



COMMONWEALTH OF MASSACHUSETTS
Board of Registration
of
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CONTINUING EDUCATION COMMITTEE

Minutes of Meeting on July 10, 2014

Approved on September 11, 2014

Prepared by: Beverly Coles-Roby

Meeting Location: MassDEP Southeast Region 20 Riverside Drive, Lakeville, MA 02347

List of Documents Used at the Meeting:

1. Agenda
2. Draft Minutes of Meeting on May 15, 2014
3. Course List
 - a. Call to Order: John Guswa called the meeting to order at approximately 12:54 p.m. Also present were Benjamin Ericson, David Austin, Jamie Smith, Robert Rein, Farooq Siddique and Gail Batchelder. Kirk Franklin, Kathy Campbell, and Debra Listernick were absent. Staff members present were Beverly Coles-Roby, Lori Williamson, and Lynn Read. Also attending were Wes Stimpson of WES Associates; Matthew Hackman, of Matthew E. Hackman, P. E., CHMM, Diane Kim Esquire, Carolyn Matthews of EnviroPike LLC, and Dominic Galluzo.
 - b. Announcements: There were no announcements.
 - c. Previous Minutes: The draft minutes of the meeting held on May 15, 2014, were approved with minor corrections. The minutes were approved as amended. Ms. Batchelder abstained from voting to approve the minutes.

4. Old Business:

Ms. Coles-Roby presented a brief report on the Alternative Learning Format (“ALF”) committee, saying that she, Wendy Rundle, and Gail Batchelder planned to meet before the next Board meeting.

Ms. Williamson reported that after reviewing the course proposals at the May 2014 Meeting the Board members had four questions they requested be answered prior to granting approval:

1. What are the lengths of time of each of the six presentations for each course? ARCADIS responded by providing a table detailing the breakdown of each course’s duration.

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2. Will attendees be required to complete all six of the sessions in order to earn the requested 5.5 credits? ARCADIS confirmed that all six would have to be completed.
3. Are the examinations completed at the end of each of the 6 modules or at the end of the entire course? ARCADIS responded that each module has a separate exam.
4. Have dates, times, and locations for future offerings been established? ARCADIS responded that there are no current plans to offer future instructor led sessions. The expectation is that any future students will complete the training via the on line courses.

Ms. Batchelder contended that the questions concerning ARCADIS are within the ALF committee purview. Mr. Siddique asked what the passing score is for the assessment of learning, and who grades the assessment. Ms. Batchelder told the committee that there is no instructor; the course is all on-line. Mr. Siddique said that anyone can log in and take the course. Ms. Batchelder responded that the ALF committee is considering how to verify attendance. She went on to state that the course already took place and ARCADIS wants approval for on-line courses. Mr. Rein wondered how much of the fifty-five (55) minutes is exam time, i.e., whether the exam is part of the actual course time. Ms. Batchelder said that there is a precedent because this committee has approved other on-line courses, and ARCADIS is very well established in the on-line business. She added that the past format is very similar to what ARCADIS is currently proposing. Ms. Coles-Roby informed the committee that she would send past documentation of the Board's discussion of on-line course approval. Mr. Guswa wanted to know if the matter was being tabled. Mr. Austin replied that the committee should view what has been done in the past. Mr. Guswa wondered if there were time constraints because ARCADIS may want to offer the course. Mr. Stimpson asked how ARCADIS tracked attendance. Mr. Guswa informed the committee that a person logs in, and the questions are multiple choice. Mr. Austin added that there is no fast forward through the screens and the exam is spread throughout the course. Mr. Guswa said that the committee can do two things concurrently: ask what Arcadis is doing; and review past practice. Ms. Batchelder agreed with Mr. Siddique that there must be an assessment of learning. She did not want to approve the archived portion of the ARCADIS proposal without the assessment of learning. Mr. Hackman recommended that the attendees be tested every hour. Mr. Smith added the caveat that ARCADIS should submit the assessment of learning along with the syllabus. Mr. Guswa felt that the committee should ask for sample test questions too. Ms. Batchelder said that New York requires that an assessment of learning be submitted ahead of time. Ms. Coles-Roby concluded by saying that pursuant to 309 CMR 3.09(6)(b)(7) the course provider should retain the records for one year. Ms. Batchelder asserted that such records should be maintained for longer than a year.

After this discussion, the Continuing Education committee asked that the following additional questions be posed to ARCADIS:

5. How will ARCADIS assess the students learning of the material?
6. Could you provide the Board with copies of the exams for each of the modules?

7. Do the durations of the modules include time to take the exams? If so, how much time is appropriated to taking each of the exams?

5. New Business

Mr. Ericson suggested that the committee vote on its newly designated co-chairpersons, John Guswa and Farooq Siddique. A motion was made, seconded, and a vote was taken. The motion to approve the co-chairpersons passed.

The committee discussed whether to join the LSPA Education committee in an effort to review/revise the LSP Board Continuing Education regulations. Ms. Coles-Roby stated that any plan should include Kathleen Campbell who is already working on that set of regulations. Mr. Guswa stated that the LSPA Education committee meets to discuss more general things than just the regulations. Mr. Siddique said that he approved of establishing a liaison with the LSPA. Mr. Ericson concurred adding that the Board will decide on its regulations, but it can only help to have the LSPA's input and that other stakeholders should be invited to participate. Mr. Siddique seconded that remark saying that there are general stakeholders out there. Ms. Batchelder felt that the Board should draft its own regulations. Ms. Batchelder proposed a conference call. Mr. Guswa told the committee that those who wish to attend the meetings can do so when the LSPA Continuing Education Committee meets before the LSPA's regular meeting. Mr. Ericson thought that there should be an expanded dialogue and a work group could be formed to tackle the broader issues. Mr. Siddique affirmed that someone from the Board should participate. Mr. Guswa reiterated that all agree the liaison relationship between the Board and the LSPA is a good idea. Ms. Batchelder told the committee that Kathleen Campbell should be included.

6. Course Approval Requests:

- a. ARCADIS: Monitored Natural Attenuation Training (5.5 Technical credits, online course) **Tabled.**
- b. ARCADIS: Air Sparging & Soil Vapor Extraction (5.5 Technical credits, online course) **Tabled.**
- c. MassDEP: MassDEP VPH, EPH, and APH Methods Workshop (4 DEP Regulatory credits, October 20, 2014, University of MA at Amherst) **Recommend Approval.**
- d. PCPG: Introduction to Inorganic and Organic Groundwater Geochemistry (15 Technical Credits, July 17-18, 2014 and July 21-22, 2014, Monroeville and Malvern, PA) **Recommend Approval.**

7. **Future Meetings:** The next meeting will take place before the LSP Board Meeting on September 11, 2014.

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8. Adjournment: The meeting was adjourned at approximately 1:31 p.m.