

APOST Professional Development & Technical Assistance

Committee Meeting Minutes

7-29-11

I. Welcome & Introductions

Temporary Co-Chairs: Jennifer Engel and Andy Munoz

II. Review of Meeting Minutes from 6-24-11 by Aimee Levers

III. Review & Discussion of:

- Nationally Recognized Core Competencies
- PD Guidelines, Application, Training Summary
- PD Trainer Guidelines & Competencies
 - Jennifer Engel reviewed documents sent out.
 - 10 NIOST Core Comps
 - Goal: To provide quality professional development and technical assistance to aid in the development of a well-trained and supported youth workers. 10 competencies for after school professionals presented.
 - PD Competencies document was shared.
 - APOST Application for the trainer-used for trainers to fill out and apply to become an APOST trainer and the training offered.
 - In the future, need someone from the committee to provide an evaluation on a new trainer.
 - Discussion on ACT 48-Jan Sapotichne offers ACT 48 credits and may be a good resource to partner with.
 - NIOST document is not yet finalized (competencies are not yet complete) however the committee wants to use competencies when they are finalized.
 - Discussion on standards for PD provided by APOST, Standards A-G, Aimee shared the APOST PD Guidelines document.
 - Need a workshop evaluation
 - Application outlines Standards A-G, Question about audience, Does what listed cover everyone? Research titles on NIOST possibly change Youth Workers title to Child and Youth Development Professional to be consistent with other documents. Committee agrees to accept the draft of the APOST PD Application pending word changes and NIOST finalized competencies. Will need to include a cover page with directions.
 - Committee adopts using NAA Core Competencies for APOST PD.

IV. APOST Orientation

- Orientation is a welcome to the OST community.
- Orientation may provide participants with a portfolio so that participants can begin to collect certificates and have a starting place to build their portfolio.
- Orientation is a standard and very prescriptive.
- Content-Reviewed Learning objectives.
- Times to be offered-possibly 2 hours. When is this orientation offered? Should have a set schedule for the orientation but also base it on need.
- Marketing- The committee agrees that training should be centered on programs' needs.

V. Needs Assessment

Questions raised from the committee: How do we go about distinguishing need? What do they need and how do we get them to training? A needs assessment should take place and calls could be made to organizations to determine training needs. 5 questions can be

created through survey monkey or the blog. Turzan will take the organization list and divide up organizations and send to committee members to make calls. Susan will develop needs assessment questions. Jennifer will create the survey monkey. Committee members will receive their list and then make calls asking them to take the needs assessment survey. Aimee will create a call script to be used when calling the organizations. The needs assessment will be completed by the next meeting.

VI. Next Meeting-Thursday, September 8, 2011 @ Office of Child Development, 9 AM

Action Items:

- Jennifer will email documents to Committee Members
- Turzan will divide up organization call list by Aug. 4
- Suzanne will draft needs assessment questions by Monday Aug. 1
- Committee will comment Needs Assessment questions through email by August 4
- Suzanne will review comments and complete Needs Assessment on Survey Monkey by August 5
- Aimee will create call script by August 5 and Survey Monkey will be on website by August 10
- Phone calls will be made to organizations from August 8-26
- Needs Assessment Survey Results will be completed by Sept. 6
- Aimee will develop Training Orientation by Sept. 8
- All Committee members should review APOST PD Application