



ADCIS SIG CBT

NEWSLETTER

Vol. 3 No. 1 July 1980

Association for the Development of Computer-Based Instructional Systems Special Interest Group in Computer-Based Training

BUSINESS MEETING MINUTES

Robert C. Fratini

The April 2 meeting was called to order by Jesse Heines, SIG Chairperson. Jesse began by listing some of the accomplishments of the SIG in the past year, citing in particular the rapid growth of the SIG to approximately 150 members.

Reports from representatives of the Activity Committees were then called for. Harold Rahmlow, Chairperson of the Workshop Committee, reported that the 1980 Novice Presession held on March 31 had been very successful, attracting over 150 attendees with overflow being turned away. The only problems were logistical, resulting from the session room in the hotel not being properly configured for the use of audiovisual aids and not having enough space to accommodate all those who would have liked to attend. Harold reported that a proposal to present a similar workshop (as a one-day ADCIS Sponsored Workshop to be held late in 1980) would be presented to the ADCIS Steering Committee at their April 3 meeting.

Jim Hutton provided the report for the Standards Committee, and suggested that the SIG CBT base its standards for CBT developers on AECT's "Competencies For Program Developers", originally published in "Audio Visual Instruction" magazine in November, 1974. Jim stated that these standards required minor editing, and that once this was done he would submit these standards for approval to the SIG. Jim Schuyler expressed interest in assisting in this project, and was added to the Standards Committee. Jesse Heines pointed out that standards for CBT materials were required as well as standards for those who develop them, and Jim agreed that the committee should focus some attention on this matter.

Natalie Lowe reported for the Who's Who Committee, and presented a preliminary list of major developmental projects in CBT. She asked those in attendance whose projects were not listed to please supply her with information concerning them, and Jesse Heines stated his intention to see that the results of the committee's efforts be published in the SIG CBT Newsletter.

Natalie Lowe reported for the Membership Committee, and discussed the committee's goal of sending information on the SIG CBT into business and industry. Herb Ethridge suggested the purchase of SIG CBT stationery to be used by the officers of the SIG in their communications, and further discussion indicated that this stationery should contain the ADCIS National Office for its address. Jesse Heines noted this as an action item, and Natalie Lowe suggested that he might wish to wait on ordering such stationery until ADCIS decides whether or not it will be changing its logo within the next few months.

Jesse Heines reported for the Awards/Publications Committee, and discussed the decision to award plaques for the Best Technical Paper and the Best Technical Presentation at the 1980 ADCIS Conference. He also described the evaluation form being used to evaluate technical presentations at the conference; Harold Rahmlow suggested that copies of this evaluation form be mailed to presenters prior to the conference, so that they would be aware of the criteria on which they would be evaluated. Jesse said he would check such an idea with the Program Chairperson of the 1981 Conference.

Jesse Heines then reported for the Governance Committee, and explained the purpose behind the proposed SIG CBT Bylaws that had appeared in the April, 1980, issue of the SIG CBT Newsletter. After time was allowed for those in attendance to read the proposed bylaws, discussion began. Jim Schuyler suggested that the specification of the requirement for a quorum in Article IV, Section 4, be changed to read "20 people or 10 percent of the members." Sheldon Fees raised the question of the effect of the specification of the quorum on SIG actions that took place by mail. Jesse said that he would have to look into that as well as the effect of proxy voting. Carol Bennett suggested the addition of "promoting standards of quality in CBT" and Ken Modesitt suggested the addition of government training organizations (as well as those in business and industry) as target audiences for the SIG under the Purposes listed in Article II. After brief additional discussion, the bylaws were adopted unanimously as amended.

Discussion of new activities then followed, but no new activities nor additional committees were proposed for 1980 by any of the members in attendance.

The ADCIS SIG CBT Newsletter is published quarterly by the ADCIS Special Interest Group in Computer-Based Training. Its purpose is to encourage the exchange of information on instructional computer applications in business, government, industry, and the military.

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Articles on computer-based training are invited from all members of the training community. Manuscripts should be limited to one or two double-spaced pages and submitted to the editor.

Any opinions, conclusions, or recommendations expressed in this newsletter are those of the authors alone. They do not necessarily reflect the views of ADCIS, the SIG CBT, the editor, or the authors' employers.

Requests for reprints and/or further information should be directed to the authors. Requests for membership in the ADCIS SIG CBT should be directed to the Secretary/Treasurer.

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The text of this newsletter was formatted on a DEC Word Processing System and, via a translation program, was automatically typeset on a Digital DECset-8000 Typesetting System.

