# Report

**Team**

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

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

## Accomplishments

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<th>Goal</th>
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| **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], Radiation Safety (STEW), Risk Summit “BSL3 full”, “Happy”, and “Secret” [video], SDS “How to”, Training (ADDIE), UC Travel Abroad  
• Coordinated development of training and videos [see “Roadmap”]  
• Outreached to EH&S Workgroups, Risk Management Leadership Council, collect training requests, and develop SME list  
• STEW. Obtained release (for photo/video) and distribute to STEW. Coordinated training development projects (to avoid duplication). Discussed the sunset of Systemwide Training Development project.  
• In progress: Outreach to Medical Center and UCOP direct reports to Cheryl (e.g., ERM), collect training requests, and develop SMEs  
• In progress: Prioritize training requests with EHSLC, RMLC, Medical Centers, and UCOP | 75% |
| **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, “UC Travel Abroad” to RMLC, “Radiation Safety” to RSOs  
• Published “Performing Arts Safety” video to Safety in the Arts listserv, “BSL3 for researchers” video to BSOs, Risk Summit “BSL3 full”, “Happy”, and “Secret” videos to Risk Summit, “Training” (ADDIE) videos to Training COE  
• Upload training materials to STEW Assets Google Drive account  
• Republished all eLearning to UC Training Google Drive account, and linked to website 07/01/15.  
• In progress: Create LMS request form, and link to Training COE website.  
• In progress: Coordinate SkillSoft course library upload to LMS. | 75% |
| **3. Maintain a central repository**  
*Create online library. Maintain collection of training materials.* | • Created website [http://universityofcalifornia.training](http://universityofcalifornia.training) housing courses, resources, and COE team. Drafted landing pages on [http://uctraining.weebly.com/courses.html](http://uctraining.weebly.com/courses.html) (see “Bloodborne Pathogens” for a sample viewing and downloading) in coordination with STEW Chair and LMS COE.  
• Coordinated with STEW on centralization of shared assets (stew.assets@gmail.com).  
• In progress: Migrate websites from ANR and UCR | 75% |
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| 4. **Evaluate impacts**  
*Collect data, analyze results, and report on training course evaluations (participant reactions, learning, and behavior).* | • Developed training evaluations form and presented to STEW & COE  
• Determined participation in Vivid Learning Systems library is less than 4,000 completions per year.  
• In progress: Track systemwide training completions  
• 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. Pursued SkillSoft contract to replace some courses. Remaining 120 hours of work is delayed (on their part) and of poor quality (involving Safety Orientation (UCOP), Back Safety, and Controlled Substances). Dianne Diotte confirmed proposal signature authority rested with Ken Smith (in consultation with OGC). Upon recommendation, communicated termination of services to EH&S Workgroups and Vivid Learning Systems 06/23/15. Coordinated with LMS COE to remove content from UC Learning Center. Replaced library with SkillSoft 06/23/15.  
• **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). Developed prototype website [http://safetytrainingconsortium.weebly.com](http://safetytrainingconsortium.weebly.com). Encouraged them to seek assistance from Risk & Safety Solutions for marketing and communications purposes. Provided LSF training evaluation results.  
• **STEW.** Authored articles displayed in “Safety Spotlight” 06/01/15. Presented COE, report, and roadmap to EHSLC 06/26/15.  
• **SkillSoft.** Obtained quote and approval for 3 year subscription to their full EH&S library (temporarily until Training COE library is built). | 75% |

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**Center of Excellence Establishment**

**Goal:** Create identity assets, coordinate meetings, build team, develop and prioritize requests, establish UC Path offices and recording studio, and integrate AGILE practices.

1. **Identity.** Created identity, developed templates, established website, coordinated file management, and led consistency. Developed handouts and outreach during Risk Summit 2015.  
   - In progress: Update course webpages (to be similar to “Bloodborne Pathogens” and “Electrical Safety”
2. **Meetings.** Coordinated regular meetings (weekly, monthly, quarterly).
3. **Resources.** Clarified Jessica Drew de Paz’s role and transition with UCI. Integrated LMS Center of Excellence (Nancy Terry).  
   - Confirmed 0% commitment of Christine Flanders and Jason Bowman from UCD. Disregard COE announcement, due to team changes and pending COE call for proposals.  
   - In progress: Purchase supplies and equipment and hire (4) Training Coordinators  
   - In progress: Remove Jason Bowman and Christine Flanders from COE team contacts webpage.
4. **Requests.** Developed inventory of training requests. Eliminated duplication of effort from UCCLS Consortium (SkillSoft).  
   - Developed budget proposal 2015-2016.
5. **Operation.** Obtained (MOU) contract signatures 05/26/15. Implemented SAM Model (AGILE system) in training development 05/28/15
Requests

Budget
• Develop budget for pre-approval (travel, supplies, & equipment, professional development) [Veronica Nelson]
• Obtain funding to hire (4) Training Coordinators [Ken Smith]

Resources
• Arrange for office at UC Path
• Arrange for EH&S Director’s agenda the topic, “Training & Education COE” where Janette Ducut will refresh on the Center of Excellence (team, website, roadmap / projects) and seek input on prioritization of requests.
• Obtain letter of support to Cheryl Lloyd from EHSLC for the COE [Russell Vernon]
• Approve request to obtain consultant assistance, or possible future hire, to fill the gap