

TCCC Fall Meeting 2008 **DRAFT**

MINUTES

SEPTEMBER 16-17, 2008

DES MOINES, IA

ATTENDEES	<p>Chris Anderson – IA DOT/MTRAC, Gary Berreth – ND LTAP, Catherine Betts – MN DOT, Chris Cicchitelli – Volpe Center Ken Cox – FL DOT/SETFTTQ, Howe Crockett – FHWA (Western Federal Lands Highway Division WFLHD), Ahmed Farouki – NICET, James Feda – SC DOT/AASHTO Subcommittee on Maintenance, Gerry Flood – Volpe Center, Ann Gretter – National Highway Institute (NHI), Ben Gribbon – FHWA (Office of Safety), Susan Haynes – FHWA (Office of Asset Management), Brian Legan – NM DOT, Chris Newman – FHWA (Office of Asset Management), John O’Doherty – National Center for Pavement Preservation (NCPPI), Jon Ogden – UT DOT, Ben Rivers – FHWA (Resource Center – Atlanta), Julie Rodriguez – TLB-NDSU, Jeff Saddler – UT DOT, Duane Sayre – VA DOT, Jim Sorenson – FHWA (Office of Asset Management), Ray Spellman – Wisconsin (HTCP), Will Stalcup - MO DOT/AASHTO Subcommittee on Materials, Douglas Townes – FHWA (Resource Center – Atlanta),</p>
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Agenda topics

WELCOMING REMARKS &
INTRODUCTIONS

HOWE CROCKET – WFLHD

DISCUSSION		
Howe Crockett (FHWA-WFLHD) welcomed everyone to the meeting and introduced the new participants.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

INFORMATION SHARING

ATTENDEES

DISCUSSION		
<p>Western Alliance for Quality Transportation Construction (WAQTC) – Howe Crockett (WFLHD) reported that the Chair of the WAQTC has resigned from UDOT for a position in the private sector, so hopefully that will be filled at the next meeting. WAQTC is planning a brief survey, to be sent to the WASHTO states through the UDOT Construction Office to determine interest in forming a Construction component of the WAQTC and working together to develop a Construction Inspection Qualification Program.</p> <p>Multi-Regional Training and Certification Group (M-TRAC) – Chris Anderson (IA DOT) reported on the group meeting in Albuquerque in August. Pete Rahn participated and reported on the TCCC activities. Other items discussed were the TCCC e-learning initiative and pooled fund, a NIET presentation on Training Return on Investment, the use of the Ethics course by NMDOT, and training updates from individual state DOT’s/ training partners (Alaska DOT, University of Alaska, University of Arkansas, Wisconsin DOT, University of Wisconsin, Missouri DOT, Kansas DOT, Kansas State University, Iowa DOT, New Mexico DOT, New Mexico FHWA, New Mexico AGC, North Dakota DOT, North Dakota State University, Virginia DOT, Florida DOT, Utah DOT Purdue Superpave Center and NICET).</p>		

The use of AASHTO specifications was discussed again. Some states reproduce materials and do not pay, some states pay large fees each year, still other states don't use materials so they don't have to pay, and some universities claim exemption from payment via the TEACH Act. Will Stalcup was charged with investigating reproduction requirements.

Instructions to access the NHI web-based training were distributed, but some users objected that the website was 'too difficult' to access and use.

The next M-TRAC meeting will be held in South Dakota. Ken Cox (FL DOT) would like to host the 2010 meeting. Both SETTFEQ and Mid Atlantic organizations hope to be more involved.

AASHTO Subcommittee on Maintenance – Jim Feda (SC DOT) reported on the July Subcommittee meeting held in Monterey, CA. At that meeting he presented the TCCC roles, activities and availability for training assistance, including the NTTR database and Maintenance Leadership Academy. E-Learning is getting some interest. At the Subcommittee meeting he encouraged task forces and individuals to identify training needs and forward them to TCCC.

AASHTO Subcommittee on Construction – Douglas Townes (FHWA) reported on the August Subcommittee meeting held in San Antonio, TX. The State Construction Engineers expressed some interests in the technical panels that help reach out to new volunteers. Chris Newman stated that training issues were discussed extensively in the Environment and Workzones group, which also handles HR. The goal is to get new training out quickly. The upcoming training course Environmental Factors in Construction and Maintenance was discussed at some length, and additional volunteers for the technical panel were named as a result.

AASHTO Subcommittee on Materials - Will Stalcup (MO DOT) provided feedback from his presentation to the AASHTO Subcommittee on Materials. Will Stalcup gave the packaged presentation that the Marketing group had developed. He reported that there was some interest in the availability of the courses and the topics. There was the same interest about the e-learning. More questions were asked about the e-learning than TCCC itself. Will Stalcup talked about some of the courses that were being developed and that specific information on completed courses was available through the host website. He also mentioned that several States made sure to write down the website for later use. The general comment was that information on topics of their interest was or could be available for use. Several positive comments. Will Stalcup left the presentation agreeing to provide more information at the next meeting.

