Hybrid Course Subcommittee (HC SC)
Minutes Meeting #10 – May 18, 2016; 8:00 am Eastern Time

Meeting recording available at: https://iswp.adobeconnect.com/p869ic7gotg/

1. Attendance
   - ISWP: Mary Goldberg, Nancy Augustine, A Yohali Burrola Mendez, Krithika Kandavel, Rachel Gartz
   - HC SC: Lee Kirby (SC chair), Eric Wunderlich

2. Approval of Agenda: Done.

3. Approval of Minutes: Done.

4. Business Arising from the Minutes (other than Ongoing Business below):
   a. *Sunset plan*: This refers to the plan to close the subcommittee at the end of the year if no outstanding tasks remains. Members will remain members of the Training Working Group, if desired. No objections arose.
   b. *Volunteer redirection to other opportunities*: A call for new members went out in early 2016. Interested individuals responded, and have been redirected to the Training Working Group. Mary reported they would be invited to be observers as a first step to membership, pending Training Working Group approval to invite observers.

5. Report from ISWP: (Mary)
   a. *Funding opportunity*: The Integration Subcommittee submitted a proposal for a high-level meeting, which is not yet approved. The Advocacy Working Group also submitted a proposal. Nancy reported the Data Collection Subcommittee, of the Evidence-Based Practice Working Group, has selected countries for data collection pilots: Kenya and Romania. They have a sample data collection tool used by Motivation. The subcommittee will reach out to Motivation Romania to help with the data collection.
   b. *DIV Grant*: Mary reported there is no new information from USAID. She has reached out to see if they have any further questions, but has not heard anything.
   c. *Training of Trainers (ToT)*: The second pilot Training of Training (ToT) will occur the first week of June. This will include the Intermediate and Managers/Stakeholders modules. Mary clarified the progression: the core module is delivered each time and then specific modules are completed. The Bangkok ToT was moved to September. There has been more time to refine the assessment tool and session content. The author group has updated session plans. ISWP has updated assessment tool.
   d. *WHO Content Review*: This content review will not begin until June 2017, and will follow the WHO process. Funding needs to be secured if it will occur at all. Mary is going to Geneva tonight for the DAR partners meeting. She will bring this to Chapal's attention. Jon Pearlman also has a WHO Collaboration Center structure setup, presented at the Advisory Board meeting. There is no associated funding, but standardizes the relationship between WHO and ISWP.
   e. *Scope of ISWP Activities*: Lee suggested advocating other packages beyond the WHO packages: for instance, RESNA's Assistive Technology Professional, the Wheelchair Skills Program and the Pittsburgh Wheelchair Maintenance Program. Nancy suggested that the conversation Mary has with Chapal at WHO about the timeline and process of the WHO content review will be important for how ISWP incorporates other packages. Lee suggested ISWP could consider piloting some

other material, perhaps in conjunction with a planned ISWP event. Mary would like to see a repository of continuing education material on the ISWP website as a first step towards certification. There would need to be a significant library of continuing education materials to have a certification, especially at the level of the ATP. Mary suggested collecting these materials would be a great first step, if Lee and other groups are receptive to having their material included in this database. Lee stated that some organizations may not share their content freely, but ISWP could at least direct interested parties to resources that ISWP is willing to endorse.

6. Ongoing Business:
   a. *Human Study Course (Eldar, Tchai)*: Tchai will send the feedback from the last revision to Yohali, when it is completed. No further updates.
   b. *Basic Hybrid Course: (Yohali)*
      - *Committee Feedback on Draft 2.2*: There were 15 respondents that provided feedback: 7 from the subcommittee, 7 (2 overlap with the subcommittee) from ISWP, and 3 external reviewers. Most of the feedback was incorporated. Some feedback was added to the Hybrid Plus list because it added modules or content. For the external review, the Quality Standards for Online Education Checklist was used. There are now less clicks and a better introduction module, so participants have less confusion. Lee asked if any further revisions would be made before the first pilot. Yohali stated there is a Google Doc where commonly-asked questions and other notes from recitations will be kept. She felt there would not be enough time for a full review, but any minor changes can be made. Lee asked that a summary of the feedback be provided to Subcommittee members for information. Yohali will keep the group updated via summary feedback. ACTION: Yohali will distribute a Word document of the feedback received.
      - *Locations, languages, and dates*:
        - Event #1: An in-person training (i.e. 5 days) has already been conducted in March 2016 in India in English.
        - Event #2: There will be an English Hybrid Course in India during the first week of June.
        - Event #3: There will be a Spanish Hybrid Course in Mexico in late June or early July.
        - Event #4: There will be a Spanish in-person training in Mexico in late June or early July.
        - Event #5: There will be another Spanish Hybrid Course in Colombia in late July or early August.
      - **Hybrid Course Content:** The remote portion of the content will need to be online a number of weeks prior to the in-person portion of the training. That timeline will be tested during the pilot in India.
      - **Hybrid Course Evaluation:** Mary added that ISWP has been collaborating with Padmaja Kankipati and will share that feedback along with Yohali's summary of feedback. Yohali clarified that participants will be taking the ISWP Basic Test and a satisfaction survey for both the in-person and online portions. Yohali stated that an IRB proposal is being submitted and a formal validation of the Hybrid Course will take place. Lee suggested the subcommittee could provide feedback on satisfaction surveys. Yohali agreed that would be very helpful. ACTION: Yohali will distribute a Word document of the satisfaction survey to the subcommittee for feedback.

7. Other business: None.

8. Next meeting: June 22, 2016, 8 a.m. U.S. Eastern Standard Time

9. Adjournment