

WWMA Professional Development Committee (PDC) 2020 Annual Meeting Report

Ms. Michelle Wilson, Committee Chair
Arizona

INTRODUCTION

The PDC (hereinafter referred to as “Committee”) submits its Report to the Western Weights and Measures Association (WWMA). The Report consists of the WWMA Agenda (NCWM Carryover and NEW items) and this Addendum. Page numbers in the tables below refer to pages in this Addendum. Suggested revisions to the handbook are shown in **bold face print** by ~~striking out~~ information to be deleted and underlining information to be added. Requirements that are proposed to be nonretroactive are printed in **bold-faced italics**.

Presented below is a list of agenda items considered by the WWMA and its recommendations to the NCWM Professional Development Committee.

Subject Series List

Education	EDU Series
Program Management	PMT Series
Other Items	OTH Series

**Table A
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**Table B
Glossary of Acronyms and Terms**

Acronym	Term	Acronym	Term
ADDIE	Analysis, Design, Development, Implementation, and Evaluation	NEWMA	Northeastern Weights and Measures Association
ANSI	American National Standards Institute	NIST	National Institute of Standards and Technology
BOK	Body of Knowledge	OWM	Office of Weights and Measures
CWMA	Central Weights and Measures Association	PDC	Professional Development Committee
ISO	International Standardization Organization	RSA	Registered Service Agents
ICE	Institute for Credentialing Excellence	SME	Subject Matter Expert
NCWM	National Conference on Weights and Measures	SWMA	Southern Weights and Measures
		WWMA	Western Weights and Measures Association

Details of All Items
(In order by Reference Key)

EDU – EDUCATION

EDU-1 I Professional Certification Program

EDU-1
<p>Regional recommendation to NCWM on item status:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Recommend as a Voting Item on the NCWM agenda <input checked="" type="checkbox"/> Recommend as an Information Item on the NCWM agenda <input type="checkbox"/> Recommend as an Assigned Item on the NCWM agenda <i>(To be developed by an NCWM Task Group or Subcommittee)</i> <input type="checkbox"/> Recommend as a Developing Item on the NCWM agenda <i>(To be developed by source of the proposal)</i> <input type="checkbox"/> Recommend Withdrawal of the Item from the NCWM agenda <i>(In the case of new proposals, do not forward this item to NCWM)</i> <input type="checkbox"/> No recommendation from the region to NCWM <i>(If this is a new proposal, it will not be forwarded to the national committee by this region)</i>
<p>Comments and justification for the regional recommendation to NCWM: <i>(This will appear in NCWM reports)</i></p> <p>No comments were received during open hearings regarding this item.</p> <p>The Committee recognizes the tremendous advantages and value of the NCWM’s Professional Certification Program and appreciates the work that many in the community have contributed to the continued operation of the program. The Committee has read with interest the concerns that some have raised regarding the use of proctors and encourages the NCWM PDC to review this element of the program.</p> <p>During the 2020 Interim Meeting concern was expressed regarding additional costs due to proctoring of exams. The Committee encourages organizations to seek internal proctors to control expenses and/or explore application with the Associate Membership Committee (AMC) to receive funds for this purpose. The Committee recognizes the challenges imposed in securing a proctor during pandemic restrictions. The Committee encourages continued research by the Board on various options that may be available to jurisdictions to allow examinations to continue without interruption during the pandemic.</p>

EDU-2 I Training

EDU-2
<p>Regional recommendation to NCWM on item status:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Recommend as a Voting Item on the NCWM agenda <input checked="" type="checkbox"/> Recommend as an Information Item on the NCWM agenda <input type="checkbox"/> Recommend as an Assigned Item on the NCWM agenda <i>(To be developed by an NCWM Task Group or Subcommittee)</i> <input type="checkbox"/> Recommend as a Developing Item on the NCWM agenda <i>(To be developed by source of the proposal)</i> <input type="checkbox"/> Recommend Withdrawal of the Item from the NCWM agenda <i>(In the case of new proposals, do not forward this item to NCWM)</i> <input type="checkbox"/> No recommendation from the region to NCWM

