

October 3, 2003

To: IEEE LTSC and RDCEO Communities
From: Ed Walker, IMS CEO, and Robby Robson, LTSC Chair
Re: RCDEO to enter IEEE Standardization Process

The IEEE and the IMS have approved terms for using the IMS Reusable Definitions for Competencies and Educational Objectives (RDCEO) specification as the basis for an IEEE competencies standard. RDCEO has been in use for more than year, and there are several implementations. This memo explains the process that will now ensue and how IMS and the IEEE Learning Technology Standards Committee (LTSC) intend to collaborate for the benefit of a large anticipated community of adopters, including many who are not directly involved with the IMS or the IEEE LTSC

IEEE Standardization Process

The RCDEO document will be put into IEEE format by an LTSC Working Group and submitted as a proposed *Reusable Competency Definitions* standard for IEEE formal sponsor ballot. Participants in the balloting process will examine the proposed standard, submit comments, and vote to approve the final form of the standard. By IEEE policies and procedures, the balloting group must represent a balance of interest groups and user types. The group will be drawn from participants in LTSC and IMS, individual experts who wish to participate, and coordinating standards committees within the IEEE. Individuals who wish to participate must be members of the IEEE Standards Association and indicate their interest. All necessary steps for joining the Standards Association are detailed at <http://standards.ieee.org/sa-mem/join.html>

Comments from the ballot group are formally tracked and resolved during the ballot process with the goal of correcting any errors or omissions in the proposed standard and reaching the largest degree of consensus possible. A smaller group, called the *ballot resolution committee*, is responsible for incorporating any changes that are necessary to accomplish these purposes into the draft standard. Several rounds of approval voting may take place. The minimum consensus is defined as a 75% approval rate. A higher rate is desired. When consensus has been reached, the standard is submitted to the IEEE Standards Review Committee. If the process followed by LTSC is found to be satisfactory, the standard is approved by the IEEE.

IMS and IEEE Collaboration

The IMS and IEEE LTSC will collaborate during the standardization process to ensure that all potential stakeholders in the eventual standard are kept informed of progress. Members of organizations which have adopted RCDEO are encouraged to participate in the IEEE ballot group. Comments and resolutions will be posted to IEEE LTSC and IMS web-sites and appropriate mailing lists by the ballot resolution committee. Reports of bugs, requests for revision, and all other comments on RDCEO which are received by IMS will be automatically forwarded to IEEE.

Once the IMS specification has become the IEEE accredited standard, it needs to be maintained. The agreement between the IEEE and IMS includes a collaborative maintenance process. Once an approved standard is in place, comments on the standard will continue to be channeled to the IMS maintenance process, where they will be categorized as either repairs or suggested revisions, assigned to appropriate individuals or working groups for resolution, submitted for review and comment, and released as suggested updates or revisions to the IEEE LTSC.

Transparency and Feedback

Feedback from the community of use for the projected standard is an essential contribution to the standardization process. Both organizations intend to make the standardization and subsequent maintenance processes transparent to adopters. Information on the process of standardization and its progress will be disseminated using both IMS and IEEE LTSC communication channels, and points of contact for providing feedback to the standardization and maintenance process will be clearly identified. These steps for informing the community at large and pre-arranging for long term maintenance are intended to promote up front buy-in to the IEEE standard and facilitate the prompt development and systematic evolution of a high quality, robust competencies standard.

Designated Contact Points

Claude Ostyn, the chair of the IEEE LTSC reusable competency definitions working group will be responsible for cross-posting all information concerning the standardization process to the RDCEO community of use via IEEE LTSC and IMS communication mechanisms, as well as other appropriate means. Parties interested in participating in the IEEE ballot process should follow instructions at <http://standards.ieee.org/db/balloting/ballotform.html>
Contact Claude at claude.ostyn@click2learn.com if further assistance is needed.

Lisa Mattson will be responsible for forwarding all information regarding RDCEO received by IMS during the standardization process to the LTSC Please direct all inquiries concerning the RDCEO standardization process and requests for access to IMS communications mechanisms to rdceo@imglobal.org.

The LTSC is in the process of changing over its Web site and software that handles collaborative activities such as mailing lists and document archives. A further cross-posted communication will provide details. Information about RDCEO and IMS is available at <http://www.imglobal.org>.