, UDOT, introduced the UDOT learning portal, and gave a bit of history. The portal is provided by SABA, a vendor for learning management systems. UDOT will be using their portal to register participants for courses and exams and pay any fees necessary. The technician / learner would then attend the courses and take exams at the training facility. The written exam would be administered on a secure iPad/notebook device. The portal maintains and tracks courses and certifications. Kristy demonstrated, through Adobe connect, how to register for an exam or a course and exam. She then showed how the system requires the written exam to be completed and passed before the performance exam can be done. It also shows and requires prerequisites be completed, if any. Garth Newman, ITD, asked how the system recognizes the qualification numbers and technician, especially repeat names. Kristy explained the system assigns each user a unique identifier or uses the UDOT employee number. Desna asked how and when the unique identifier is tied to the WAQTC Qualification number. Kristy indicated that the user or those with administrator privileges can add that number to the user's profile. Garth wanted to know how the WAQTC Qualification number is assigned and how can an individual be prevented from changing the number once assigned. Kristy indicated that the WAQTC Qualification field can be restricted to administration personnel only. Kristy indicated that they will work with the TTQP group on the specifics.	
Written exams	Kristy demonstrated taking the written exam. The system limits the user to two attempts, administers the two different exams, and scores the exams consistent with the WAQTC Administration Manual. Access to the exams in the program is limited to the developer, Kristy, and TTQP assigned personnel.	

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	The exams are made available to the learner for a limited amount of time, generally the working day they are scheduled to attend an exam. When the class is ready to take the exam, the proctor provides a PIN to launch the exam. PIN's can be designated for a single session. Upon completion of the exam, the learner can access their score, both overall and by FOP, but cannot see what questions they answered incorrectly. The program does capture which questions were marked incorrect and the learner can review questions with the proctor. This setting can also be changed to let the learner access that information if that is desired. Using this information, the program can assist in determining trends for individual FOPs and questions. While taking the exam, the learner can access the questions in or out of order, and flag questions to revisit. Upon submittal of the exam, the system also prompts if there are any questions unanswered.	
Exam format	Garth asked if there have been issues with learner's resistance to technology or options to take exams in a different format. UDOT has not experienced much resistance, as this platform is used throughout UDOT training, not just for their TTQP program. There are ways for the proctor / administrator to enter scores for exams taken in other formats and for files to be attached. Garth asked if the performance exams are in the system. Kristy indicated that they are building that functionality now. The system also tracks renewal dates and sends reminders to the learner. Learners can print a PDF their certificates of completion.	
Status	Right now, it is easy for someone working for UDOT to access a technician's status and run a report. This report or similar, driven by the analytics tool, is available and may be what will be posted on the UDOT website.	
Security	Scott indicated that the notebooks used for exams will be locked down and will not be capable of accessing the internet.	

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	Randy Mawdsley, WSDOT, asked how many locations UDOT is using for courses and exams. Scott indicated that UDOT has one training facility but the trainers will sometimes travel to other locations in the state if there is demand. The trainers will take the secured electronic notebooks.	
Timeline	Scott indicated that they are still a few months from going live but they are at the point that they will begin loading WAQTC exams in to the system. Garth asked if SABA's administration can get to the exams, Kristy indicated that they wouldn't be able to access them.	
Next step	Jeff Saddler, UDOT, asked if there was a formal vote or procedure that the group needed to act on to move forward. Although there really isn't, Desna suggested reviewing the Administration Manual and its guidelines on exam security. As it is out of date regarding electronic security, perhaps someone would volunteer to draft revisions. Greg feels that if everyone is moving this direction perhaps there are things that should be documented. Garth feels that as far as revising the Administration Manual, less is more. Perhaps it doesn't need to be very prescriptive but rather just outline what "secure" looks like in an electronic universe. Greg asked UDOT to put together an outline of their process and what steps they have taken to date. Perhaps this information can feed into revisions to the Administration Manual. One thing to address is who will have access to the 'password protected' exams. Scott indicated they will try to have something put together by the QAC meeting, July 17th. *Scott Andrus and crew will put together a short document describing their process and how they were developed.*	SCOTT ANDRUS