

**National Training Directors Council
Annual Meeting Minutes
November 15, 2015
12:30-3:00pm**

12:30 PM	Welcome	Michelle Schladant called the meeting to order at 12:37 pm. Michelle reviewed the agenda for the meeting. Introductions of attendees was deferred to emailing Elizabeth Bishop to save time for activities at the meeting. Michelle called for a motion to approve the minutes from last year's meeting; Elizabeth Laugeson (UCLA) motioned and seconded by Kay Conklin. Minutes were approved.
12:35 PM	AUCD Updates	<p>Andy Imparato and Karen Edwards welcomed the Training Directors to the conference. The Driving Change sessions were a new concept this year and the hope, if favorable, will be continued with different topics next year. Karen Edwards shared that the Board will be circulating amongst the councils to see how they will be using the strategic map of AUCD. One of the strategic goals is to have a greater interaction among the various groups and Councils to make sure they have a good guidance from the office and board and that AUCD is meeting the needs of this various groups. CEDC sees part of their mission as training professionals and the Training Directors Council has training professionals as well, a new Communications SIG that also shares in training issues is another overlap with these two groups. Overlap is fine but AUCD wants to be strategic in how these resources are used effectively and efficiently. Questions to be asked are: What can we do across our Centers, Councils and SIGs that would promoted the type of change we wish to see; how can we engage with others to do that; and finally, what is the role of the Councils in these efforts? NTDC is the example of how a Council should be (attendance, engaged and competent leadership). The other councils are not like this so NTDC is positioned to inform AUCD staff and Board with how the Councils could be utilized and how Councils can be engaged.</p> <p>Michelle added that one of the activities we will be conducting today is how we can engage as a Council with AUCD initiatives and outreach. Floor was opened up to Council members with ideas on how NTDC can provide input of the Strategic Map. Andy said that there are many stars in our network that never get to the Annual meeting. His travels have allowed him to meet those stars in the network and one of the reasons we are seeking out a method of engaging with others so that these individuals and</p>

		<p>projects are highlighted and shared. The engagement of SIGS and Councils seems to flow down from the leadership of the director and not every director does this. What can we do differently to engage these individuals? Andy asked for a show of hands of how many are primarily wearing LEND or UCEDD hats. Both groups do training on leadership. So a question Andy asked of them was could we devise a training program on leadership that the community and universities benefit from. This is one area that UCEDD/LEND programs could combine their efforts. A planning grant from J.P. Morgan on training leaders has been awarded to AUCD to look at this issue. We could be selling our capacity to train leaders and the expertise of the NTDCs that has been built over a years could be a real asset. The NTDC has been asked to provide this feedback to AUCD office at any time as they will be continue to solicit feedback from the network.</p> <p>Ben Kauffman announced several activities for the attendees at the AUCD meeting this year. One is a meeting with Francis Smith on Monday morning at 7:30 am in Meeting Room 15.</p> <p>Shannon Haworth announced that the trainee alumni group will be convening and will include a directory. A poster session will be held here at AUCD as well.</p>
12:45 PM	NTDC YouTube Video	<p>The Steering committee has been discussing how we can capture and share the expertise for our Council as well as engage with each other throughout the year using resources already in existence at AUCD. One is the iTAC toolbox that allows users to post topics of interest. AUCD also has a YouTube Channel. So the idea is to share YouTube videos that takes the topics from the iTAC toolbox and put them on the YouTube Channel. In addition to creating 2 videos for the Channel, a How To Guide has also been created for Training Directors to use. The series "What's Trending in Training: Growing leaders one innovation at a time" now has two video posts from Michelle Schladant and Mark Crenshaw. The video's were shared at the NTDC Meeting and are available on the Council webpage on www.aucd.org. Michelle shared tips of her 5 minute video. Go in with a script- the video took about an hour to shoot but 8-10 hours to edit. She used iPad and Movie Maker to edit. She also used a captioning software to provide the captions. YouTube provides some analytics and a discussion feature. Last year the NTDC discussed creating a blog to engage with each other and proposed the idea to AUCD with a financial request. The financial constraints were a deterrent to completing this task which is why we turned our thoughts to the YouTube series. The videos are now integrated with the iTAC toolbox. Questions and suggestions to make the videos shorter to</p>

		3 minutes and eventually having a searchable index on the YouTube video once it's more heavily populated. The iTAC toolbox does have categories for topics that are searchable.
12:30 pm	Break	Groups broke into 6 workgroups: <i>Technology and Interactive Learning</i> (Tracy White); <i>Cultural Diversity</i> (Laura Stough); <i>Family Members and PWD as trainees</i> (Judith Holt and David Deere); <i>Community and Experiential Learning</i> (David Helm); <i>Adult Learning and Curriculum Development</i> (Elizabeth Bishop); & <i>How to Engage Trainees in Network</i> (Steph Weber).
1:10 pm	Workgroup Activity	Tracy White led the workgroups from last year in an exercise to create a story board for a video in their topic area over the next year. Each group spent about an hour in discussion.
2:10 PM	Workgroup YouTube Video Planning	
2:30 pm	Wrap Up	<i>Calendar for video roll out</i> – Each workgroup will submit to Elizabeth Bishop the date for the release of their video. This date will be put on the NTDC SharePoint calendar and will be sent out via listserv and AUCD communications. <i>Nominations for 2016-2018</i> – Next year we will elect new officers to the NTDC executive committee. Nominations will be solicited in August, a slate will be compiled in September, Voting will take place in October and new officers will be inducted in November. Officer descriptions and duties are specified in the Bylaws of the Council on the council webpage on the aucd.org site. Be thinking of possible candidates for these leadership positions.
3:00 pm	Closing Remarks and Adjourn	Meeting was adjourned at 3:00 pm.