



## Education and Training Committee Meeting

2019 Annual Meeting  
Marriott Harbor Beach  
Fort Lauderdale, Florida  
Grand Ballroom  
Wednesday, August 1<sup>st</sup>, 2018  
8:00am – 10:00am

### Committee/Board Recommendations and Association Actions:

- 1) We request the board authorize funding for the digital chalk learning management system for an estimated \$8,000 annually, with a potential revenue recovery of 50%, contingent upon a successful submission of an RFP. See attachment A
- 2) An electronic vote passed a motion on August 13 to move the “Model Training Manual” for Animal Feed Inspectors, (Version: Final Draft, July 30, 2018), to be accepted as the official AAFCO “Model Training Manual” to be utilized by the Animal Feed Inspection Programs for development of the Training Plan as well as On The Job Training (OJT) and recommends the same to the board.

### Committee Participants:

Members present: Amanda Anderson - KS, Tim Lyons - MI, Jacob Fleig - MO, Kate Ciarletta - CT, Jim True - KY, Rick Manthei - MN, Jo Lynn Otero - NM, Liz Beckman - WA, Darlene Krieger - FDA, David Dressler - FDA, Jeffrey Scallan - LA, Bob Geiger - IN, Marissa Kost - NC, George Ferguson - NC, Richard Ten Eyck - OR, David Edwards – FDA

Members via phone: Jennifer Godwin – FDA

Advisors present: David Fairfield, Scott Ringger, Shaun Anderson

Others present: Chris Weiss - IFPTI

### Committee Report:

- **Model Training Plan workgroup:** George Ferguson, NC, updated workgroup progress. At the MidYear meeting the committee voted to send the drafted Model Training Plan Manual to the Inspection and Sampling Committee for review and comment with a 60 window. Comments were returned to George and revisions were made as necessary. The committee wanted a final review of the manual before moving the document to the board for acceptance as a final document.  
ACTION: Document was electronically delivered to all committee members for review and electronic vote on August 7  
MOTION “I move that the “Model Training Manual” for Animal Feed Inspectors, (Version: Final Draft, July 30, 2018), be accepted as the official AAFCO “Model Training Manual” to be utilized by Animal Feed Inspection Programs for development of their Training Plan as well as On The Job Training (OJT) and; Upon acceptance by this committee, submit the Model Training Manual to the AAFCO Board with a recommendation that they accept likewise.” By



George Ferguson, NC. SECOND by Tim Lyons, MI. The committee was allowed a week for review and an electronic vote was called by the chair on August 13 and passed by quorum the same day.

- Training Calendar workgroup:** The working group has put together a ‘one-stop-shop’ training calendar in the FeedBIN. Available trainings have been added but the workgroup would like to see more industry trainings made available in the calendar. Jeffrey Scallan will remain the primary contact to add trainings to the calendar.
- Learning Management System workgroup:** This working group looked into multiple companies to provide a Learning Management System (LMS) for AAFCO. The working group requested cost proposals and demos of the system to meet the needs of states. The workgroup presented information from two companies (Lithmas and Digital Chalk) discussion both the capabilities of the systems and cost. The workgroup recommends Digital Chalk because of both capabilities and cost. Much of the discussion revolved around cost to the states for utilization of the system but those decisions will be made by the Board or Finance Committee. See attachment A.  
 MOTION: “We the workgroup move to have AAFCO (Education & Training Committee) develop an RFP to be published September 15, 2018 to subscribe to a digital Learning Management System that would be utilized to house, assign, and tracking training by employees of AAFCO members. ” George Ferguson – NC, Jim True – KY seconds. Passes. Chair disbanded the working group.
- OTED Training Updates:** Deirdra Holloway, FDA Office of Training and Education Development discussed available courses for Animal Food Regulators and necessary prerequisite courses. Chris Weiss from IFPTI gave a brief demonstration of the completed Animal Feed courses that are still under FDA review. They are hoping these courses can be made available by October 1, 2018.
- BITS & AITS Update:** Miriam Johnson – NC, Inspection and Sampling Committee Chair, updated the committee on upcoming BITS and AITS training as well as the Council on Licensure, Enforcement, and Regulation (CLEAR) trainings provided at the AITS in Kansas City, MO.
- AAFCO Developed Training:** Discussion surrounding the potential for AAFCO to develop trainings to meet the AFRPS Standards. George Ferguson discussed many states have AFRPS funding available to help develop training modules that could be developed with Land Grant Universities. A training needs survey should be developed to determine subject matter to focus on.  
 ACTION: Chair formed a working group to develop and deliver a survey to the members states for specific training needs. Marissa Kost will be workgroup lead. Workgroup members: Kate Ciarletta – CT, Rick Manthei – MN, Jim True – KY, Jo Lynn Otero – NM.

Action Item Table:

Responsible	Item	Action	Timing / Status
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<b>Responsible</b>	<b>Item</b>	<b>Action</b>	<b>Timing / Status</b>
Amanda Anderson	Model Training Plant	Provide for e-vote	August 10
Amanda Anderson	LMS Proposal	Move to Board for Action	With Minutes
Marissa Kost	Training Needs Survey	Develop with Working Group	MidYear Meeting

Appendix:

A: Learning Management System proposal summary