

Via Web Ex

Attendees: Hyewon Chung, Julie Christensen, Angela Kapp, Anita Blaine Stavitzki, Deborah Schierbeck, Deloris Friske, Ida Gatfield, Rhonda Olson, Sameerah Bilal-Roby, Tonya Morris, Maxine Peterson, Matt Evans
Absent: Marisol Chiclana-Ayala, Cyndi Cunningham, Ana Isabel Gabilondo-Scholz, Marian Hassan, Jansel Hernandez, Teresa Ripple, Sherry Tiegs
Note Taker: Julie Christensen
Minutes Review: Hyewon Chung

1. Welcome/ Housekeeping Items
 - a. Short WebEx tutorial
2. June Meeting Minutes
3. Achieve Website Review
 - a. Application Processing Time
 - i. The date Achieve is currently processing for Individual Membership applications, Trainer Membership applications, and Course Approval is listed on the Achieve website.
 - b. Course Approval Guide
 - i. The Course Approval Guide webpage includes an interactive process infographic, requirements, examples, and a short quiz for trainers to take before submitting their course to ensure they understand what is expected.
 - c. Virtual Career Guide
 - i. Achieve's Virtual Career Guide is a tool to help those working in or interested in working in the Childhood Care and Education field plan a successful career.
 1. It is particularly helpful for high school and college students interested in joining the field or for those already working in the field who would like to advance.
 2. The Virtual Career Guide is modeled after the Minnesota Career Lattice and allows users to explore a variety of Childhood Care and Education careers.
 - d. Resources
 - i. Achieve's Resources webpage hosts a wide array of documents categorized by:
 1. CCE Practitioner
 - a. Resources include documents such as the Minnesota Career Lattice, Acceptable Documentation Policy, Individual Membership Guide, other policies, and helpful links.
 2. Trainer
 - a. Resources include Trainer Approval Process Guide, Trainer Agreement Form, Course Approval Requirements, and other

- trainer related documents and helpful links.
- 3. RBPD
 - a. Resources include all of the different RBPD endorsement types and business rules.
- 4. PD Sponsor Organizations
 - a. Resources include Conference Approval Options and Automatic Training Approval Policy.
- 5. Policy Newsletters
- 6. DHS Participation Guides
- e. Advisory Committee
 - i. This page hosts bios and photos of Achieve Advisory Committee members and also includes Meeting Minutes and Resources for Advisory Committee members.
 - ii. Advisory Committee members were encouraged to review their own bios. If any information needs to be updated, please email changes to Julie Christensen at julie@mncpd.org.
- 4. Advisory Committee Handbook Review
 - a. Suggestions for Revisions or Additions
 - i. None were given.
 - b. Committee's Authority
 - i. The advisory committee is limited to making recommendations and giving advice. The committee is not permitted to set policy; that responsibility rests solely with the Center's administration and the MN Department of Human Services (DHS).
 - c. Chairperson Nomination
 - i. The following people were nominated by their peers to hold the chairperson position.
 - 1. Cyndi Cunningham
 - 2. Marisol Chiclana-Ayala
 - 3. Marian Hassan
 - 4. Maxine Peterson
 - ii. Voting will take place at the next face-to-face meeting on October 18th.
- 5. Sub Committees
 - a. Equity
 - i. This sub committee would focus on ensuring Achieve services are equally accessible for all members. They will examine ways Achieve can support all members in accessing the information they need. For example, the implementation of webinars, remote assistance, Live Chats, translated materials, interpreters, infographics, videos, etc.)
 - b. Professional Development
 - i. This sub committee will focus on Trainer Approval, Trainer Performance, Review, and Higher Education.



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- c. Public Engagement
 - i. This sub committee will focus on outreach and advocacy.
- d. Other
 - i. No other sub committees were recommended during this meeting, but members were encouraged to think about other sub committees they believe would be beneficial.
- 6. Next Meeting
 - a. Next Face-to-Face Meeting, Thursday, October 18, 2018, Time and Location TBD
 - b. Agenda Items
 - i. Vote on Chairperson
 - ii. Trainer and Course Approval
 - iii. Sub Committee Break Outs