

# **The Construction Specifications Institute**

## **Chapter Education Committee Guidelines**



### **Great Lakes Region Education Chair**

Ivette Ramirez Bruns CSI CCS  
Edificio Specifications, Inc.  
5125 McHenry Lane  
Indianapolis, IN 46228  
317 258-4180  
irbruns @ edificiospec.com



**Knowledge for Creating & Sustaining the Built Environment**  
CSINet - Home of The Construction Specifications Institute

## CHAPTER EDUCATION COMMITTEE GOALS

The goals of the chapter education committee, as defined by the Institute, are as follow:

1. Establish programs in construction communications, improve those now in existence, and assist in maintaining those programs.
2. Promote the use of standard documents, particularly those recommended in the CSI Project Resource Manual, in construction communications courses.
3. Assist in the development of seminars and courses for current state-of-the art practices.
4. Encourage university and technical institute administrators offer courses in construction communications as part of their credit extension programs.
5. Establish continuing education courses for both state-of-the-art and tutorial programs

It should be noted that reading periodicals and attending the monthly chapter meeting/program qualify as education efforts. However, the monthly chapter program should not be the full extent of a chapter's education efforts and typically is not part of the CEC's responsibilities. One way to determine if a program is part of the CEC's jurisdiction is to see if it would qualify for continuing education units (CEU). CEU's are approved for organized continuing education activities that have responsible sponsorship, capable direction and qualified instruction; such as seminars, workshops and short courses.

Seminars and workshops can be developed from scratch by the sponsoring chapter or seminar leader, or can be presented using the seminar packages available from the institute, or can be co-sponsored with another construction related organization. It is important, however, that the content of the seminar/workshop be oriented toward application, reflect current thinking in the industry and expand or update current information in construction communications.

Depending on the size of your chapter, the Education Committee may include Programs for Monthly Chapter Meetings, Certification, Academic Affairs and MasterFormat Accredited Instructors.

# CHAPTER EDUCATION COMMITTEE GUIDELINES

1. Meet with committee on a regular basis to establish goals and plan committee activities such as the following:
  1. Chapter sponsored seminars, workshops and short courses.
  2. Member education.
  3. Liaison with local educational institutions.
  4. Liaison with local chapters of related construction industry organizations.
2. Committee Meetings:
  1. Encourage participation in the committee from industry and professional members.
  2. Set time and achievement goals/deadlines.
  3. Keep meeting minutes.
  4. Delegate responsibilities required for sponsoring seminar.
  5. Keep summary of any seminar, workshop or short course.
  6. Compile evaluation forms compilation for review of seminars and requests for future seminar topics.
3. Coordinate with Chapter Programs Committee for coordinating a seminar topic with monthly program.
4. Coordinate with Trade Show Committee for sponsoring a seminar prior to trade show with the intent to encourage attendance at the trade show.
5. Provide a liaison with other disciplines in the construction industry.
6. Coordinate with Certification Chair for training seminars for certification exams.
7. Report to Chapter Board monthly.
8. Report to Region Education Chair. Send reports on seminars as they occur with a quarterly report on total committee activities.

## EDUCATION TOPICS

One of the CEC directives is to promote educational and technical activities within the construction industry. ***Educated members are CSI's best ambassadors.***

1. Short education presentations before monthly chapter meetings.
  - a. Describe the Project Resource Manual.
  - b. Explain the 3-Part Section format.
  - c. Explain and promote a CSI or joint industry publication:
2. Present Master Format 2004. Encourage member of Education Committee to become a Certified Instructor.
3. Encourage members to write educational articles for chapter newsletter.
4. Take advantage of Audio Exchange programs. Coordinate with local architecture firm with facility to view programs to larger audience.
5. Speakers:
  - a. Explore expertise within own chapter members.
  - b. Previous CSI conferences or convention.
  - c. Local chapters of related construction associations.
  - d. Colleges, Universities or trade schools.
  - e. Principals of local A/E firms.
  - f. Lawyers involved in construction law.
  - g. Code consultants.
6. Explore "spin-off" topics from another seminar or workshop.
7. Change the delivery and approach to seminars and presentations.
  - a. Workshop.
  - b. Panel of experts.
  - c. Seminar.
  - d. Audio presentation.
  - e. Round table discussions.
  - f. Short course.
8. Develop liaison with other disciplines in the local construction industry. This provides the opportunity for their membership to present topics of interest to your chapter.
9. Certification Training Workshops. Encourage certified members to present training workshops to encourage certification in your chapter.

Technical information should be timely, controversial and in the forefront of the building industry.

## **CONTINUING EDUCATION UNITS**

Continuing education units (CEU) and Learning Units (LU) are a significant benefit to the attendees of any educational program. Requirements for maintaining certification and professional registrations make submitting for approval and recording attendees crucial to the success of an education program.

