



MINUTES
ASHRAE PROFESSIONAL DEVELOPMENT COMMITTEE
January 22, 2018
Chicago, IL

MEMBERS PRESENT:

Kay Thrasher, Chair
Charlie Henck, VC/Planning
Fred Betz, VC/Operations
Tim Dwyer
Lindsey King
Tyler Lewis
Frank Mills
Aakash Patel
Keith Reihl
Rob Risley
Jeremy Smith
Jim Vallort
Billy Austin, BOD ExO
Edward Tsui, Coordinating Officer

VISITORS:

Aleksandar Andjelkovic
Darryl Boyce
Michael Brandemuehl
Don Brandt
Matthew Clark
Jesse Fisher
Vishal Kapur
Julia Keen
John Nix
Dennis Wessel
Eric Yang

STAFF PRESENT:

Karen Murray, Staff Liaison
Steve Comstock, Director
Gabrielle Gaston
Ayah Said

PDC • Winter Meeting • January 22, 2018

ACTION ITEMS

PDC MEETING January 2018 (Chicago)

<u>No.</u>	<u>Page</u>	<u>Responsible</u>	<u>Action</u>
1	4	PDC	Direct comments or suggestions for the new Strategic Plan to Mr. Austin.
2	4	Operations	Develop an affinity diagram of related ALI courses.
3	4	Operations	Identify gaps in existing training and recommend new courses to meet current needs.
4	4	Staff Liaison	Establish a schedule of mailings to past course attendees to make them aware of similar courses that might expand their training.
5	5	Staff Liaison	Send new eLearning course information to the full committee upon release. (Continuous.)
6	6	Staff Liaison	Provide status of all active SDLs.
7	6	Mills	Submit a proposal to develop a presentation on Hot Climate Design.
8	6	Staff Liaison	Send new publication sales stats to the Planning Subcommittee.
9	6	Staff Liaison	Prepare and submit request for changes to the PDC MOP.
10	6	Staff Liaison	Provide draft PDC Liaison Responsibilities to the Operations Subcommittee for review.
11	7	King, Smith, Vallort (ad hoc)	Establish recommended courses for YEA 5-year training plan.
12	7	Staff Liaison	Reach out to Technology Department for guidance on course translations. MBO #3. See Action Item 1, June Meeting.
13	7	Staff Liaison	Distribute the draft Reference Manual to the committee for review.
14	7	Reihl/ Staff Liaison	Respond to CTTC regarding request for reduced chapter course pricing.
15	8	Staff Liaison	Contact TC with recommendations for development of a new Lab Design course.

PDC MEETING June 27, 2016 (St. Louis)

<u>No.</u>	<u>Page</u>	<u>Responsible</u>	<u>Action</u>
6	6	Thrasher	Reach out to Al Veeck to discuss interest in the potential course.

PDC • Winter Meeting • January 22, 2018

I. CALL TO ORDER

Ms. Thrasher called the meeting to order at 8:00am.

II. INTRODUCTIONS

PDC Members and guests introduced themselves.

III. ASHRAE CODE OF ETHICS

Ms. Thrasher announced that the meeting would be held in strict compliance with the ASHRAE Code of Ethics.

IV. REVIEW AGENDA

No change.

V. APPROVAL OF MINUTES FROM JUNE 26, 2017 MEETING

Mr. Risley moved and Mr. Betz seconded approval of Minutes from the June 26, 2017 meeting without change. Motion passed unanimously (CNV). Minutes posted on PDC page, ASHRAE Website.

VI. BOARD ExO REPORT

Mr. Austin presented the ASHRAE Update-ExO Report on Society news, and discussed work towards the new Strategic Plan. He encouraged committee members with comments or suggestions to speak up.

ACTION 1: PDC members with comments or suggestions regarding the new Strategic Plan to contact Mr. Austin.

Mr. Tsui thanked the committee for their work and input.