Local Transportation Assistance Program (LTAP) – Gary Berreth (ND LTAP) reported on the activities and efforts of LTAP. Through a survey earlier this year, they have identified local agencies' training priorities. The number one priority is on Asset Management, because much of the existing training is too sophisticated to meet needs of the clientele. With the assistance of NHI, they have developed a technical panel for a basic technical Asset Management course. LTAP is a partner to the development effort for the NTTR, and is ensuring that their Clearinghouse database mirrors the NTTR format for ease of data sharing. LTAP has volunteered to assist with the process of course data entry to the database.

Southeast Task Force for Technician Training and Qualification (SETFTTQ) – Ken Cox (FL DOT) reported that SETFTTQ is unlikely to have a face to face meeting in March 2009 as planned due to budget and travel restrictions. Three Southeast States (Florida, Virginia, and Arkansas) attended the M-TRAC meeting in August 2008. In order to continue the collaboration, Cox invited M-TRAC to hold a future meeting in Florida.

National Center for Pavement Preservation (NCPPI) – John O'Doherty (NCPPI) briefed the TCCC on the activities undertaken by the NCPPI during the last 6 months. These activities included conducting 4 one-day classes on "Micro-surfacing and Slurry Seals," 2 two-day classes on "Pavement Preservation – Applied Asset Management", and eleven one-day classes on "Chip Seal Technology in the states of Indiana, Ohio, Louisiana, Oregon, Tennessee, Delaware and Hawaii and in the

province of Ontario. They also conducted pavement preservation training for industry and made technical presentations before agency and industry groups. They managed the FHWA Federal Lands Polymer Study. The NCPP continued working on the FHWA-sponsored technical appraisals of state DOT pavement preservation programs. Each appraisal consists of a team-oriented and non-confrontational 3-5 day on-site evaluation performed by an NCPP engineer in partnership with FHWA Division Office and Headquarters staff. Appraisal results are compiled and assessed by the NCPP, and customized recommendations are developed and presented to each agency to aid in the advancement of their preservation program. Areas appraised include preservation practices, policies, business processes, construction and maintenance techniques, and research and training needs. During the reporting period, the NCPP conducted 5 additional reviews and 8 close-out meetings with state DOT's. Additionally, the NCPP maintained and expanded the TSP² website (<http://www.tsp2.org>) through which members may post or respond to transportation preservation-related questions, access an extensive on-line technical library, participate in email-based mailing lists, or utilize interactive preservation treatment screening and selection tools. A major expansion of this website was the addition of bridge preservation. NCPP facilitated a meeting of the Expert Task Group's (ETG) Emulsion Task Force in Newport Beach, for the Southeast Pavement Preservation Partnership (SEPPP) in Atlanta, for the Rocky Mountain Pavement Preservation Partnership (RMPPP) in Denver, and for a Recycling meeting in Salt Lake City. NCPP continued work under a contact with AASHTO to expand the evaluation of crack sealants for hot-mix asphalt pavements under the National Product Evaluation Program (NTPEP). As part of the NTPEP effort, NCPP engineers collect and analyze sealant performance data from test sections to provide end users with the information they need to select the best sealant for their application.

National Transportation Training Directors (NTTD) – The next meeting of the NTTD will take place in Boston, MA in October 2008. Ben Gribbon reported that since the National Transportation Training Resources (NTTR) interactive training database will go live around the same time, a presentation at the meeting would be of great value. This long-awaited national transportation training database will be critical to accomplishing the goals of TCCC and other professional capacity building (PCB) programs. Martha Monjo (SCDOT) has made arrangements for there to be a NTTR demonstration on that meeting's agenda.

Local Technical Assistance Program (LTAP) - Gary Berreth (ND LTAP) provided an update on LTAP activities. The NHI and FHWA conducted a web conference for NLTAPA and LTAP Clearinghouse managers to demonstrate the beta version of the NTTR. The session was so productive and answered a lot of questions that something similar should be considered for other clients like State DOTs. AASHTO meetings and regional LTAP meetings might provide good venues for other presentations, as would additional webconferences.

Other items of interest:

- NLTAPA has adopted use of the TCCC training matrices and corresponding 4 levels of training.
- The LTAP Clearinghouse (through ARTBA) is collecting LTAP course information using a format consistent with the NTTR. The Clearinghouse will then transfer appropriate data from the Clearinghouse data base to the NTTR database.
- NLTAPA has developed a list of training priorities provided it to the TCCC Course Development Committee. The top priority is Asset Management training. The emphasis for the training however, is at a lower level (clientele with extremely limited resources for data collection, data analysis, or project implementation - level 1 or 2). Dialogue with LTAP, FHWA, NHI, and others has been initiated to try to find a way of advancing this training initiative.
- The LTAP Clearinghouse is developing a new web site.