1. Submit a CEU application to CSI Institute and to AIA for approval a minimum of four to eight weeks before your presentation is scheduled.
2. Some CSI sponsored programs will entitle participants to receive Intern-Architect Development Program IDP value units. Contact Director of Internship Programs at NCARB for information.
3. CEU certificates are awarded to all participants of approved programs. Provide sign up form for CSI CEU's and AIA LU's at each presentation. The ability to keep records of attendance for your membership over an extended period of time is an added value.
4. Promote the number of CEU's or LU's in advertisement and registration forms for the education program. Send notification to other neighboring Chapters that may have membership interested in obtaining continuing education credits.
5. Submit record of education programs or seminars to your CSI Region Education Chair.

# THE LADDER OF LEARNING

If you want people to understand something, furnish them with information.

If you want people to be able to do something, help them experiment with it.

If you want people to change their values and priorities, help them observe the old versus the new.

If you want people to develop a capacity for creativity, let them experience innovation.

Average retention rates of learning:

5 % Lecture

10 % Reading

20 % Audio-Visual

30 % Demonstration

50% Group Discussion

75% Practice by Doing

90 % Teach others/Direct Application Immediate Use

Adult learning is largely in response to pressures from current life problems. Adults want practical solutions to immediate problems. They tend to regard educational activity from a problem solving point of view. Therefore, instructional activities should become problem centered rather than subject centered.

## **PREPARATIONS FOR EDUCATION SEMINAR**

1. Topic selection.
2. Establish timeline for preparations and publicity.
3. Speaker contact and establishment of fees (honorarium, travel, etc.).
4. Develop budget, registration fee (Members vs Non-members) and minimum number of participants.
5. Facilities and accommodations including food and/or refreshments and AV requirements.
6. Brochure/registration form preparation for mailing and/or inclusion in chapter newsletter.
7. Advertise at least 6 months in advance in chapter newsletter, website and local construction industry publication or calendar.
8. CEU Certifications and registration.
9. Coordinate with speaker for presentation requirements including AV and handouts.
10. Registration prior to seminar/presentation and at event.
11. Directional signage.
12. Attendee evaluation forms.
13. Evaluate tabletop sponsors for presentation.
14. Establish who will present speaker and obtain bio.
15. Develop schedule for event.
16. Develop contingency plan in the event that speaker cancels.

# CSI EDUCATION SEMINAR CHECKLIST

1. Select topic.
  - a. Seminar packages
  - b. Current topics
  - c. Speaker's specialty
2. Establish budget.
  - a. Speaker fees/honorarium and expenses.
  - b. Determine fees for attendees (members, non-members, students, etc.)
  - c. Determine cost for facility including food, AV, and gratuities.
  - d. Advertising including mailing, fax blasts, e-mail, etc.
3. Select speaker and verify availability
  - a. Local chapter members.
  - b. Local City/State professional people.
  - c. Finalize date.
4. Reserve seminar meeting room/hall and pay deposit if required
  - a. 3-4 months ahead
  - b. avoid conflicts with other industry events
5. Determine speaking and food service set-up
  - a. Morning session, lunch, afternoon session.
  - b. Determine food or refreshments to be served.
  - c. Determine cost of meals, refreshment breaks and facility.
  - d. Determine audio visual needs and setup.
6. Request CEU approval from CSI Institute and LU from AIA.
7. Get mailer/brochure/registration form prepared.
  - a. Include chapter name, speaker names, topic, time/date/place, registration form for seminar to indicate cost, applicant's name, company name and address, deadline, contact person regarding seminar and registration including fax number and/or e-mail address.
  - b. Make it convenient to register.
8. Determine mailing list. Consider local building industry organizations.
9. Prepare article for chapter newsletter and website.



10. Obtain mailing labels or list of local chapters of other design and construction organizations.
11. Prepare article for chapter newsletter and website.
12. Print mailer/brochure and mail.
13. Make travel arrangements for speaker, if necessary.
14. Select menu and extent of refreshment break.
15. Verify audio-visual requirements.
16. Confirm speaker's handouts and if necessary for Chapter to coordinate printing. Confirm number of attendees and number of handouts required.
17. Make sure contact / return registration person keeps records of registrations/checks received. Coordinate with Chapter Treasurer.
18. Verify facility arrangements for final attendance count.
  - a. Determine if walk-ins are to be allowed and anticipate number.
19. Take following items to seminar:
  - a. Sign in sheets.
  - b. Evaluation sheets
  - c. Attendee name tags.
  - d. Pads and pencils for notes.
  - e. Directional signs.
  - f. Handouts.
  - g. CSI banner
  - h. Membership applications
  - i. Receipt book and cash box.
  - j. CEU applications.
20. Provide Certificates of Completion to all attendees that require them. Mail in sheets of attendees to CSI and AIA for recording.
21. Follow up items:
  - a. Pay balance to facility
  - b. Write thank you note to speaker and pay honorarium.
  - c. Work with Chapter Treasurer to determine seminar/presentation actual expenses and revenue.
  - d. Summarize evaluations for impact on future programs.
  - e. Write summary report for records and Region Chair.