

Integrated Training Collaborative  
Meeting Minutes  
2/4/04

**Participating Members:** Carol Burke, Bev Crouse, Mary Huff, Beth Tolley, Katy McCullough, Dianne Koontz Lowman, Kymberly Pool, Deana Buck, Eva Thorpe, Susan Mitchell, Cheri Beverly, Jaye Harvey, Nancy Bailey, and Cori Hill

**Welcome and Celebrations:** Members introduced themselves and shared celebrations from the past several months. ITC members agreed that the 2<sup>nd</sup> Annual EI Conference was a big success!

**Subcommittee Updates:**

**1. Curriculum Review**

**Kaleidoscope Level I-** Katy provided an update on KI training. The January/February training in Charlottesville had to be postponed due to inclement weather. The new dates for KI training are 3/10, 3/11 and 3/31/04. The training is registered to capacity.

The final version of the notebook is near completion. It is now consistently formatted, has the copyright info, etc. We have had a request from the field to provide the revised notebooks to people who attended earlier sessions and to councils. Some providers would like to use content for other trainings in their locality. Cori noted that each participant notebook costs approximately \$32.50 to print. The participant resource notebooks cost approximately \$30.00 to print. After discussion, it was agreed that the content of the training is specifically designed for full participation in the Kaleidoscope curriculum and that the books would not be disseminated for other purposes.

**Kaleidoscope Level II-**The KII writers have completed extended outlines. A meeting is scheduled for 2/6/04 to review the outlines and establish timelines for narrative drafts and completion. The first KII training is scheduled for this spring.

**Orientation Module-** CDR has not sent the final version of the Orientation module. There have been delays in the timeline due to the writer's illness and inclement weather. Mary Ann Discenza is aware of the delays. It is hoped that CDR will send the final version in the imminent future and formatting can begin to make this available to pilot and to prepare the web version.

**Child Development Module** –Dianne Koontz Lowman completed the final version of the Child Development module on 1/31/04. Reviews were excellent. Dianne noted that it was a challenge deciding what information to include in the 2-2 ½ hours of coursework but that she was pleased with the results. The module will be sent to a formatter to make it more visually stimulating. ITC members are encouraged to send Cori any pictures or colorful sayings about children for inclusion in the completed format.

**Disability Awareness Module**-Nancy Bailey, Cheri Beverly, and Dianne Koontz Lowman have agreed to develop the Disability Awareness curriculum. There will be a meeting following today's ITC meeting to discuss details. Cori spoke with Mary Ann Discenza about extending the timeline for this module to 3/31/04. Mary Ann agreed (see revised Scope of Work Timelines-attached.) The following ITC members agreed to serve as reviewers for this module: Beth Tolley, Carol Burke, Katy McCullough, and Mary Huff. Cori will also ask Karen Davis from far SW Virginia to serve as a reviewer.

## **2. Conference**

- A. General Comments**-ITC members agreed that the conference went very well. The location was well received. The following suggestions were made if we have a conference next year:
1. Complete the program earlier, possibly sending a draft version with the registration
  2. "Rate" concurrent sessions as "beginning, intermediate, or advanced"
  3. Include presenters' job titles or degree/licensure in session description
  4. Consider possibly having each presenter prepare a one page abstract pertaining to their session to post on the website
  5. Include contact information (phone, e-mail) for all presenters so participants can request copies of handouts
  6. Provide a job posting board at the conference
  7. Significantly enhance the display section to include items to purchase (or completely eliminate displays)
- B. Satisfaction Report**-Cori shared a copy of the draft conference satisfaction survey. See attached FINAL version.

3. **ITC Grant and Continuing Work**-Deana provided an update on conversations with Mary Ann Discenza regarding the ITC contract. The current contract ends 6/30/04. Deana, Cori and Mary Ann have discussed a preliminary budget with several options.
4. **Other Business**-Jaye and Cheri discussed possible new testing requirements regarding licensure for ECSE students. Initially changes were to be implemented 7/1/04 but that date is "on hold." The IHEC (Institute of Higher Education Centers) will be advocating for consideration with these requirements.

Dianne reported that VCU, Radford, and ODU will be preparing a summer web-based course in 2005. Information from the modules developed by the ITC could possibly be included.

Kymerly reported that there would be an Infant Toddler Institute at CDR in Norge from April 26 - 29th. It is an in-depth training designed to enhance Early Head Start staff knowledge and services to infants and toddlers with disabilities.

**Next meeting scheduled for 5/12/03 from 1:00-3:00. Location to be determined.**