National Institute for Certification in Engineering Technologies (NICET) – Ahmed Farouki reported on the NICET Certification Requirements to include examination, relevant work experience, verification of experience and professional recommendation. NICET offers new construction materials testing tracks in aggregate laboratory & field testing, soils laboratory testing, soils field testing & inspection, concrete laboratory testing, concrete field testing & inspection, testing & inspection of HMA placement operations, and hot mix asphalt laboratory testing. The challenge facing NICET is to design, deliver and administer the written examinations and demonstrated proficiencies nationally, at a reasonable cost, and ensure fairness, reliability and validity. They are testing computer-based and

internet-based simulation type options, as other industries are currently using. The prototypes are *The Nuclear Density Test for Soils* (sub-task of the Soils Field Level 1 tasks) and *The Proof Rolling Test* (sub-task of the Soils Field Level II tasks for grading inspection). Farouki demonstrated a Beta version that will be administered to a control group. The data will be evaluated psychometrically to ensure the test evaluates the intended measures and is valid and reliable.

The computer-based test exam design simulates actual lab or field testing and/or inspection conditions and experience. It allows testing of one or more of the related tasks at a time. It can identify the right people per the established criteria.

The benefits of computer-based testing technology are many. The technology goes beyond the multiple choice question format, can replace the written and hands-on performance exam and provides for flexibility and convenience in testing. Computer based testing eliminates bias from examiner involvement, offers immediate, objective scoring and eliminates liability issues. Data collection on candidate and exam performance is reliable. It can be administered efficiently and at a reasonable cost. Specialized national test centers provide high test security.

New England Transportation Training and Certification Program (NETTCP) – No representative from the New England states was in attendance; however, Greg Doyle (FHWA-MA) sent an update on their activities. New York is now a member of the group, so they've changed their name to the North East Transportation Training & Certification Program (acronym remains NETTCP).

The By-laws have been changed to ensure each State DOT is represented by one person from the State Construction section and one person from the State Materials section. This change to the bylaws is intended to ensure participation of State Construction bureau representatives, as a number of the courses and program activities relate directly to construction inspection (not just testing of materials).

Additionally, the updated By-laws include one slot for an FHWA Division representative from each member state of NETTCP (total of 7 slots). This change was added to provide increased involvement by FHWA Division personnel to be more actively involved with their state and industry partners in issues related to construction/materials personnel qualification/certification, and to help see more uniform implementation/application of Quality Assurance practices.

Iowa DOT Presentation: Iowa Flood Damage/Response – Bob Younie (IA DOT)

Eastern Iowa suffered severe weather and flooding this spring. Bob Younie (IA DOT) related the experiences and activities of the IA DOT from May 25 and after. A State Emergency Operations Center was activated on May 25th, operating 24 hours a day/7 days a week. The Iowa DOT, the National Guard and the Iowa State Police handled the bulk of the operations. DOT missions were security, traffic control, regulatory exemptions, routing and escorting FEMA trailers and engineering services. Seven resource stand and distribution locations were active. They transported 134 pumps, 6.8 million sandbags, sand, asphalt millings, traffic control devices and drinking water. As waters receded and the clean-up began, IA DOT transported more than 58,000 cubic yards of debris.

National Concrete Pavement Technology Center – Dale Harrington (Snyder Associates)

Dale Harrington (Snyder Associates) shared information about the National Concrete Pavement Technology Center at the Center for Transportation Research and Education (CTRE) at Iowa State University. It is sponsored by the American Concrete Pavement Association, Concrete Reinforcing Steel Institute, Iowa Concrete Paving Association and Iowa Department of Transportation. Funds to support the Center are from State DOTs (35%), industry (18%), Federal designated (40%) and Federal competitively received (7%) and total more than \$16 million. Since becoming a national center in 2005 its role is to provide operational support to implement national plan concrete pavement research (the CP Road Map), to mobilize resources to pursue major research challenges and opportunities, unify stakeholders, facilitate collaborative efforts, provide technology transfer and accelerate implementation. The strategic focus areas as identified by the Advisory Board are

1. Mix analysis
2. Surface characteristics
3. Long-life pavements

4. Concrete overlays
5. Equipment innovations

The CP Road Map is a comprehensive, collaborative, national, strategic plan for concrete pavement research and technology. Their goal, by 2015, is for a comprehensive, integrated and fully functional system of concrete pavement technologies that provides innovative solutions for customer-driven performance requirements.