VII. ALI COURSE INSTRUCTOR COMMENTS

Mr. Hallstrom discussed the potential benefit of identifying and promoting ASHRAE Learning Institute (ALI) courses with similar content. He recommended the committee develop an affinity diagram to group the courses. Promoting courses with similar content applications would offer attendees a path to additional training and enhance attendance. Instructors could promote additional course offerings from ALI.

Recommendations included meeting with all course instructors to discuss available offerings, overlaps, new courses, etc. and developing a list of what is missing in our course offerings.

ACTION 2: Operations Subcommittee to develop an affinity diagram of related ALI courses.

ACTION 3: Operations Subcommittee to identify gaps in available training and recommend additions to create a progressive roadmap for training.

ACTION 4: Staff Liaison to establish a schedule of mailings to past course attendees to make them aware of similar courses that might continue their training.

Dr. Keen thanked the committee for their work, noting that training is a valuable member product. In addition, she reported that she is chairing an ad hoc committee established to review and reshape the current Publications and Education Council (PEC) structure to better

PDC • Winter Meeting • January 22, 2018

align the committee and subcommittee functions. She said details would be discussed at the PEC meeting on the following day. The transition is expected to take place over a couple years.

Mr. Brandt expressed concern about the continual increase in HVAC Design training locations and the decrease in attendance. He recommended offering the training in fewer locations.

VIII. CHAIR'S REPORT

Ms. Thrasher reported work is underway to incorporate instructor-led training and Self-Directed Learning (SDL) courses into the learning management system currently used for eLearning. This will allow access to the learning in one place, the new learning portal. Ms. Thrasher recommended the committee be advised of new eLearning courses.

ACTION 5: Staff Liaison to send new eLearning course information to the full committee upon release. (Continuous)

IX. FINANCIAL REPORT

Ms. Murray reported overall publications and education revenue and expenses to be low. Staff is reviewing cause.

X. STAFF REPORT/COURSE UPDATES

A. 2017-18 In-Company/Chapter Program

In-Company – 29 courses/1,423 attendees. Chapter – 3 courses/230 attendees

B. 2017 Online Course Series

2017-18 – 22 Courses /313 attendees to date. Low per course average.
Courses are now being offered 1-3 times per month at a relatively low cost.

C. 2018 Winter Conference Registrations

Final – 20 courses/842 registrants (Avg 42 per course)
2017 – 20 courses – 1,161 registrants (Avg 58 per course)
2015 Chicago – 20 courses 958 registrants (Avg 48 per course)

D. 2017-18 Courses at Industry Events

To date - 4 courses/100 registrants
2016-2017 – 3 courses/ 29 registrants

E. 2017/18 HVAC Design Training

Total – 16 Level I/12 Level II (Includes 3 courses at the Global Training Center, Dubai.)
To date – Level I: 7 courses/254 registrants; Level II: 5 courses/135 registrants
The first Consulting Engineer Essentials course will be on March 29, 2018 in New Orleans.
The Improving Existing Building Operation course is not currently on the 2017-18 schedule.

Total 2016/17 – Level I: 15 courses/631 registrants; Level II: 12 courses/383 registrants
Improving Existing Building Operation – 2 courses/49 registrants

G. Outstanding SDLS

Laura Southard (Jeff Spittler)

ACTION 6: Staff Liaison to provide a status on all active SDLS for the committee to review for needed updates.

H. 2017-18 Global Training Center Courses

To date - 3 courses/60 registrants:

HVAC Design Essentials – September 2017; 22 registrants

Variable Refrigerant Flow Systems – October 2017; 12 registrants

HVAC Design Essentials – January 2018; 26 registrants

XI. SUBCOMMITTEE REPORTS

A. Planning

The subcommittee discussed ideas for new courses:

- Add a one-day course on fire protection and plumbing for young engineers to the HVAC Design umbrella.
- Use publication sales as a guide to develop new courses based on hot sales items.
- Integrated Design
- Develop a new Energy Audits course to correspond the recent release of Standard 211 Energy Auditing
- Hot Climate Design Guide would be a good subject for a course.

ACTION 7: Mr. Mills to submit a proposal to develop a presentation on Hot Climate Design.

ACTION 8: Staff Liaison to send publication sales stats to the Planning Subcommittee. (Continuous.)