<i>(If this is a new proposal, it will not be forwarded to the national committee by this region)</i>
<p>Comments and justification for the regional recommendation to NCWM: <i>(This will appear in NCWM reports)</i></p> <p>Tina Butcher (NIST OWM) provided a presentation on NIST OWM training activities during the period of January to July. She noted that this presentation was provided during the NCWM PDC’s virtual meeting in July 2020.</p> <p>Mrs. Butcher highlighted OWM’s efforts to support weights and measures jurisdictions by providing training and other professional development materials in a virtual format during the time that restrictions of the COVID-19 pandemic prevented field inspectors and service personnel from working in field installations.</p> <p>Mrs. Butcher also noted OWM is taking the opportunity to consider how this virtual training might be incorporated into OWM’s regular training offerings and rather than just adding in virtual classes. OWM is trying to be strategic in considering how virtual offerings can be integrated into OWM’s overall training program even following the pandemic. In the future, OWM may offer multiple formats and consider hybrid approaches such as presenting the lecture portions on line and conducting hands-on portions in person with smaller classes held back-to-back. OWM is considering various approaches that might not only help its trainers to continue to provide training during the pandemic restrictions, but that would also allow OWM to reach more people than is possible with in-person classes alone. OWM is mindful that a very important part of the in-person classes is the hands-on portion, so it’s necessary to consider different options to ensure what is provided will still meet the needs of the jurisdictions and students. There may be various combinations of options that could be used.</p> <p>The Committee heard comments from Cadence Matijevich (Nevada) who commented that Nevada appreciates all the work that NIST did to provide virtual training during the pandemic. The options provided allowed field inspectors who were not able to do normal inspection work to spend time on professional development, making lemonade out of lemons. She expressed an appreciation for all the training and resources provided by NIST OWM.</p> <p>Michelle Wilson (Arizona) echoed Cadence’s comments. She asked if NIST has considered recording training events and posting the videos as “on demand” training, noting this would be particularly helpful for new inspectors. Ms. Wilson also asked about the use of field trainers to supplement the “hands on” portion of classes, with the idea that the field trainers might be able to conduct demonstrations to accompany the online training.</p> <p>Kathy de Contreras (California Division of Measurement Standards (DMS)) encouraged NIST to continue to offer these types of classes and the use of webinars and train-the-trainers.</p> <p>Mrs. Butcher noted OWM has considered the idea of on-demand training. A drawback, particularly for more complex topics is the lack of ability for a student to ask questions during the seminar. However, OWM has also considered the idea of developing recorded presentations and supplementing that with periodic Q&A sessions as a follow-up. She noted OWM is also open to ideas for ways to incorporate alternatives for the hands-on portions through video and other technology links with field sites.</p>

EDU-3 I Instructor Improvement

EDU-3
<p>Regional recommendation to NCWM on item status:</p> <p><input type="checkbox"/> Recommend as a Voting Item on the NCWM agenda</p> <p><input checked="" type="checkbox"/> Recommend as an Information Item on the NCWM agenda</p> <p><input type="checkbox"/> Recommend as an Assigned Item on the NCWM agenda <i>(To be developed by an NCWM Task Group or Subcommittee)</i></p> <p><input type="checkbox"/> Recommend as a Developing Item on the NCWM agenda <i>(To be developed by source of the proposal)</i></p> <p><input type="checkbox"/> Recommend Withdrawal of the Item from the NCWM agenda</p>