The Center's website is www.cptechcenter.org

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

BUSINESS UPDATE

CHRIS NEWMAN – FHWA

DISCUSSION		
<p>Chris Newman reported on the funding status of the TCCC pooled fund TPF-5(046). In the last year, funds were used for the development contract of the Maintenance Leadership Academy (NHI 134063) and NHI contract support of the TCCC e-learning initiative. Although the FHWA Finance issues with expenditure of pooled funds created a roadblock in the expenditure of the approximately \$1.4 million received during the five-year life of TPF-5(046), the TCCC was finally able to use the bulk of the money for these critical projects. Remaining funding will be used to support the NTTR and TCCC website development and maintenance. A final listing of pooled fund contributions and project expenditures is attached.</p> <p>During the summer of 2008, a solicitation was made by FHWA for a new TCCC support pooled fund. The solicitation is included at www.pooledfund.org, and was created using the pooled fund development and financial tracking procedures recently refined by FHWA. Marketing of the new pooled fund and encouraging agencies to contribute will need to be a major component of TCCC marketing efforts during the coming months.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact State DOT's and FHWA Division Offices to encourage contribution to the new TCCC pooled fund solicitation.	Chris Newman Douglas Townes	January 1, 2009

**E-LEARNING/COURSE DEVELOPMENT
TASK GROUP UPDATE**

CHRIS ANDERSON – IA DOT

DISCUSSION		
<p>The E-Learning Committee, working with National Highway Institute (NHI) has active modules in Ethics, Basic Materials, Math, Durability, Geographical Positioning Systems, and will soon have a module on Portland Cement Concrete Inspection (PCC) and other modules from the Integrated Materials and Construction Practices Manual (IMCP). The Bolt Connection PowerPoint needs a written script for converting to web-based training. Jim Feda (SC DOT) is the TCCC panelist for this project. John Fleckenstein (Spartan Construction), Brenda Redwing (FHWA Utah) and David Rubenkoenig (Rinker Materials) have volunteered to assist the group with the development of training for Inspection of Pipe Installation. A decision is pending whether this course will be developed as instructor-led training or e-learning.</p>		

The group is gathering Maintenance PowerPoint presentations to develop a web-based project, with a special need for some quick, on-demand training for a number of maintenance areas. Julie Rodriguez (TLN-NDSU) will meet with the group to discuss course development issues.

The Course Curriculum Group is developing technical committees for various courses. The Earthwork course effort is being lead by Ben Rivers (FHWA), coordinated with Jeff Saddler (UDOT) from the Curriculum group. Francis Griffith (University of Arkansas) is leading the Self Consolidating Concrete Course and John Fleckenstein will provide an update on the Pipe Inspection course. The Earthwork course can be funded in part by TCCC funds, but the source for remaining funds for these course developments has not yet been identified.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

NHI UPDATE

ANN GRETTER – NHI

DISCUSSION
<p>Ann Gretter provided an update of the National Highway Institute (NHI) activities.</p> <p>Six web-based training were launched in less than a year. The number in parenthesis is the participation totals to date. The courses are:</p> <ul style="list-style-type: none"> • FHWA-NHI-131117 TCCC Basic Materials for Highway and Structure Construction (102); • FHWA-NHI-134069 TCCC Ethics Awareness (90); • FHWA-NHI-134071 TCCC Daily Diary Documentation (155); • FHWA-NHI-134072 TCCC Math Module (32); • FHWA-NHI-134075 TCCC Hardened Concrete Properties: Durability (36); • FHWA-NHI-134078 TCCC GPS Technology (95). <p>In addition, FHWA-NHI-134081 TCCC Plan Reading has been reformatted; the narration has been completed and is in the final approval process. FHWA-NHI-134084 TCCC Fundamentals of Materials Used for Concrete Pavements is in the reformat process. The Bolted Connections course is waiting for a new file script.</p> <p>In the coming year NHI will focus on combining efforts with Resource Center and LTAP, reviewing offerings to identify video training opportunities, adding materials to the NHI Store for download and continuing efforts for program efficiencies and improved customer satisfaction.</p> <p>Environmental Factors in Construction and Maintenance – the scope of work for this course has been completed, and a technical panel assembled with representatives from FHWA Environment & Planning, Asset Management, and State DOT's. A request for proposals for course development will be issued early in 2009, subject to availability of funds.</p> <p>Inspection of Bridge Rehabilitation Projects (NHI 134067) – development of this course is underway through NHI, using recently-completed course materials of Bridge Evaluation and Rehabilitation Design (NHI 134062). Development is taking place on a fast-track, with a technical walk-through scheduled in February 2009 and a pilot in April 2009.</p> <p>Much discussion centered on problems involved in logging-in to the NHI website materials. Ann notes the concerns and will investigate.</p>

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Investigate log-in concerns	Ann Gretter	

PAVEMENT PRESERVATION
QUALIFICATION PROGRAM

CHRIS NEWMAN – FHWA

DISCUSSION

The Maintenance Curriculum Matrix includes information on a wide variety of activities, but thin surface and pavement preservation is not well represented. The ability to train and have qualified government and contractor people has been a challenge for many transportation agencies. We need to expand the curriculum for maintenance to cover chip seals, micro-surfacing, crack sealing, operations, etc. This should be done on two levels – the state and the contractors. Designing the two levels has accentuated the fact that subject material is not that different. Industry leaders are interested in helping as well since they understand that a few failures will hinder further use of techniques.

