

**FINAL MINUTES  
EDUCATION COMMITTEE MEETING  
Wednesday, September 18, 2013 2:30 P.M.**

**Call to Order and Roll Call**

Meeting called to order by Joe Stroud, as the Education Committee Chair at 3:48 P.M.

Committee members present at roll call:

Mark Keller

Joe Stroud

Frank Ugenti, appeared telephonically

Staff present:

Debra Rudd, Executive Director

Cheryl Vollemaere

Jeanne Galvin, Assistant Attorney General

The committee considered the approval of the August 15<sup>th</sup>, 2013 minutes. Mark Keller motioned to approve the minutes. Frank Ugenti seconded the motion. The motion passed unanimously.

Joe Stroud then introduced the discussion and consideration of auditing a portion of a course in lieu of the entire course. He stated that he had questions if an auditor might be able to only audit one day of a multi-day course. Frank Ugenti said his opinion that the entire course should be audited, or none of it. He pointed out that it would not be fair if there was a dissatisfactory report, when only a portion of the class was audited. After discussing the resources available for this program, a suggestion was made that perhaps there could be more than one auditor for the course (i.e. a three day course might have three different auditors, one for each day). The consensus of the committee was to recommend to the full Board that they require entire courses be audited with multiple auditors for the longer classes.

Joe Stroud pointed out that the next item on the agenda to update the committee on the audit program had been done at the Outreach meeting on September 6<sup>th</sup>, thus no action was needed.

The Committee then went off the record to consider the rest of the items on the agenda. When they returned, Joe Stroud motioned to recommend approval of the remaining items on the agenda. Mark Keller seconded the motion. All voted in favor of the motion.

The meeting was then adjourned at 4:35 p.m.