The 1980-1981 budget for the SIG CBT was then proposed by Chairperson Jesse Heines, who reported that the SIG CBT had spent \$78 during 1979-1980, for acquisition of the two plaques to be presented at the 1980 ADCIS Conference. Following discussion of the membership in attendance regarding ideas generated during the reports by the activity committees, the budget was amended as follows and adopted unanimously:

INCOME	\$ 725
New Member Package	\$ 200
Awards	100
Newsletter	175
SIG publicity brochure	200
Stationery	50
TOTAL	\$ 725

The next item on the agenda was the election of the Newsletter Editor for 1980-1981. Jesse Heines commended Kathleen Adkins for her fine work in serving as Newsletter Editor during 1979-1980, and offered her name in nomination for re-election. Carol Bennett seconded the nomination, and Kathleen was re-elected by acclamation.

The presentation of awards was postponed until the SIG Technical Presentation on April 3, since Thomas Rebstock of Control Data Corporation, the recipient of the award for the Best Technical Paper submitted to the SIG CBT for the 1980 ADCIS Conference, was not in attendance at the Business Meeting.

The period of open discussion began with Jesse Heines suggesting that the Governance Committee be dissolved, since it had accomplished its purpose of developing Bylaws for the SIG; the motion was carried unanimously. Carol Bennett suggested that a letter be sent to the hosts of the 1981 ADCIS Conference requesting that better facilities for presentations than were present in Washington be obtained for that conference, and Jesse Heines agreed to write such a letter. A number of suggestions were then proposed as to ways in which the SIG CBT could improve its visibility at the 1981 ADCIS Conference in Atlanta. Ken Modesitt suggested that the SIG look into reserving a Hospitality Suite, and Harold Rahmlow suggested that members of the SIG CBT wear a special SIG logo on their conference nametags to make them more readily identifiable. Herb Ethridge suggested that standards be developed to assist presenters in delivering their conference presentations; Jesse told Herb that if he would develop such suggestions into an article, that Jesse would see that they were printed in the SIG CBT Newsletter, and Herb agreed. Ken Modesitt suggested that there should be an easy reference source for names and addresses of conference presenters, and Jesse stated that he could at least provide such information for the SIG CBT sessions. Sue Kemner-Richardson suggested that officers of ADCIS chapters be contacted with publicity for the SIG CBT for their members, and Jesse agreed that this was a good idea. ■

SIG CBT NEWSLETTER INDEX

This issue marks the beginning of our SIG's third year. Our membership has grown sharply, and the quality of our Newsletter has steadily improved. Following is a list of articles that have appeared in previous issues of this Newsletter. Each sheds a little more light on understanding the process and product of computer-based training. For reprints of these articles, please write to the authors.

CBT Gains Visibility

October 1979, Volume 2, Number 2

Kathleen Adkins
Savin Corporation
87 Belden Drive
Los Altos, CA 94022

CBT at IBM

January 1980, Volume 2, Number 3

Lewis M. Branscomb
IBM Corporation
Chief Scientist and Vice President for Research
Old Orchard Road
Armonk, NY 10504

CMI at United Airlines

July 1978, Volume 1, Number 1

Charles C. Buchanan
United Airlines
Flight Training Center
32nd & Quebec
Denver, CO 80207

Federal Interagency CBI

April 1979, Volume 1, Number 4

Michael Conley
U.S. Civil Service Commission
Room 7620
1900 E Street, NN
Washington, DC 20415

IBM's Field Training Systems

October 1978, Volume 1, Number 2

Peter M. Dean
P.O. Box 47661
Dallas, TX 75247

CBT for Professional Adults

January 1979, Volume 1, Number 3

Robert C. Fratini
Western Electric - 305161
5151 Blazer Memorial Parkway
Dublin, OH 43017

CBT Research in the Navy

October 1979, Volume 2, Number 2

Susan G. Gardner
Navy Personnel Research and Development Center
Training Technology Group
San Diego, CA 92152

Systematic Course Design

January 1980, Volume 2, Number 3

George L. Gropper
Digital Equipment Corporation

1925 Andover Street, TW/D04

Tewksbury, MA 01876

CMI for Customer Training

April 1979, Volume 1, Number 4

Jesse M. Heines
Digital Equipment Corporation
12 Crosby Drive, BU/E32
Bedford, MA 01730

Getting Started in CBT

April 1980, Volume 2, Number 4

Elizabeth Pflaumer
Illinois Bell Telephone Company
Personnel Department
225 West Randolph Street, Room 26B
Chicago, IL 60606

