

Sail Canada

Committee: Training & Certification Committee	Attendees: Warren Nethercote (Chair), Lynne Beal, Joe Jospe, Mike Turner, Katie Nicoll, Eric Turner Regrets: Observers: Wendy Loat (TCC Liaison)	Date: 2017/12/12 Time: 8pm EST Location: Conference Call / Webinar
--	---	---

No.	Agenda Item	Discussion / Action description	Motion / Action
1.0	Call to Order	Meeting opened at 8:05 PM EST.	
2.0	Approval of Minutes	Approval of the minutes of the meeting of 14 November was moved by K. Nicoll, seconded by E. Turner and approved unanimously.	
3.0	Matters Arising	<p>3.1 Report on New Member Appointments (Wendy Loat): Katie Nicoll and Eric Turner were appointed to the JSC at the 11 December 2017 meeting of the TCC.</p> <p>3.2 Report on JSC TOR Inquiries (Wendy Loat): With respect to responsibility 3 of the JSC TOR (“Develop and maintain national practices and procedures for the support and maintenance of the Judges program) the Governance Committee and TCC expected JSC to develop and follow standard operation procedures defining administration of the judges program.</p> <p>Action: The JSC Chair would prepare a straw-man SOP for JSC consideration.</p> <p>With respect to responsibility 6 of the TOR, the TCC would forward the JSC’s concern that there should be explicit reference to testing or evaluation to the Governance Committee for their consideration.</p> <p>Action: TCC Chair to forward concern to Governance Committee.</p> <p>3.3 Possible investigation following misconduct hearing (Warren Nethercote): One written complaint about a recent misconduct (Rule 69) had been addressed to chairs of both JSC and the Appeals Committee and a second had been addressed to the Chair JSC. The two chairs had discussed options once the appeal period had expired and recommended that JSC conduct an investigation. It was proposed and accepted that W. Nethercote investigate the matter and prepare a report for JSC consideration, with the investigator being excluded from that consideration.</p> <p>Action: Nethercote to investigate and submit written report to JSC</p>	<p>W. Nethercote</p> <p>W. Loat</p> <p>W. Nethercote</p>

		(Note: Para A.3.9 of the Judges Program refers)	
4.0	Work Plan	<p>4.1 Communications Plan (Eric Turner): Eric Turner outlined his proposed approach to development of a communications plan. On the basis of a commonly-used communications plan structure he would formulate and send questions to JSC members to identify stakeholders and issues of importance en route to developing a draft for next meeting. This approach would ultimately lead to clearly identified target audiences and key messages for JSC communications.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1. E. Turner to send questions to JSC members, preferably prior to Christmas. 2. JSC Members to respond by end of holidays. 3. E. Turner to prepare first draft of communication plan for next meeting if time allows. <p>4.2 Certification Standards (Warren Nethercote): The JSC reviewed proposed revised judge certification standards ('Nov 26 2017 Proposal 2') and made observations and amendments concerning testing equivalency, desirable assets, references, 'trainee' status, regional judge descriptor, and regional definition, among other things.</p> <p>Action: Nethercote to update draft for next meeting including addition of opening and closing sections of standard.</p> <p>4.3 Testing</p> <ul style="list-style-type: none"> - Reports on past test results (Joe Jospe) - Reports on past test materials (Lynne Beal) <p>Joe Jospe and Lynne Beal presented reports and led discussion on past tests, and seminars, and identified significant deficiencies in both test sets. With respect to the Club Judge test, there are seminars already scheduled for January (BC), February (ON) and March (ON), which will require an interim updated test at the very least to address 'problem questions' highlighted in recent use. Problems with Regional and National Judge tests are more serious, and US Sailing has indicated willingness to make its testing materials available as an interim measure. In the longer term, JSC agree that the current part C of the RJ/NJ test would no longer be administered to RJ candidates.</p> <p>Action: Beal, E. Turner and Crothers to develop communications to recent RJ/NJ candidates concerning the availability/acceptability of US Sailing tests for retests.</p> <ul style="list-style-type: none"> - Consideration of a test working group for test development <p>The JSC Chair proposed the establishment of a JSC Testing Working Group (hereafter TWG) as described in Annex A to these minutes. The JSC approved.</p>	<p>All Members</p> <p>W. Nethercote</p> <p>L. Beal E. Turner S. Crothers</p>

- Membership of the JSG Testing WG will be a mixture of JSC members and external subject matter experts, initially as follows: Lynne Beal (Leader), Katie Colman-Nicoll, Joe Jospe, Pat Healy
- The JSC Testing WG shall report progress of its work at scheduled meetings of the JSC
- The JSC Testing WG will develop a work plan to ensure timely roll-out of new testing materials, with timely availability of evolutionary materials being preferable to delayed roll-out of 'the perfect product.'
- The JSC Testing Working Group's mandate will expire on October 31, 2019 unless a time-limited extension is requested and specifically authorized by JSC.