

**Georgia Records Association
Board Meeting
March 26, 2008**

The board met at 10:30 a.m. at Gwinnett County Sheriff's Department, courtesy of Jody Jones. Present were President Adrian Woods, Vice President Jody Jones, Secretary Anne Barnard, Treasurer Judy Weaver, Board members Debbie Harrington, Linda Johnson, Cecil Banks, Tishangi Bennett, and Anita Mitchell, Donna Kopp, Education Committee, UGA Liaison Judy Wilson and UGA Director of Governmental Training, Education and Development Jim Stephens.

The purpose of the meeting was to discuss changes to the curriculum and certificate program. The certificate program should establish a baseline for our profession. Mr. Stephens passed out a draft proposal for the certificate program update. The required courses for the program will remain the same for right now—Active and Inactive Records Management, Legal Foundations of Records Management, and Imaging and Electronic Records. Mr. Stephens suggested we could have different tracks or levels of training. Hard core, technical, and management tracks or levels I, II, and III would work. Course instructors can be from UGA, but that will not be mandatory.

After reviewing the draft's required and elective courses, Mr. Stephens suggested we add a HR type of course; something in productivity management. Debbie suggested we should add a course on Disaster Recovery and Vital Records Management for another required course. We brainstormed about more suggestions for electives and came up with courses on basic computer skills, such as Excel, Access and PowerPoint and also courses on E-Filing and Document Imaging. More advanced courses could include what Carl Vinson Institute training is best at, Management and Leadership.

The new certificate program will not require testing after the classes, but will require a two page essay from each student describing their favorite or most beneficial class and how that class will improve the student's work. Reasons for steering away from testing include:

1. Testing is not a better indicator of how much material is learned/retained
2. Testing takes too much time and energy for the instructor (s) and student
3. Essays are more in line with adult education
4. Essays put the responsibility where it belongs—on the learner

Essay scoring could be done by UGA's staff or the teacher that taught the class. There would be no pass/fail for the essay, but it would be required in order to receive a certificate. A deadline will have to be added for the essay and more details will be needed on the essay content, style, etc. Board members will need to help monitor the classes for attendance purposes. Without actual testing, it will be very important to keep up with class attendance.

In summary, we need a working group to deal with issues as they come up. We need the flexibility to add and take away courses. The GRA board will be the decision making body. Judy Wilson or Debbie will ask Don Schewe for his expert opinions and input on the classes to be offered. Gordon Manor's recommendations on the last page of the draft need to be clarified. It reads: Each of the two days of conference training offer one required and two electives towards the certificate and one "Update" class for those who have completed the certificate program and need maintenance hours. Credit towards the certificate will only be given for the identified required and elective classes listed in the brochure. We need to add that classes taken elsewhere will not count towards the certificate program. Mr. Stephens will work up a second certificate program draft, e-mail the board and the board will edit and send back to him. Mr. Stephens is planning on speaking at the opening session in June to explain changes. If not, as a backup plan, the board will have to speak.

With no further business, the meeting was adjourned.

Respectfully submitted,

Anne Barnard
Secretary