A Survey of CBT

October 1978, Volume 1, Number 2

Harold F. Rahmlow
The American College
270 Bryn Mawr Avenue
Bryn Mawr, PA 19010

CBT in the United Kingdom

January 1979, Volume 1, Number 3

J. J. Turnbull
The National Computing
Center Limited
Oxford Road
Manchester, ENGLAND M1 7ED

CBT Research in the Navy

July 1979, Volume 2, Number 1

Robert Wisher
Navy Personnel
Research and Development Center
Code 9306
San Diego, CA 92152 ■

SIG BYLAWS ADOPTED

Following is the complete text of the SIG CBT bylaws adopted at our 1980 SIG Business Meeting.

Article I - Name and Parent Organization

The name of this group shall be the Association for the Development of Computer-Based Instructional Systems Special Interest Group in Computer-Based Training (ADCIS SIG CBT).

This Special Interest Group is constituted under Article IX of the Bylaws of the Association for the Development of Computer-Based Instructional Systems. The Bylaws of the ADCIS SIG CBT are intended to augment those of the parent organization. If conflicts arise, the Bylaws of ADCIS shall take precedence over those of the SIG CBT.

Article II - Purposes

The purposes of this Special Interest Group are:

- to attract to ADCIS organizations that use computer-based techniques in their training programs,

- to establish a forum where such organizations can exchange information and methods,
- to promote the use of CBT in non-academic organizations, particularly those in government, business, industry, and the military,
- to encourage cooperative CBT research and development employing the resources of both training and educational organizations,
- to promote an awareness and literacy in CBT through the publication and/or dissemination of significant CBT related articles and papers deemed appropriate to this purpose, and
- to evaluate and recommend quality standards for CBT specialists and production of CBT materials.

Article III - Membership

Membership shall be available to all institutions and individuals interested in the purposes of this SIG as stated in Article II, who are members of ADCIS, and who will pay dues according to Article VII of these Bylaws.

Article IV - Officers

Section 1. The officers of this SIG shall be: the Chairperson, the Vice-Chairperson, the Secretary/Treasurer, and the Editor of the Newsletter.

The duties of the *Chairperson* shall be:

- to call and conduct meetings of the SIG;
- to prepare, with the assistance of the other officers, the agendas for SIG meetings;
- to create and appoint such committees as are needed to further the purposes or conduct the business of the SIG;
- to prepare and propose a formal budget for the SIG and to present it to the ADCIS Secretary/Treasurer.

The duties of the *Vice-Chairperson* shall be:

- to assist the Chairperson in performing his/her duties;
- to act in the place of the Chairperson when so requested by the Chairperson or when necessitated by the Chairperson's resignation or absence.

The duties of the *Secretary/Treasurer* shall be:

- to conduct the membership and business-related secretarial duties for the SIG;
- to be responsible for receipt and recording of all funds, to interface with the ADCIS Secretary/Treasurer in the banking or disbursement of these funds, and to present a financial report at SIG meetings;
- to conduct mail ballots.

The duties of the *Newsletter Editor* shall be:

- to solicit articles for the ADCIS SIG CBT Newsletter from members of the professional CBT community;
- to edit such articles for readability and select those that will be included in the Newsletter;
- to prepare Newsletter copy for printing;
- to arrange for the Newsletter to be printed and mailed to all SIG members.

Section 2. The Chairperson, Vice-Chairperson, and Secretary/Treasurer shall be elected for two-year terms at the annual SIG business meeting in odd-numbered years. They shall assume office at the conclusion of the meeting in which they are elected.

The Newsletter Editor shall be elected for a one-year term at the annual SIG business meeting. He or she shall assume office immediately following the meeting.

No individual may hold more than one Bylaw office simultaneously.

Any Officer may be re-elected.

Section 3. In the event of a vacancy in the office of Vice-Chairperson, Secretary/Treasurer, or Newsletter Editor, the position may be filled through appointment by the Chairperson. The person so appointed shall remain in office until the next scheduled business meeting of the organization. At that time, the members in attendance shall elect a person to fill the unexpired term.

In the event of a vacancy in the office of the Chairperson, the Vice-Chairperson shall assume the responsibilities of the Chairperson until the next scheduled SIG business meeting. At that time, the members in attendance shall elect a person to fill the unexpired term.

Section 4. The quorum for all business meetings of the ADCIS SIG CBT shall be 10% of the members or 20 members, *whichever is fewer*.

