

Integrated Training Collaborative
Meeting Minutes
10-29-03

Participating Members: Dianne Koontz Lowman, Katy McCullough, Martha Richardson, Beth Reed-Treadway, Rosie Jarvis, Susan Mitchell, Scottie Burnette, and Cori Hill

Welcome and Celebrations: Members introduced themselves and shared celebrations from the past three months. Martha reported that CFIT was funded for 3 additional years.

Subcommittee Updates:

1. Curriculum Review

Kaleidoscope Level I-The writers for KI met several weeks ago and finalized the revisions for Kaleidoscope, Level I. Revisions will be completed by 11/30/03.

The next KI trainings are scheduled for 1/28/04, 1/29/04, and 2/27/04. Location to be determined.

Kaleidoscope Level II-The KI writers also began outlining the format for KII that is due to be completed this spring. Writers are working on competencies and extended outlines which are due on 12/5/03. The first round of Level II training is tentatively set for May 2004.

Orientation Module- CDR has completed the first draft of the Orientation module. Reviewers received the information on 10/29/03 and will return their comments by 10/30/03. Martha shared that the module also went through a review process at CDR. The final version is due on 11/7/03. Cori shared a copy of the module with ITC members.

Web-Based Subcommittee-This subcommittee will be taking the information from the Orientation module and making it web-based. A meeting will be scheduled upon completion of the module. Web-based subcommittee members are encouraged to consider any resources that may help us with this project. We can contract with an individual or an agency.

Child Development Module and Disability Module-Cori discussed the timelines for completion of those modules. (See attached revised timeline). She will send an e-mail to all member who expressed interest in writing or reviewing these materials.

Once again, we will have a short turnaround time to complete this work. More information will be available soon.

New Council Coordinators Training-The new council coordinators' training was held in early October. Approximately fifteen coordinators attended. The evaluations were very positive. The writers will review the information from the evaluations and make revisions to the curriculum. There is no definitive answer as to how often this training will be offered pending information from the Infrastructure Task Force. If we continue with this type of training, ITC members will continue to play a role as writers and possibly trainers.

Future Curriculum Development-ITC members spent some time discussing other training opportunities and the ITC's role in those activities. This current grant ends 6/30/04 so further curriculum and training development is pending continuation of the ITC grant.

2. Conference

Agenda-Cori shared the most recent agenda with ITC members (See attached.) A few minor changes were made.

Hosts-Members reviewed the sessions that still needed hosts and signed up. (See agenda, far left column for details)

Displays-Cori reported that she sent out the display form to a wide audience. We have two responses, CDR and Part C, to date. ITC members are encouraged to "rally" additional displays. Please note that Roanoke has very stringent regulations related to business licenses and we cannot, therefore, have tables where items are sold.

Conference Booklet-Cori passed around the draft version of the conference booklet. We still need some final edits prior to sending to the printer.

Set Up/Volunteers-There will be a volunteer room at the hotel that will be our "base" throughout the conference. **We also will have a meeting on 11/17 at 7pm** to complete last minute work and prepare for the morning of 11/18. **All volunteers who will be at the hotel on 11/17 should plan to attend. Cori will post the room/meeting space at the front desk.**

Next meeting scheduled for 2/4/03 from 1:00-3:00. Location to be determined.