This project will be a cornerstone of a program for contractor certification within industries and will allow states to hire qualified/pre-approved individuals and contractors.

The project will be to

- expand the curriculum matrices,
- identify existing training,
- link existing training to the curriculum matrix cell
- analyze the gap to determine new training directions

Technical panel members are John O’Doherty, Jim Feda, Chris Newman, along with preservation industry representatives. The contract to go forward has been awarded recently.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Update TCCC Maintenance Matrix to include expanded information on pavement preservation topics, with cross-references to corresponding training materials.	Chris Newman	June 2009

MAINTENANCE LEADERSHIP
ACADEMY UPDATE

ANN GRETTER – NHI

DISCUSSION

Development of the Maintenance Leadership Academy (NHI 134063) is progressing smoothly. The course consists of six modules:

- A – Maintenance Administration,
- B – Pavement and Bridge Preservation,
- C – Roadside Maintenance and Drainage,
- D – Weather-Related Operations,
- E – Traffic Services / Safety / Work Zones and
- F – Environmental Protection.

A course map, matrix and sample agenda were distributed. Discussion about whether the course should be broken into two week segments or left in a continuous 4-week session ensued; however,

there was no consensus. Ann Gretter recommended that regional organizations canvass their member organizations to try to get a sense of preference.

Technical review meetings and technical walk-throughs are scheduled through December, 2008 for the six modules. Completion of the course materials is expected in January, 2009. Marketing, executing a delivery contract, and participant registration will take place during the spring for a first session pilot in September/ October 2009.

The breadth of topics covered in the Maintenance Academy is such that several of its modules, self-study sections, web-based training sessions, and reference library will be able to be processed into stand-alone training products – that way, the training impact of this course will be vastly increased. The technical panel will be meeting to determine which sections this would affect, and to establish a process and timeframe for delivering these related products.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**CONSTRUCTION ENGINEERING
ACADEMY**

CHRIS NEWMAN

DISCUSSION

The driving need for the Construction Engineering Academy is similar to the need behind the Maintenance Leadership Academy. Resident engineers and skilled construction workers represent a mobile workforce characterized by turnover and a diversity of needed expertise. The 2003 TCCC study of resident engineer training programs in New Mexico, Washington, and California recognized that no one solution was viable for all DOT's.

A new project to update the original study is the next logical step – ascertain common elements in existing resident engineer academies, necessary competencies, existing training, and training gaps. The NTTR database should be helpful in helping to identify relevant existing training. Potential outcomes may be a determination that

- we need to develop a template for an academy,
- we need to develop a national academy as a nationwide course (much like the Maintenance Leadership Academy), or
- the requirements are so varied that a single academy design would be impractical.

Douglas Townes (FHWA) and Ken Jacoby (FHWA – Office of Asset Management) and John Smythe (Iowa DOT) are on the technical panel thus far. State agencies will be solicited for additional technical panel members. The project is in its infancy, but a contract has been awarded to scope and do the gap analysis. Expected timeframe for the scoping phase is 3-4 months.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION

Chris Newman (FHWA – Office of Asset Management) provided an update of the TCCC website development. In spite of major delays and obstacles, the website is due to be released shortly. Newman demonstrated both the front end (public) and back end (committee) portions of the website. He showed how information could be updated by individual authorized users. Some of the information needs updating – particularly roster information that has changed during the course of the development. The working versions of the website can be accessed on the test server at <https://fhwapap21.fhwa.dot.gov/tccc/default.aspx> or <https://fhwapap21.fhwa.dot.gov/tccc/manage> . The website needs to be moved from the test server to the production server. The schedule to go live will be dictated by the 508 review and the FHWA IT schedule, but it is hoped that it can be live by the end of Pete Rahn’s AASHTO presidency.

The link to the NTTR will be added prominently to the TCCC website. Additional features, such as course tracking and the need for a web-based training link, were discussed. An initial survey, if allowed, might track the organizational level of users (State, Federal, contractor, or guest). The back-end editing feature of the TCCC website will enable simplified upload of documents and update of site content.

Completion of the TCCC website is a milestone which should be strongly marketed.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Update TCCC website content using the back-end editing tool.	C Newman	10/1/2008

NATIONAL TRANSPORTATION
TRAINING RESOURCE DATABASE

BEN GRIBBON – FHWA
GERRY FLOOD – VOLPE
CHRIS CICCHITELLI – VOLPE

DISCUSSION

Ben Gribbon (FHWA) discussed the progress that has been made on the National Transportation Training Resource (NTTR) Database since the last meeting. The purpose of the database is to facilitate sharing of training resources, implement a sustainable platform for delivering information about highway training resources, establish a platform that facilitates cooperation and coordination with partners, and provide users with improved access to TCCC Competency Matrices. The components are the actual database, an administrative application where approved NTTR users will manage the database operations, the website interface for public users, and information about training resources. Completed work includes the database to date, the website/search interface, registration and log-in features and an administrative tool. Remaining work includes collecting data from contributors, building reporting capabilities, collecting feedback and refining, and outreach with demonstrations to user groups.

