

Education and Training Committee

2024 AAFCO Midyear Meeting
 Chattanooga Convention Center
 Chattanooga, Tennessee
 Wednesday, January 24, 2024
 8:00–9:00 am EST

Agenda

Welcome, Introductions/Roll Call and Opening Remarks

Marissa Kost, Committee Chair

Workgroup Updates (20–25 mins)

Training Curriculum Update—Marissa Kost (DISBAND WORKGROUP)

- Leadership Training – Marissa Kost, NC
 - Members: Marissa Kost, George Ferguson, Jo Lynn Otero, Jim True, Jacob Fleig, Danielle Borchert

GOAL 1, Objective 1.2—Identify and develop organizational training for AAFCO leaders

<p>1. Improve orientation and training for Committee Chairs and Board members.</p> <p>Priority 1: Develop a draft gap analysis compiling training needed and identify process to determine needs/wants (Develop a gap template).</p> <ul style="list-style-type: none"> • Identify work that has already been done and compile. Identify additional activities specific to the Board. • Develop a checklist for duties and deadlines. Leverage the Official Publication (OP) info into a cheat sheet. • Identify core training list for Committee Chairs, Board members, other leaders, and potential leaders. Examples include: <ul style="list-style-type: none"> ▪ Meeting facilitation ▪ Robert’s Rule of Order ▪ Budget 101 ▪ Strategic Thinking and Decision Making ▪ Exchange or shadow programs between states and with FDA (CVM or OHAFO Field) 	<p>Draft Gap Analysis—Early October 2023</p>
<p>Priority 2: Develop an implementation framework. Leverage what has already been developed.</p> <ul style="list-style-type: none"> • Part of task should include identification of current training and needed training, including onboarding steps. • Ensure various roles are captured (e.g. FDA member, votes differently). • Orientation on Committee Chair expectations, roles, responsibilities, interactions, reporting to the Board and other committees. • Identify touchpoints—identify committee deliverables and flow. Assign to all committees and Board member to map. • Identify leadership mentors as part of framework (orientation/onboarding, and ongoing). • Include ongoing training for leadership enhancement. 	<p>Fall 2023—Short term</p>
<p>Priority 3: Develop a checklist to track implementation (ETC Subcommittee).</p>	<p>Fall 2023</p>
<p>Priority 4: Identify leadership training (e.g., LinkedIn learning) available and develop AAFCO specific training based on Priority 1 for delivery.</p> <ul style="list-style-type: none"> • Develop for different delivery modalities (e.g., online and in person). 	<p>Fall 2023</p>
<p>Priority 5: Implement training and tracking.</p>	<p>January 2024</p>

- DigitalChalk Usage – Kate Nelson, CT
 - Members: Kate Nelson (Chair), Jacob Fleig, Marissa Kost

BOD Approval to extend the current contract with Digital Chalk for a period of one year at a level of 150 monthly user logins as defined in the AAFCO Renewal Proposal 2022 – 150 Monthly Users.pdf attached, and that the BOD charge the Education and Training Committee with the task of reviewing the service currently being offered by Digital Chalk and potential clients/systems that may be better options for moving forward. The recommendation from the ETC should be sent back to the BOD for approval prior to any RFP or changes being initiated. – 12/2/22 via Feed BIN Vote

- Laboratory Survey
 - Members: TBD

<p>GOAL 2, Objective 2.1—Be the leading training resource for animal food regulators and laboratories within 5 years.</p> <p>3. Develop and conduct an annual committee survey for laboratories to include with that of animal food regulators to determine training needs that can be delivered in concise timeframes (e.g., 1–2 hours).</p> <ul style="list-style-type: none"> • Conduct an annual survey and create a list of training priorities for review by the Board for approval and implementation. Need to investigate and coordinate with FDA annual survey (animal food regulators; confirm not lab). Board will review and make assignments at their September Board meeting. Board will assign to appropriate committees (October 2023). Develop a documented process for proponents to identify training needs on an ongoing basis (e.g., outside the survey timing). 	<p>Late 2023/Early 2024 (Midyear)</p>
---	---------------------------------------

Training Availability Updates (10–15 mins)

- FDA OTED Training Update – Kimberly Hull & Traci Kelm, FDA OTED Sub-Committee Updates (5 mins)
- Feed Administrator’s Seminar Sub-Committee
 - FAS 2024 – South Carolina

Workshop Calendar Request Updates (5 mins)

- Annual 2024 (San Antonio, TX) – Feed Labeling Workshop

New Business (5 mins)

Adjourn