**Benchmarks of Success for Maryland’s Workforce System**

Professional Development and Technical Assistance Committee

May 19, 2021

Virtual meeting

Call-in: 405-267-1708

Google Hangout: meet.google.com/syd-pgso-eft PIN:

**Minutes**

1. Welcome
2. Module 2 Launch was a success

* Any concerns, please email John - **No one presented any concerns**

1. GWDB Module 3 release changed to June 7th

* The GWDB wants to share with their entire board (they are not users in our training system). Alignment Committee will decide at 4/26 meeting. **John presented information and there were no questions or concerns.**
* The GWDB also wants to share at their next GWDB meeting (Glad to see the excitement surrounding the content!). **John presented information and there were no questions or concerns.**

1. Module 4 review

* Thoughts on first draft – **John reviewed feedback about first draft with group.**
* Share changes for second draft - **John presented a shorter version of the module as second draft that he created based on feedback from April’s review. There was considerable dialogue around whether or not to add some of the material back to the module. Ericka Kneesi recommended the shorter version with an added resource pdf that could be accessed by learners. Erin Roth recommended the longer version because she thought it was important to include the information that was omitted. John agreed to incorporate feedback from both sides then provide 2 versions for review**.

1. New user registration and user removal process – **Did not have time to cover this agenda item**

* New registrations and removals should be sent directly to me
* Non-State additions require just name and email address.
* State additions require W# along with name and email address

1. Closing

* Dismiss