The NTTR includes four components: resources, a website, an administrative tool and a database. Four types of users are general public user, resource contributors, resource stewards and super-administrator.

The sequence for submitting resources to NTTR are:

1. Contributor submits resource using tools available in NTTR
2. resource stays in a pending status until approved by a Steward
3. Once approved, resources are added to the database and appear in search results
4. Contributors manage/edit their resources as necessary
5. Weekly emails provide Stewards and Contributors with a status on resource activity.

An individual can become a contributor through a one-time registration process. Contributors may add materials one at a time or hundreds at a time or on behalf of another agency. Resources are 'owned' individually or by an agency. If the resource is owned individually, only the contributor or a steward may edit it. If the resource is owned by an agency, anyone in the Contributor's agency can edit the resource. A Steward has authority to edit any resource. If a Contributor enters resources on behalf of another agency, both the Steward and the agency co-manage the resource.

Chris Cicchitelli (Volpe) demonstrated the website and database use. Resource types are blog, CD/DVD, conference, course-blended, course-classroom, course-web, document, email list, journal, presentation, software/web application, textbook, video, webinar, website, workshop, or other. Resources may be added by registered contributors and are added to the database, pending approval by a steward. After a course is added to the database the contributor can manage or edit the resources as needed. Resources may be submitted individually or in bulk. In order to get as many resources into the system before the expected October 15 rollout, materials may be submitted to Volpe in any format. Volpe will massage when necessary and enter them into the database.

Discussion ensued about the rollout in October and the best avenues of communicating the database availability.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

SUBCOMMITTEE REPORTS

COMMITTEE CHAIRS

DISCUSSION

Course Development and Distribution / Curriculum (combined meeting):

Chris Anderson (IA DOT) provided the following notes from the Course Development Task Group Meeting.

Ann Gretter discussed the Needs Assessment work that NHI has been developing. This Needs Assessment will map the NHI courses to the TCCC matrices. Ann requested that the Course Development group prioritize what new courses they would like to initiate this year. NHI is currently assisting the TCCC with development of the Maintenance Academy and two instructor led courses, *Asset Management for Locals* and *Environmental Factors for Construction and Maintenance*.

Another new development will be *Inspection of Pipe Installation*. John Fleckenstein (CEMEX) had hoped to attend and present some of their developed material with the group. Since John couldn't attend, he hopes to attend our next web meeting to cover this material. Brenda Redwing (FHWA Utah Division) has also agreed to be a part of this effort. The group agreed that this training would focus on inspection of the three types of pipe and can not be biased on any one type of pipe. It will cover corrugated metal pipes, concrete pipe, and high density polyethylene pipe inspection. The learning outcome from the scope needs to include each type of pipe. The group felt this would probably be a day long course. Brenda Redwing has agreed to be the technical lead and will be developing a technical committee. Will Stalcup of the Course Development group agreed to be on the technical committee and be oversight person for the TCCC.

Ben Rivers (FHWA Resource Center) will be the Technical Lead for a new course in Earthwork Inspection. Jeff Saddler has agreed to be a part of the technical committee, as well as the representative from the committee to the Course Development group. Ben listed the following as members of the technical group: Brian Legan (NMDOT), Duane Sayre (VDOT), Warren Walker (NCDOT), Craig Dewey (FHWA Federal Lands), James Williams (MSDOT), and Kevin Harrington (SCDOT). After everyone is identified they will have a teleconference by mid-October to finalize the scope and establish next steps. The course development will occur through NHI, using TCCC pooled funds (once available). The course length is expected to be 2 ½ days, and development

cost is anticipated to be \$250,000 (9 to 18 months development time). The group was concerned about time, and discussed possible methods to accelerate the development. A suggestion was made that the e-learning group develop interim modules. It was decided that after Ben's group met and scoped out what they wanted, they could send out a questionnaire to the states to find what parts are a priority and what materials may already be available. The e-learning group could take the priorities to work on and their work might fit into the final course. Ted Stilgenbauer of Fairmont State has developed an on-line 16 week course on Earthwork. Ted has agreed to help review our Earthwork course. We can probably use portions of his course, also, for any e-learning segments that would be developed.