Article V - Committees

The Chairperson shall create such committees as are needed to further the purposes or conduct the business of the SIG.

Article VI - Amendments and Revisions

Section 1. Initiation: Any member(s) of the SIG may submit a proposed amendment(s) to these Bylaws to the Chairperson in writing and signed by the proposer(s). The Chairperson shall then submit the proposed amendment(s) with any arguments advanced by its proposer(s) to the members for discussion and decision at the annual SIG business meeting.

Section 2. Adoption: Amendments or revisions to these Bylaws shall be voted upon at the annual SIG business meeting. A two-thirds majority affirmative vote of members voting shall be required for passage.

Article VII - Dues and Finances

Section 1. The SIG CBT shall not be operated for profit. All monies collected by the SIG shall be used to further the purposes and conduct the business of the SIG.

Section 2. Membership dues shall be established by the ADCIS Steering Committee.

Section 3. Each member of the SIG CBT shall receive a subscription to its Newsletter.

Section 4. Non-members may subscribe to the Newsletter at a rate established by the ADCIS Steering Committee.

Section 5. The Newsletter will not accept commercial advertising of any kind. It will accept announcements of events and position openings related to computer-based training. Any copy deemed by the Editor to be unsuit-

able, misleading, or false may be refused. There will be no charge for such announcements.

Section 6. Membership becomes effective upon the date of receipt of the application by the ADCIS Secretary/Treasurer and continues for one year. If dues are not received within three months, the membership shall be cancelled.

Section 7. The fiscal year for the SIG shall be from September 1 to August 31.

Section 8. The property of this SIG is irrevocably dedicated to the advancement of computer-based training and shall be governed by Section 11, Article VII of the ADCIS Bylaws.

Article VIII - Information Exchange

The SIG shall publish a Newsletter with the single purpose to provide information to the professional CBT community on developments and significant events that affect the field of computer-based training.

Article XI - Procedures

All SIG business meetings shall be conducted with the guidance of Roberts Rules of Order Revised (latest edition) except where the Bylaws and procedures of the organization shall be in conflict therewith, in which case they shall prevail. ■

CALLS FOR INFORMATION

Stephen Wright, a new member from Southwestern Bell in St. Louis, has written to ask the SIG CBT membership for a bibliography of reference materials on CBT course development and the psychology of CAI. We'd like to collect your suggestions for such a bibliography and publish them here in the Newsletter for everyone's use. Please send your suggestions to the Newsletter Editor listing the title, author, publisher or source, and year of publication for each entry. Mr. Wright specifically requested the names of any SIG members who could recommend literature for the CBT Novice. If you can help in this area, please contact Mr. Wright directly at Southwestern Bell Telephone Company, Room 202, 14 South Fourth Street, St. Louis, Missouri 63102.

Alyce E. Gaynus of the New York City Human Resources Administration has written to ADCIS to say that her organization is also conducting research into computer-based teaching methods. They are particularly interested in information on the utilization of CBT and its application in the course areas of supervision and accounting. Anyone with bibliographies in these areas should contact Ms. Gaynus directly at New York City Human Resources Administration, Department of Employment, Training Division, 226 West 26th Street, Room 332H, New York, New York 10001. ■

THE CHAIR'S VIEWPOINT

Jesse M. Heines

My first order of business is to announce that new job responsibilities have forced Kathleen Adkins to resign from her position as Newsletter Editor, effective immediately. I am sorry to hear that Kathleen will not be able to continue in this capacity, for I know that she applied a considerable amount of energy to the post and has been instrumental in maintaining the quality of the Newsletter. However, I wish Kathleen success with her new endeavors and she assures me that she will remain a contributor to our cause, albeit in a somewhat less visible manner.

Kathleen's resignation leaves an opening in our slate of SIG officers, which I am authorized to fill by appointment. I therefore request volunteers for this post and ask that any member knowing of someone who might be interested in the position to please contact me. All Newsletter production is handled here at DEC, so the job is basically one of soliciting articles and other contributions to the Newsletter and editing submissions for clarity. All correspondence concerning this opening should be directed to me at the address shown in the box on page 2.

The SIG CBT sessions at the 1980 ADCIS Conference in Washington were by far the best ever. All sessions were well attended, including the SIG Business Meeting. As the minutes printed elsewhere in this Newsletter show, there was a considerable amount of activity and interest surrounding the SIG's affairs during the last 12 months. I feel confident in claiming that our SIG's activities have brought a fresh professional awareness to ADCIS activities as a whole, because the ADCIS Steering Committee recently voted to have the ADCIS News typeset and to establish an awards program. Both of these activities were first introduced by the SIG CBT.

