

Committee Members Present: Erin Kinavey, Kim Wedel, Brenda Knudson Chouffi, Kristie Musick

Committee Members Absent: Ardith Ferguson, Sabra Shirrell, Debra Hannigan, Janet Gully

Staff Members Present: Maureen Greer

Topic	Discussion	Action Steps	Need for Board Action
TACSEI/CSEFEL	Erin discussed the linkage between TACSEI/CSEFEL and ITCA and how she represents the Association.		
Topical Calls	<p>A series of calls are being set up for member states regarding social emotional development of young children. The topics are</p> <ol style="list-style-type: none"> 1. Understanding the SE domain 2. Screening and Assessment calls (Jane Squires) 3. Service models/approaches for specific populations 4. Systems Approach (Tiffany Smith-Birk) 	<ul style="list-style-type: none"> • Erin will continue working with Deborah Perry to establish the calls. The dates should be established by the next meeting. 	<ul style="list-style-type: none"> •
New Coordinator Orientation	<p>Maureen reviewed the status of the orientation. The joint committee (OSEP, RRCs, NECTAC and ITCA) have completed the web modules that will be available at the Federal Resource Center. This will supplement the onsite orientation that happens in conjunction with the annual early childhood conference.</p> <p>Kristie raised the issue of having a level 2 training to provide information beyond the introductory level.</p>	<ul style="list-style-type: none"> • 	

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Mentorship Program	Erin provided an update of the status of the mentorship program. Phone calls will be held on February 4 and 5 for new coordinators. An additional set of calls are proposed with coordinators who have had a mentor to assess any changes that may be needed to improve the program.		
Draft Regulations	The draft regulations are expected to be released in mid-summer. The regulations will be the focus of Day One at the August OSEP meeting. The legislative committee has suggested that ITCA hold several topical calls shortly after the regulations are release and prior to the August meeting. Staff will update the analysis document from the draft regulations to incorporate the final changes.		
Calls to Members	The suggestion has been made to make calls to members who have not been active in the Association to see how ITCA can support their needs and to encourage their participation.	<ul style="list-style-type: none"> Kim will develop a set of interview questions for the calls to members for the committee's review. 	
Next Committee Meeting	The committee agreed to meet monthly for the next several months to make sure the agenda moves forward.	<ul style="list-style-type: none"> Erin will send dates for April and then Maureen will send a meeting wizard to committee members to determine the next meeting date. 	<ul style="list-style-type: none"> The committee would like to rename this committee Professional Development and Member Support