Francis Griffith (University of Arkansas) is the lead for the Technical Committee for the Self Consolidating Concrete (SCC) Course. Although she was unable to attend, she provided update information. She plans to attend ACI Committee 237 at the St Louis meeting in November. ACI 237 contains information that would give a great potential outline for a training course on this subject. This committee has previously talked about developing training but nothing is available so far. Frances will take an approved outline (shared and discussed during the Des Moines TCCC meeting to ACI 237 and ask permission to develop the training using their document and the ASTM standards, and also to enlist some technical panel members from the committee. ASTM C09-47 (self consolidating concrete, meeting in December) will also serve as a potential source for technical panelists. The panel will also include at least one other TCCC member. Additional information exists (e.g. mix proportions and specifications) that could be used as the basis for an upper level course. Dale Harrington from the National Concrete Pavement Technology Center volunteered assistance from the center on this course. Kejin Wang of ISU has been involved with the Center on this effort and has agreed to be on the Technical Committee. Chris Newman will check on funding for this effort through FHWA or the TCCC pooled fund.

Ann Gretter asked the groups permission to use its contractors ICFI for the Asset Management Course, planned in such a way that it will not interfere with their support of the e-learning materials development. The group agreed, as Ann didn't see a problem with ICFI accomplishing both efforts. Chris Newman will keep the Course Development group involved with the *Environmental Factors for Construction and Maintenance* and the *Asset Management for Locals* courses. Ann asked the group if the TCCC would be willing to help financially with the *Asset Management for Locals* course. The group will consider it once a sufficient balance has been established within the TCCC pooled fund.

Mike Ayers of ACPA wanted the group to be aware that they have 32 webinars that are coming out this year. The TCCC website will be updated to include a link to these ACPA events, and other similar events.

The group discussed the placement of Trenchless Technology, whether it would fit best in the Earthwork course, Pipe Inspection course, or be a course of its own. Will Stalcup was going to discuss this with George Davis of Missouri DOT and then bring his recommendations back to the Course Development group. George has training materials he has developed on this subject and is willing to share with this group.

Julie Rodriguez discussed the Workforce Development grant that they have received for e-learning modules and a Learning Management System. Julie has agreed to share all of the materials she develops with the TCCC e-learning group. She plans to focus on short, introductory-level courses. She asked the group for priorities of courses she could develop. The group discussed Julie working on Maintenance courses that the e-learning group had planned to work on next. Jim Feda has power points of good introductory type maintenance courses that he gave to Julie. Other suggestions included ADA Compliance for Sidewalks and Driveways and courses to cover testing of aggregates, PCC, etc. A suggestion was made to check on an Oklahoma DOT course for just-in-time training for PCC paving inspectors. Another course suggested was Special Needs for Cold Region PCC and HMA Paving.

The E-learning task group needs to develop a scope for a Learning Management System. NHI is doing a great job of assisting the group with the use of their LMS, but the group felt we need to have a scope prepared just in case we have any problems in the future. Julie has already

developed a scope similar to what the group needs and has offered to share what she has put together. The group will work on this at their monthly meetings.

NHI Real Solutions webinars have been successful, so it was suggested we may try to use this format for some of the e-learning courses the group has developed. We will have 3-4 webinars to see if this effort would be successful.

Ann Gretter let the group know that funding is in place for more e-learning course development, but they need to wait until after October 8th to start working on new classes.

The group is having difficulty getting the necessary files to publish the Stormwater Training to the NHI website. The person they have been in contact with has been ill, so Ann's group has been hesitant to bother her. Howe Crockett is checking to see if there may be another contact person we could work with on this training.

Jim Feda reported that the Bolt Connection narrative is about 75% complete. Jim will get us the remaining materials once they are completed.

Jim Sorenson indicated that Caltrans has completed a manual on preservation of PCC pavements, and that it could serve as the basis for an online training course like NHI 131110.

The Course Development group met with the Marketing group to discuss our marketing needs. The Course Development's group main request was that the Marketing group makes sure the public and private sectors are aware of what we have developed and what we plan to have available. It was suggested we have an article in a broadly distributed magazine such as *Public Roads* or *Roads and Bridges*. John O'Doherty will tackle this for the group. Douglas Townes informed the group that a power point file is available on request from Chris Newman or Douglas for use – it will placed and updated on the TCCC Sharepoint site. For those attending conferences, there are TCCC brochures available upon request from Laura Lawndy. It was suggested an electronic Business Card be developed for the TCCC with the website and NTTR information, rather than handing out a bunch of paper materials that many times get thrown away.

Several quotes were recommended for use in the marketing efforts:

“Anyone can obtain TCCC materials without donating to the TCCC pooled fund, but the TCCC can't continue to provide materials without donations”

“Training is not a luxury, but a necessity”

The Course Development and E-Learning groups have been meeting separately each month, but the group decided both of these sections could start meeting together. Since there is a liaison between the Course Development technical committees, they would be responsible to have updates at the monthly meetings and then the e-learning group would follow. The next meetings are scheduled for October 29th at 1:00 Eastern Daylight Time and November 20th at 1:00 Eastern Standard Time. **Please note these times since when your invitations are sent from Chris at Central Time, they may show on your calendars incorrectly. Please adjust.**

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Respond to Frances Griffith (University of Arkansas) with comments on SCC course outline.		