MOP Clarification

Mr. Henck moved and Mr. Vallort seconded requesting moving Paragraph 4.18 to Paragraph 4.2 Operations as 4.2.10 in the Manual of Procedures.

Motion passed unanimously (CNV).

ACTION 9: Staff Liaison to prepare and submit request for changes to the PDC MOP.

B. Operations

Key items:

- PDC Liaisons are reminded to touch base with the course instructors. They should review and provide comments on the presentation materials.
- It was suggested that the liaisons should contact one (or more) of the course "students" to solicit personal feedback on the course presentation.
- General feedback indicates that many of the courses have too many slides and the presenters are rushing at the end. Liaisons should encourage fewer slides to allow time at the end of the presentation.
- The PDC Liaison Responsibilities will be updated and sent to committee for review.

ACTION 10: Staff Liaison to provide draft PDC Liaison Responsibilities to the Operations Subcommittee for review.

XII. MBO PROGRESS (Updates included in Appendix A.)

Ms. King, Mr. Smith and Mr. Vallort will work together on an ad hoc committee to develop a 5-year training plan for young engineers (MBO #1). The outcome would be recommended courses to achieve specific levels of knowledge, presented in a manner YEA members could take to their employer.

ACTION 11: Ad hoc to establish recommended courses for YEA 5-year training plan.

ACTION 12: Staff Liaison to reach out to Technology Department for guidance on MBO #3

XIII. OLD BUSINESS

A. Building EQ Course Update

Mr. Dwyer reported roughly 27 people have been sent links to download the full course material. One-third of the downloads are from academics in the United States and two-thirds are international. A survey was distributed to determine how the downloads are being used. Survey results are not yet available.

Mr. Dwyer reported he worked with staff to revise the PDC Reference Manual.

ACTION 13: Staff Liaison to distribute the draft PDC Reference Manual for committee review.

B. New Courses Using Building EQ Course Prototype

On hold until more learned about the current Building EQ course usage.

C. Committee Member Recommendations

Ms. Thrasher encouraged recommendation of new members to the PDC.

D. Review of Open Action Items

Updates included in Appendix B.

XIV. NEW BUSINESS

A. Course Liaison Reports

Mr. Reihl, Certification Committee Liaison, reported the new HVAC Designer Certification is due to launch at the 2019 Annual Conference in Kansas City. The marketing roll out will include ALI courses as a key resource. The new certification will aid employers in identifying competency among job applicants and at the same time be a compelling employee professional development goal.

Mr. Reihl discussed CTTC comments from the Long Beach meeting. At the time, PDC was charged to develop methodologies to further reduce chapter course pricing. He indicated a response from PDC is due to CTTC.

ACTION 14: Mr. Reihl and Staff Liaison to respond to CTTC regarding reduced chapter course pricing.

Mr. Reihl noted the 62.1-2016 course he monitored on Saturday was well presented. Conversation followed with suggestions from other committee members including asking the instructors to stand rather than sit, speak from the front of the room, reduce the amount of text in the slide presentations (too much text, too small type), and more. It was noted that the instructors receive presentation guidelines with each instructor agreement. The committee spent time discussing the Laboratory Design course. It continues to draw good attendance. Suggestions were made to expand the topic to two short courses, one to focus on set-up and the other design.

PDC • Winter Meeting • January 22, 2018

ACTION 15: Staff Liaison to contact TC with recommendation for development of a new Lab Design course.

B. Brainstorm Ideas to Increase Course Attendance

- New courses on soon to be released Standard 211 – Energy Audits.
- Bookstore sales.
- Session attendance.
- Web hits.
- DL topics.
- HVAC invitation form.
- Advanced ALI courses at TCs/Session presentations.
- Personal Invitations.
- Develop a virtual reality presentation. HVAC Equipment. Look inside a chiller, etc. (TC 1.5).
- Reach out to large companies to provide training for young engineers. Advisor for course options.
- Develop procedures to coordinate/reach out to other organizations.
- Marketing – involve chapters by providing mailers/form letters for courses to be presented in the area.
- Market ALI courses that tie in with CEC presentations – maybe a slide at the end.
- Facilitator type program on sustainability.

