

## **SWMA Professional Development Committee (PDC) 2020 Annual Meeting Report**

Mr. Paul Floyd, Committee Chair  
Louisiana

### **INTRODUCTION**

The PDC (hereinafter referred to as “Committee”) submits its Report to the Southern Weights and Measures Association (SWMA). The Report consists of the SWMA Agenda (NCWM Carryover and NEW items) and this Addendum. Page numbers in the tables below refer to pages in this Addendum. Suggested revisions to the handbook are shown in **bold face print** by ~~striking out~~ information to be deleted and underlining information to be added. Requirements that are proposed to be nonretroactive are printed in **bold-faced italics**.

Presented below is a list of agenda items considered by the SWMA and its recommendations to the NCWM Professional Development Committee.

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**Subject Series List**

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Education ..... EDU Series  
 Program Management..... PMT Series  
 Other Items..... OTH Series

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**Table B  
 Glossary of Acronyms and Terms**

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Acronym	Term	Acronym	Term
ADDIE	Analysis, Design, Development, Implementation, and Evaluation	NEWMA	Northeastern Weights and Measures Association
ANSI	American National Standards Institute	NIST	National Institute of Standards and Technology
BOK	Body of Knowledge	OWM	Office of Weights and Measures
CWMA	Central Weights and Measures Association	PDC	Professional Development Committee
ISO	International Standardization Organization	RSA	Registered Service Agents
ICE	Institute for Credentialing Excellence	SME	Subject Matter Expert
NCWM	National Conference on Weights and Measures	SWMA	Southern Weights and Measures
		WWMA	Western Weights and Measures Association

**Details of All Items**  
*(In order by Reference Key)*

**EDU – EDUCATION**

**EDU-1     I     Professional Certification Program**

<b>EDU-1</b>
<p><b>Regional recommendation to NCWM on item status:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Recommend as a Voting Item on the NCWM agenda</li> <li><input checked="" type="checkbox"/> Recommend as an Information Item on the NCWM agenda</li> <li><input type="checkbox"/> Recommend as an Assigned Item on the NCWM agenda <i>(To be developed by an NCWM Task Group or Subcommittee)</i></li> <li><input type="checkbox"/> Recommend as a Developing Item on the NCWM agenda <i>(To be developed by source of the proposal)</i></li> <li><input type="checkbox"/> Recommend Withdrawal of the Item from the NCWM agenda <i>(In the case of new proposals, do not forward this item to NCWM)</i></li> <li><input type="checkbox"/> No recommendation from the region to NCWM <i>(If this is a new proposal, it will not be forwarded to the national committee by this region)</i></li> </ul>
<p><b>Comments and justification for the regional recommendation to NCWM:</b> <i>(This will appear in NCWM reports)</i></p> <p>Chairman Paul Floyd (Louisiana) commented that efforts would be made to update the information in this item for the NCWM Annual Meeting. Mrs. Tina Butcher (NIST OWM) commented that the Western Association meeting discussed issues evolving around proctoring exams and additional resources from outside agencies that may need to be acquired. At the WWMA, a number of jurisdictions shared best practices and approaches for securing proctors. Mrs. Butcher also noted the NCWM PDC would be interested in hearing the experiences of and input from SWMA members on this issue. Mr. Paul Floyd (Louisiana) commented that Louisiana has added another testing center, a smaller college in Central Louisiana, for both basic and professional exams. Mr. Kenneth Ramsburg (Maryland) commented that they found proctoring was an issue since their Department of Agriculture in Maryland is relatively small and they were looking for outside sources to assist in administering the exams. Mr. Ramsburg added that the PDC and NCWM missed an opportunity for more exams to be taken by not offering them in an easily accessible online format.</p>

**EDU-2     I     Training**

<b>EDU-2</b>
<p><b>Regional recommendation to NCWM on item status:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Recommend as a Voting Item on the NCWM agenda</li> <li><input checked="" type="checkbox"/> Recommend as an Information Item on the NCWM agenda</li> <li><input type="checkbox"/> Recommend as an Assigned Item on the NCWM agenda <i>(To be developed by an NCWM Task Group or Subcommittee)</i></li> <li><input type="checkbox"/> Recommend as a Developing Item on the NCWM agenda <i>(To be developed by source of the proposal)</i></li> <li><input type="checkbox"/> Recommend Withdrawal of the Item from the NCWM agenda <i>(In the case of new proposals, do not forward this item to NCWM)</i></li> <li><input type="checkbox"/> No recommendation from the region to NCWM <i>(If this is a new proposal, it will not be forwarded to the national committee by this region)</i></li> </ul>