Communications and Marketing Committees:

The primary discussion was focused on the NTTR website promotion and launching. The NTTR website is a Beta version that should be live by October 15th. The website is to be unveiled at the AASHTO meeting by Pete Rahn and have a full rollout by TRB in January.

Action is necessary on several fronts.

Pre 10/15:

1. Contribute Materials: Make people see this as a legitimate resource and begin adding materials to the database. Idea is to jump-start the database to show people what they are contributing to. Power contributors are asked to contribute now, but single item contributors are asked to wait. The preferred file format is .xml, but NTTR will take courses in any format now in order to populate the database.
2. Webinar: Ben Gribbon will direct a webinar, probably during the first week of October (before October 15th) to show the NTTR database. Ben has enough contributions to do the webinar, but needs help in promoting the webinar and the database.
3. Publicity for the Webinar: Announcement emails are to be sent to the TCCC Distribution list, the LTAP list from the NHI catalog, State DOT Training Directors, etc. Reminder email to be sent one day prior to webinar.
4. Audience:
 - a. managers of the power contributors
 - b. NHI Training Managers
 - c. Human Resource managers who often direct much of the training organizing
 - d. National Transportation Training Directors
 - e. Technical Training Coordinator for each state
 - f. CEOs at State DOTs
 - g. LTAP?

Goal is to get webinar attendees to alert their CEOs/managers about the website they will hear discussed at the AASHTO meeting. Personal contact will be important to reach individuals.

5. Pete Rahn message: We want to draft a message for Pete Rahn to deliver as he hands over his AASHTO presidency to Neal Peterson. Message should be high level with only one or two screens and lots of verbal. Basic message is to focus on TCCC accomplishments, to stress that TCCC is important and needs to be carried forward. Needs to include an e-learning/university curriculum development slide
6. Promotion material – one pager: needs minor editing, primarily spacing. Should make more obvious that TCCC, FHWA and Volpe are partners.

POST 10/15

1. Pre-register the contributors.
2. Launch a second push to collect materials.
3. Coordinate with the working groups and develop the stewards
4. Develop help screens for the database searching/maneuvering
5. Match resources to matrix competencies – promote as the tool that everyone has said they always wanted/needed.

NTTD Meeting – Boston October 19-23

Need to promote TCCC at the NTTD Meeting in Boston.

Ann Gretter (NHI) has time on the agenda and will discuss TCCC
Martha Monjo (SC DOT) will promote TCCC at the meeting.

TRB Meeting – January

1. Launch database and website to the world at TRB
2. Get on the agendas of the TCCC committees and working groups to help promote the website (Construction / Maintenance / education / technical transfer / library committees, etc.)
3. Need a glossy brochure by TRB meeting

OTHER MARKETING ISSUES:

- Ben Rivers has requested help with training marketing with the geotechnical group.
- *Better Roads* and *Roads and Bridges* publications should get articles about TCCC, the website, etc.
- NHI hosts a free web conference on the fourth Thursday of every month – NHI Real Solutions – discuss a problem, reveal a solution, lessons learned.
Send an email to Ann Gretter if you want an updated list of available e-learning modules.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contributions to NTTR database (See Pre 10/15 Action #1 above.)	a. Ken Cox, Cathy Betts and John O'Doherty to review/submit their materials. b. Ben Gribbon to contact others for materials (e.g. Anderson, Berreth, Saunders).	
Webinar (See Pre 10/15 Action #2 above.)	Ben Gribbon to announce and invite webinar attendees.	
Webinar Publicity (See Pre 10/15 Action #3 above.)	a. Susan Haynes to forward TCCC Distribution list to Ben Gribbon. b. Everyone – send names/contact info of suggested attendees to Ben Gribbon.	
Audience (See Pre 10/15 Action #4 above.)	a. Mailing lists to Ben Gribbon ASAP. (Some mailing lists can be found on the TCCC website.) b. Douglas Townes to help with/review outgoing message.	
Pete Rahn Message (See Pre 10/15 Action #5 above.)	a. Douglas Townes, Ben Gribbon and Chris Newman to work on the message. b. Jim Sorenson to review and supply to Rahn.	
Promotional Materials (See Pre 10/15 Action #6 above.)	Susan Haynes to supply TCCC logo file (.jpg or .eps) to Ben Gribbon	

NTTD Meeting Boston 10/19-23	Ben Gribbon to get TCCC on the agenda for NTTD	
TRB Meeting – January	<ul style="list-style-type: none"> a. Ben Gribbon and Chris Newman to work on time getting on committee agendas to promote TCCC b. Chris Newman to work on glossy brochure. 	
Other Marketing Issues – Article for publication	<ul style="list-style-type: none"> a. John O'Doherty to write b. Brian Legan to submit for publication 	