XV. NEXT MEETING

Subcommittees and ad hoc committee meetings beginning in February 2018.

The PDC will meet by conference or web call in the Spring and again prior to the June meeting.

XVI. ADJOURN

The meeting was adjourned at 12:00pm

APPENDIX A – 2017-18 MBOs

Professional Development Committee

MBOs for Society Year 2017-18

Chair: Kay Thrasher Date: June 26, 2017

Objective	SP	Completed by	Fiscal Impact	Responsible Party	Comment/Status
1. Develop a 5-year plan on developing young engineer training products that can reach a wider audience than just our design class	1C	Jan 2018	None	Full Committee	In Progress Assigned to ad hoc (King, Smith, Vallort). Recommend courses to achieve specific levels of knowledge – presentation yea members can take to their employer. Need guidance or advisement.
2. Develop outlines for three (3) additional practical applications courses to ‘fill the gaps’ in our current offerings.	3D	Jan 2018	None	Planning Subcommittee	In progress.
3. Develop a standard guideline on the method to develop, translate and produce courses to an international market	4?	Jan 2018	None	Full Committee	Need an ASHRAE procedure to guide efforts. Staff to reach out to Technology Dept for guidance.
4. Develop training for use in university curriculum. <ul style="list-style-type: none"> • bEQ Task Force Prototype • Develop second course 	1C	Jan 2018	TBD	TBD Put on hold awaiting stats from Building EQ course. Consider partnering with UNEP for additional course.	On hold until further direction. Ad hoc led by Michael Brandemuehl is developing the Building EQ prototype. Course expected to be available in fall 2017. Course outline to be sent to the PDC.
5. Establish guidelines for PDC liaisons		Jan 2018	None	Operations Subcommittee	In progress.
6. Every course reviewed by PDC Liaison prior to presentation– Quality check		Jan 2019	None	Operations Subcommittee	In progress. (Continuous.)
7. Improve marketing of courses/branding. Work with ASHRAE marketing for improvement		Jan 2018	TBD	Planning Subcommittee	In progress.
Additional Recommendations for Strategic Planning: None at this time					

ASHRAE Strategic Plan 2014 Initiatives addressed by Objective

PDC • Winter Meeting • January 22, 2018

APPENDIX B – Open Action Items

PDC MEETING June 26, 2017 (Long Beach)

<u>No.</u>	<u>Page</u>	<u>Responsible</u>	<u>Action</u>
1	6	PDC	Work with the PDC ExO and appropriate staff to develop methodologies to further reduce chapter course pricing. (Ongoing.)
3	7	Staff Liaison	Provide a matrix of all ASHRAE course offerings as a coordination tool. (Complete.)
4	7	PDC	Define the process for course translations including methods of cost recovery and answers for members who seek foreign language courses. (In progress.)

PLANNING SUBCOMMITTEE (Conference Call May 11, 2017)

<u>No.</u>	<u>Page</u>	<u>Responsible</u>	<u>Action</u>
4		Opns Subcmte	Develop guidelines for young committee member participation (Ongoing.)

OPERATIONS SUBCOMMITTEE (Conference Call May 10, 2017)

<u>No.</u>	<u>Page</u>	<u>Responsible</u>	<u>Action</u>
1		Mr. Henck	Reach out to YEA for input on development of a 5yr training plan for young engineers. (Re MBO Objective 1) (In Progress.) Awaiting response from YEA Professional Development Committee.

PDC MEETING June 27, 2016 (St. Louis)

<u>No.</u>	<u>Page</u>	<u>Responsible</u>	<u>Action</u>
6	6	Staff Liaison	Reach out to Al Veeck to discuss interest in the potential course. (In progress.)
8	7	Staff Liaison	Seek TC review of the Fundamentals of Water System Design and Fundamentals of Heating Systems Self-Directed Learning (SDL) courses to determine need for further revisions (In progress.) Awaiting completion of Heating Systems SDL.