<b>EDU-3</b>	<b>I Instructor Improvement</b>
<b>EDU-3</b>	
<b>Regional recommendation to NCWM on item status:</b>	
<input type="checkbox"/> Recommend as a Voting Item on the NCWM agenda <input checked="" type="checkbox"/> Recommend as an Information Item on the NCWM agenda <input type="checkbox"/> Recommend as an Assigned Item on the NCWM agenda <i>(To be developed by an NCWM Task Group or Subcommittee)</i> <input type="checkbox"/> Recommend as a Developing Item on the NCWM agenda <i>(To be developed by source of the proposal)</i> <input type="checkbox"/> Recommend Withdrawal of the Item from the NCWM agenda <i>(In the case of new proposals, do not forward this item to NCWM)</i> <input type="checkbox"/> No recommendation from the region to NCWM <i>(If this is a new proposal, it will not be forwarded to the national committee by this region)</i>	
<b>Comments and justification for the regional recommendation to NCWM: (This will appear in NCWM reports)</b>	
<p>Mrs. Tina Butcher (NIST OWM) gave a presentation on EDU – 2 which included an overview of web-based training and other developmental resources offered by NIST OWM between January and July 2020. The presentation gave statistics on participants the program reached. Mr. Paul Floyd (Louisiana) thanked Mrs. Butcher and NIST OWM for developing and offering the webinars. Mr. Phillip Wright (Texas) followed up with comments thanking Mrs. Butcher and NIST OWM and that he was encouraged to see the direction of the training program. Mr. Kenneth Ramsburg (Maryland) again thanked NIST OWM for being supportive and producing a robust training program, and said he and his staff appreciated the trainings and attended trainings for price verification, and Laboratory Metrology. Mr. Ramsburg also commented that webinars for Service Companies and Technicians would be beneficial beginning with the retail motor fuel dispenser companies. He noted that, due to pandemic restrictions, service companies are not attending their jurisdiction’s normal service person training; with the relatively high turnover in the service industry, this has created a gap in service personnel’s knowledge of legal metrology requirements. Mr. Ed Coleman (Tennessee) thanked NIST OWM for the trainings and agreed with Mr. Ramsburg that a webinar program for Service Companies and Technicians would be a great addition.</p>	

**EDU-3 I Instructor Improvement**

<b>EDU-4</b>	<b>I Recommended Topics for Conference Training</b>
<b>EDU-4</b>	
<b>Regional recommendation to NCWM on item status:</b>	
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<b>Comments and justification for the regional recommendation to NCWM: (This will appear in NCWM reports)</b>	
<p>Mrs. Tina Butcher (NIST OWM) noted that, given the restrictions of the pandemic, NIST OWM has postponed its previously-scheduled in-person training classes. Thus, there are no new developments in the area of NIST’s instructor training program. Mrs. Butcher noted OWM remains committed to continuing to work with its corps of external trainers and very much appreciates the generosity of both the trainers who share their time and expertise as co-instructors and to the administrators who allow these trainers to devote time to this work. These trainers bring a wealth of knowledge and expertise to the classes and greatly enhance the courses. OWM also looks forward to exploring ways in which these trainers can play a role in virtual course offerings as well. Mr. Phillip Wright (Texas) commented on the benefits of the Train the Trainer program participation and that it also enhanced state training programs by the trainer participating on the state level as well as bringing back additional knowledge to share.</p>	

**EDU-4 I Recommended Topics for Conference Training**

<b>EDU-4</b>	<b>I Recommended Topics for Conference Training</b>
<b>EDU-4</b>	
<b>Regional recommendation to NCWM on item status:</b>	

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<b>Comments and justification for the regional recommendation to NCWM:</b> <i>(This will appear in NCWM reports)</i>
<p>Chairman Paul Floyd (Louisiana) asked SWMA members to continue to think about possible topics for training and encouraged them to provide their input to the NCWM PDC. The SWMA PDC received no comments for this item.</p>

**PMT – PROGRAM MANAGEMENT**

**PMT-1                    I    Safety Awareness**

<b>PMT-1</b>
<b>Regional recommendation to NCWM on item status:</b>
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<b>Comments and justification for the regional recommendation to NCWM:</b> <i>(This will appear in NCWM reports)</i>
<p>The SWMA PDC wants to acknowledge SWMA’s Safety Liaison to the NCWM, Elizabeth Koncki (Maryland), for her continued work in this capacity and thanks her for her contributions of safety-related articles to the NCWM Newsletter on behalf of the SWMA. The SWMA PDC received no comments for this item.</p>

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- Mr. Paul Floyd, Louisiana | Committee Chair
  - Mr. Stuart Strnad, Texas | Member
  - Mr. Hunter Hairr, North Carolina | Member
  - Ms. Christina Osborn, Texas | Member
  - Ms. Valerie Forbes, Delaware | Member

SWMA PDC 2020 Annual Meeting Report

Mrs. Tina Butcher, NIST OWM | Technical Advisor

**Professional Development Committee**