<p><i>(In the case of new proposals, do not forward this item to NCWM)</i></p> <p><input type="checkbox"/> No recommendation from the region to NCWM <i>(If this is a new proposal, it will not be forwarded to the national committee by this region)</i></p>
<p>Comments and justification for the regional recommendation to NCWM: <i>(This will appear in NCWM reports)</i></p> <p>Tina Butcher (NIST OWM) noted OWM has been using external trainers as co-instructors with great success for some time; however, with the pandemic restrictions has postponed its in-person classes until conditions allow this again.</p> <p>Kathy de Contreras (California DMS) encourages use of Train the Trainer and to provide more training sessions to expand the talent pool and to use a hybrid model (webinar and in-person/hands-on training). She pointed out that she and other trainers are nearing retirement. She urged NIST to consider opening a new class of train-the-trainers so that a smooth transition is possible. The use of these local trained staff may allow hands-on training to continue during times when travel by NIST staff is restricted.</p> <p>Michelle Wilson (Arizona) suggested NIST OWM might consider expanding its concept of instructor training approach to engage those people who presently serve as co-instructors to provide instruction for the hands-on portions of the training. She noted that some instructors have strengths in the area of classroom training and others may have stronger skills in demonstrating and presenting instruction on field demonstration. She noted that some field inspectors have lots of expertise in field inspection procedures, but not as much skill or knowledge of classroom training of adults. Perhaps if NIST were to provide the classroom portions in an online format and couple that with the use of these field trainers to provide the hands-on portion, this would play to the field trainers' strengths.</p> <p>Mrs. Butcher noted these are options that OWM has discussed and is open to and welcomes ideas. OWM recently collected a team of OWM instructors to begin planning how to best move forward with virtual training approaches, particularly in light of the pandemic.</p>

EDU-4 I Recommended Topics for Conference Training

<p>EDU-4</p>
<p>Regional recommendation to NCWM on item status:</p> <p><input type="checkbox"/> Recommend as a Voting Item on the NCWM agenda</p> <p><input checked="" type="checkbox"/> Recommend as an Information Item on the NCWM agenda</p> <p><input type="checkbox"/> Recommend as an Assigned Item on the NCWM agenda <i>(To be developed by an NCWM Task Group or Subcommittee)</i></p> <p><input type="checkbox"/> Recommend as a Developing Item on the NCWM agenda <i>(To be developed by source of the proposal)</i></p> <p><input type="checkbox"/> Recommend Withdrawal of the Item from the NCWM agenda <i>(In the case of new proposals, do not forward this item to NCWM)</i></p> <p><input type="checkbox"/> No recommendation from the region to NCWM <i>(If this is a new proposal, it will not be forwarded to the national committee by this region)</i></p>
<p>Comments and justification for the regional recommendation to NCWM: <i>(This will appear in NCWM reports)</i></p> <p>No comments were received during open hearings regarding this item. The Committee encourages WWMA members to review the listed training topics and forward suggestions to National Professional Development Committee for future training needs.</p>

PMT – PROGRAM MANAGEMENT

PMT-1 I Safety Awareness

PMT-1
Regional recommendation to NCWM on item status: <ul style="list-style-type: none"><input type="checkbox"/> Recommend as a Voting Item on the NCWM agenda<input checked="" type="checkbox"/> Recommend as an Information Item on the NCWM agenda<input type="checkbox"/> Recommend as an Assigned Item on the NCWM agenda <i>(To be developed by an NCWM Task Group or Subcommittee)</i><input type="checkbox"/> Recommend as a Developing Item on the NCWM agenda <i>(To be developed by source of the proposal)</i><input type="checkbox"/> Recommend Withdrawal of the Item from the NCWM agenda <i>(In the case of new proposals, do not forward this item to NCWM)</i><input type="checkbox"/> No recommendation from the region to NCWM <i>(If this is a new proposal, it will not be forwarded to the national committee by this region)</i>
Comments and justification for the regional recommendation to NCWM: <i>(This will appear in NCWM reports)</i> <p>WWMA PDC Chairman, Michelle Wilson announced that PDC member Remy Cano (Northwest Tank & Environmental Services) has graciously agreed to serve as the WWMA Regional Safety Liaison to the NCWM Professional Development Committee. Each region is responsible for providing a safety article for the NCWM newsletter. Mr. Cano recently prepared and submitted an article to the NCWM on behalf of the WWMA.</p>

Ms. Michelle Wilson, Arizona | Committee Chair
Ms. Tahis McQueen, Washington | Member
Mr. Scott Wagner, Colorado | Member
Mr. Stan Toy, Santa Clara County, California | Member
Mr. Brent Ricks, Montana | Member
Mr. Miland Kofford, Utah | Member
Mr. David Aguayo, San Luis Obispo County, California | Ex-Officio, PDC National Member
Mr. Remy Cano, Northwest Tank and Environmental Services, Inc. | AMC Representative
Ms. Tina Butcher | Technical Advisor

Professional Development Committee