# Team

**Lead:** Janette de la Rosa Ducut, Ed.D., *University of California Riverside*

**eLearning Coordinator:** Christine Flanders, *University of California Davis*

**Instructional Designer:** Jason Bowman, *University of California Davis*

**Project Manager:** Jessica Drew de Paz, Psy.D., *University of California Irvine*

## Accomplishments

<table>
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<tr>
<th>Goal</th>
<th>Status</th>
<th>Progress</th>
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| 0. Establish Center of Excellence | Create identity assets, coordinate meetings, build team, develop and prioritize requests, establish UC Path offices and recording studio, and integrate AGILE practices. | • Identity. Created identity, developed templates, established website, coordinated file management, and led consistency.  
  • Meetings. Coordinated regular meetings (weekly, monthly, quarterly)  
  • Team building. Clarified Jessica Drew de Paz’s role and transition with UCI. Integrated LMS Center of Excellence (Nancy Terry).  
  • Requests. Developed inventory of training requests. Eliminated duplication of effort from UCCLES Consortium (SkillSoft).  
  • In progress: Clarify Jason Bowman’s role* [Ken Smith]  
  • In progress: Obtain (MOU) contract signatures and backfill the UCR Training Manager position* [Russell Vernon]  
  • In progress: Obtain space a UC Path, develop budget, approval travel requests, initiate governance board, and clarify job title* [Ken Smith]  
  • In progress: Purchase supplies and equipment  
  • In progress: Hire (4) Training Coordinators  
  • In progress: Implement SAM Model (AGILE system) in training development | 50% |
| 1. Develop training | Produce courses in online training (eLearning), instructor-led training, tutorials (videos), and webinars. Create resources such as instructional job aids, forms, and website (repository). | • Created course catalog  
  • Developed AIR Smoke & Tobacco Free, Bloodborne Pathogens 2015, BSL3 training for researchers “promo” [video], Fluoroscopy, Performing Arts Safety [video], UC Travel Abroad  
  • Coordinated development of training and videos [see “Roadmap”]  
  • In progress: Outreach (EH&S Workgroups, Medical Center, and Enterprise Risk Management), collect training requests, and develop SME list  
  • In progress: Prioritize training requests with EHSLC, RMLC, Medical Centers  
  • In progress: Obtain space a UC Path, develop budget, approval travel requests, initiate governance board, and clarify job title* [Ken Smith]  
  • In progress: Purchase supplies and equipment  
  • In progress: Hire (4) Training Coordinators  
  • In progress: Implement SAM Model (AGILE system) in training development | 50% |
| 2. Distribute courses | Distribute through the UC Learning Center (“LMS”) or Video CMS. Provide final training materials to STEW. | • Distributed “AIR Smoke & Tobacco Free” to UC Tobacco Cessation Network, “Bloodborne Pathogens 2015” to BSOs and STEW, “Fluoroscopy” to RSOs and CME California 05/07/15, “UC Travel Abroad” to RMLC  
  • Published “Performing Arts Safety” video to Safety in the Arts listserv, “BSL3 for researchers” video to BSOs  
  • Upload training materials to STEW Assets Google Drive account  
  • In progress: Republish all eLearning to UC Training Google Drive account, and link to website  
  • In progress: Coordinate Radiation Safety training distribution with STEW | 75% |
| 3. Maintain a central repository | Create online library. Maintain collection of training materials. | • Created website [http://risksafety.universityofcalifornia.edu/training](http://risksafety.universityofcalifornia.edu/training) housing courses, resources, and COE team  
  • In progress: Migrate websites from ANR and UCR | 50% |
| 4. Evaluate impacts | Collect data, analyze results, and report on training course evaluations (participant reactions, learning, and behavior). | • Developed training evaluations form and present to STEW & COE 05/14/15  
  • In progress: Ensure all courses are linked to form  
  • In progress: Develop training metrics and report | 25% |
| 5. Represent the UC in education initiatives | Serve as liaison to STEW, UC Center for Laboratory Safety, and other workgroups. Manage contracts related to systemwide training. Lead development of training system. | • Vivid Learning Systems. Submitted request to develop (3) courses 04/09/15. Presented loss of library to STEW and coordinated with LMS COE 05/14/15.  
  • UC Center for Laboratory Safety. Met with leaders regarding “Safety Training Consortium” 04/15/15, and coordinated monthly meetings. Assisted in development of SkillSoft contract upon review of RFP Response and Consortium Membership Agreement. Coordinated discussions around Training Commercialization with General Counsel (Rita Hao), intellectual property and copyright (Katherine Fibiger), and technology commercialization (Michael Arciero, UCR)  
  • In progress: Obtain release (for photo/video) and distribute to STEW  
  • In progress: Obtain Vivid Learning Systems proposal signatures (Dianne Diotte) | 75% |
Requests
May 27, 2015

Budget
• Develop budget for pre-approval (travel, supplies, & equipment)
• Approve travel for UC visits and professional development
  o AdobeMAX 10/03/15-10/07/15 approved 04/30/15
  o Association for Training & Development (ATD) 2016
  o DevLearn (eLearning Guild) 09/30/14-10/02/15
• Obtain funding to hire (4) Training Coordinators

COE Establishment
• Initiate governance board (similar to ITS Board of Directors)
• Distribute announcement
• Clarify job title

Resources
• Arrange for office at UC Path
• Obtain ReadyTalk account
• Clarify Jason Bowman’s role
• Evaluate support role of Risk & Safety Solutions (IT Services). Unresolved issues include requests for:
  o Website domain (e.g., http://training.ucop.edu or http://training.universityofcalifornia.edu) and separate site for multitude of webpages
  o Email listserv (e.g., training@universityofcalifornia.edu or training_L@listserv.ucop.edu)
  o Communications (Training Development Diagram, Logo, and Wordmark)
  o UCCLS Consortium announcement and “Safety Training Consortium” website
• Sign Vivid Learning Systems proposal for remaining 120 hours