The membership of our SIG is now around 150, and (as in all organizations of this type) most of the work is done by a small but vibrant and dedicated core of volunteers. I wish to thank all those who contributed to the success of the 1980 conference, particularly Dr. Harold Rahmlow for arranging the Pre-session, and Chuck Buchanan, Sheldon Fees, and Bob Fratini for evaluating the technical presentations so that we could offer our second award.

As announced in the last issue, our first award was presented to Thomas Rebstock of Control Data Corporation for submitting the Best SIG CBT Technical Paper printed in the Conference Proceedings. Tom's award was a bronze plaque which he has informed me now hangs proudly in his office. But lo and behold, Tom outdid himself at the Conference and our four judges ruled that he made the Best Technical Presentation as well. Rather than present Tom with another plaque, we chose to award him with a handsome American Tourister attache case. I sincerely hope that Tom will submit additional reports of his work for our 1981 Conference

sessions so that more members can benefit from his experience and insight.

Since this was the first time that we (or any other ADCIS SIG) had ever evaluated papers or presentations, I conducted a survey of the presenters to ascertain their reactions. The survey contained 10 statements and asked the respondents to indicate how they felt about the statements by checking one of five boxes labelled "Strongly Agree", "Agree", "Undecided", "Disagree", and "Strongly Disagree". Five of the six presenters completed the survey, and their responses were as follows.

(1) I would have preferred not to have had my presentation evaluated; 3 disagreed, 2 strongly disagreed. (2) I was not prepared to have my presentation evaluated; 1 undecided, 2 disagreed, 2 strongly disagreed. (3) I was adequately informed that my presentation was going to be evaluated; 2 strongly agreed, 2 agreed, 1 disagreed. (4) The evaluation made me very nervous during my presentation; 1 undecided, 2 disagreed, 2 strongly disagreed. (5) I would have preferred to have had the option of not being evaluated; 1 undecided, 3 disagreed, 1 strongly disagreed. (6) The evaluation process made me prepare for my presentation more carefully; 3 agreed, 1 disagreed, 1 strongly disagreed. (7) The evaluation process should be continued next year; 3 strongly agreed, 2 agreed. (8) I fully understood the criteria on which my presentation was being evaluated; 1 strongly agreed, 1 agreed, 3 disagreed. (9) The evaluations were conducted in a professional manner; 1 strongly agreed, 4 undecided. (10) The award (plaque) is an appropriate citation; 2 strongly agreed, 3 agreed.

These results are all highly positive except for items 8 and 9. The responses to these items indicate that we should have sent out copies of the evaluation forms to presenters before the conference and perhaps that our evaluators should be better coordinated. Copies of the evaluation forms would also have assured that all presenters were adequately informed that their presentations were going to be evaluated (item 3). I will be

responsible for seeing that this happens next year. The surprising results to me were that none indicated that they would have preferred not to have been evaluated, and that none even indicated that they would have preferred to have had the option of not being evaluated (items 1 and 5). Everyone agreed that the evaluation process should be continued next year (item 7). All in all, I feel that we did a very satisfactory job of initiating the evaluation process and it will be continued at the 1981 Conference.

Which brings me to my closing topic. The 1981 Conference will be held in Atlanta, Georgia, next spring, and judging from the amount and quality of the preparation that has already gone into that Conference I believe that it will be one of the best that ADCIS has ever seen. I have spoken several times with John Edwards, the Conference Host, and I am very pleased with his business-like attitude towards the conference's details and the overall impression that he "has his act together". It is not too early to be thinking about papers that you might submit for presentation at our SIG's Technical Sessions, particularly when you think of the handsome awards that you could win just for sharing your work with us. If you have any questions on the procedures involved in submitting or presenting papers, please contact me.

One other very important piece of business will be conducted at the 1981 SIG CBT Business Meeting that warrants your attention well in advance: elections will be conducted for the offices of Chairperson, Vice-Chairperson, Secretary/Treasurer, and Newsletter Editor. This will be our first new slate of officers since the SIG's inception. Current officers may be re-elected, but I personally will not run for another term because I feel that the SIG needs new blood to broaden its base of support. But I'll keep asking for your help and participation, and keep pestering you to take active roles in the SIG, submit papers for presentation at the Conferences, and use this Newsletter to communicate with your CBT colleagues! ■

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(Address Correction Requested)