

**Hybrid Course Subcommittee (HC SC)  
Minutes Meeting #6 – December 8th, 2015; 8:00 am Eastern Time**

Meeting recording available at:

<https://iswp.adobeconnect.com/p3vcw4p5i4a/?launcher=false&fcsContent=true&pbMode=normal>

1. Attendance

- ISWP: Mary Goldberg, Nancy Augustine, A Yohali Burrola Mendez.
- HC SC: Lee Kirby (co-chair), A Yohali Burrola Mendez, Eldar Husanovic.

2. Approval of Agenda: Done.

3. Approval of Minutes: The minutes of October 13, 2015 (meeting November 3 cancelled due to hook-up problems) were approved.

4. Report from ISWP:

Mary reported:

- *Testing SC:* ISWP asked all Working Groups (WG) and the Advisory Board to make recommendations for test takers to help with the pilot of the Intermediate Test. The test takers need to have passed the Basic Test before sitting for the Intermediate Test. The Intermediate Test consists of two parts: Knowledge and skills. The knowledge portion follows same format as Basic Test on test.com, and the skill test consist of a case study. The individuals who pass the knowledge test will be eligible for the skills test.
- *Integration SC:* ISWP and the Integration SC are reviewing options for distribution lists to share best practices. Google Groups might be the most effective option because they permit uploading documents. Another survey will be implemented for individuals who answered the first survey and reported to be interested in integration but haven't integrated any material to their curriculum yet.

Nancy reported:

- ISWP proposed a Coordinated Meeting Schedule for 2016. Meetings will occur as recurring appointments on committee members' calendars.
- ISWP will provide administrative support for meeting logistics; e.g., sending meeting reminders and materials before the call; loading materials onto Adobe Connect and making sure the conference line is open on the day of the call.
- ISWP received feedback and is currently working on the final schedule. The Hybrid SC call will be on the third Wednesday of each month from 8:00 a.m. – 9:00 a.m. EST. The Hybrid SC will use the same link and dial number as the Training Group. Nancy will send the schedule when it is finalized, and Kim Robinson will set up the meeting appointments.
- Funding proposals to support WG initiatives are due January 15<sup>th</sup>, 2016.

5. Business Arising from the Minutes:

- a. Human Study Course (Eldar): Eldar had problems with his microphone connection but reported using the chat window that plans were proceeding nicely. They will be including WHO Basic and Intermediate material. They have nearly completed arrangements for an experienced WHO trainer.
- b. Basic Hybrid Course
  - Memo from Mary Goldberg of November 6, 2015: Yohali will develop the Hybrid in English and Spanish based on the current WHO Basic materials. ISWP is committed to support 5 Basic trainings: 2 in-person and 2 hybrids in two different regions. The 5<sup>th</sup> training, provisionally called the Hybrid Plus, will incorporate content recommended by the Hybrid SC members and experienced trainers. The recommendations and experience with delivering the enhanced package will be shared with the WHO for the 2017 revision of the training packages. Pilot locations to be determined. ISWP circulated the Hybrid Prototype to the Training Working Group in mid-November and asked for feedback through a survey. The Hybrid format will be finalized in mid-January, and the first pilots will be conducted in the first quarter of 2016.
  - Lee suggested to request for additional materials for the Hybrid Plus via a survey and share it with the Hybrid SC and the Training WG.
  - **ACTION: ISWP will create and send a survey to collect additional materials. (First week of January)**
  - Yohali reported that only two people respond the survey regarding the Hybrid prototype so far. The survey consists of 16 question of 3 main topics: Previous online experience, possible complications in loading the Hybrid and satisfaction rates on the Hybrid prototype.
  - Mary shared the survey with the Training Group. The deadline to receive feedback is mid December. ISWP expects to receive more comments in the next weeks.
  - Mary suggested a nomination process to identify locations.
  - **ACTION: ISWP will create and send a survey to identify locations and organizations interested in co-facilitating training. (Mid December)**
- c. Intermediate Hybrid Course: Postpone until the Basic Hybrid Course is developed and tested.
- d. FAQs: No updates.
- e. Presentations
  - ISS March, 2016:
    - Lee will give a talk on “Wheelchair Skills, Assessment and Training: What in the world is going on?!” He will promote ISWP activities during that talk.
    - Mary, Dr. Schmeler and Alex (ISWP team) have a paper accepted on the development of the Basic Test; it will be an instructional session.

- ESS June, 2016
  - Lee expects to attend the meeting.
- RESNA July, 2016
  - Yohali and Mary submitted a Workshop Proposal, “Hybrid methodology: A pathway to scale wheelchair service delivery training worldwide”. The hands-on session includes the online methodology of the Hybrid Course and recommendations to teach wheelchair skills in developing countries.
- ISWP will work with WG and SC chairs to determine if it is feasible to hold WG/SC meetings in conjunction with the conferences for members who are attending.

6. Other business:

- a. Committee membership: Yohali suggested reviewing Hybrid SC membership and consider including more members.

7. Next meeting: Wednesday, January 20, 2016, 8:00 am ET

8. Adjournment

