

Revised April 4, 2022

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 47

SUBJECT: LTRC Transportation Curriculum Council

EFFECTIVE DATE: May 1, 1989

INSTRUCTIONS: This memorandum supersedes all other memoranda and manuals.

1. PURPOSE

This directive is to establish the LTRC Transportation Curriculum Council (LTRC-TCC) and related subcommittees for the purpose of advising and assisting the Louisiana Transportation Research Center (LTRC) in the identification, prioritization, development, evaluation, and implementation of transportation related technology transfer, training, work development, and educational services for the Department of Transportation and Development (DOTD), and its public and private transportation industry partners.

2. SCOPE

The LTRC Transportation Curriculum Council will serve in an advisory capacity to the Director, Louisiana Transportation Research Center, in the planning, prioritization, development, implementation, and evaluation of those activities and programs of the center which serve to provide DOTD and its public and private transportation industry partners with state-of-the-art technology transfer, training, workforce development, and education services.

3. COMMITTEE.

A. Composition

The committee will be constituted to maintain a representative cross section of knowledgeable and competent individuals from the various technical and supportive disciplines necessary to the conduct of the Department's mission, thereby reflecting the diverse needs of the organization and the needs of its public and private industry transportation partners. The chair of the committee will be the Deputy Secretary. The membership will include the following personnel:

1. Deputy Secretary, Chair
2. Undersecretary, Office of Management and Finance
3. Commissioner, Office of Multimodal Commerce
4. Assistant Secretary, Office of Planning
5. Chief Engineer, Office of Engineering

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6. Assistant Secretary, Office of Operations
7. Associate Director of Technology Transfer and Training, LTRC
8. Program Director, LA- Local Technical Assistance Program(LTAP)
9. Louisiana Division Administrator, FHWA
10. Academia Partner
11. Industry Partners (Engineer Consultant & Chief Executive Officer of Louisiana Associated General Contractors)

B. Responsibilities

The committee will serve in an advisory capacity to the Director, LTRC, in the following general areas:

- (1) Technology Transfer--for the various areas of accountability, expertise, and personnel represented, each member will assist in the identification of needs, evaluation of new technology, implementation of new technology offering potential benefits, the establishment of priorities, and the planning and evaluation of the technology transfer program.
- (2) Training--for the various areas of accountability, expertise, and training population represented, each member will assist in the assessment of training and continuing educational needs, the establishment of priorities for the provision of these services, and the planning, implementation, and evaluation of the overall program.
- (3) The LTRC Transportation Curriculum Council (LTRC-TCC) will establish and oversee the seven subcommittees as shown in appendix A.
- (4) The TCC will also assist in the prioritization of proposals submitted from various subcommittees and assist in the review and monitoring of course development.

C. Meetings

The committee will meet annually, with additional meetings scheduled at the discretion of the chair.

D. Documentation

The minutes of each committee meeting will be duly recorded, and copies will be

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distributed to the DOTD Secretary, Deputy Secretary, Director, LTRC, and each committee member.

4. SUBCOMMITTEES

- A. The following areas will serve as subcommittees: Engineering, Operations, Multimodal Planning, Educational Outreach and Leadership, Management and Finance, and Core Skills as shown in Appendix A.
- B. The subcommittees will be constituted to maintain a representative cross section of knowledge and competent individuals from the various technical and supportive disciplines. These individuals will represent various governmental agencies, private industries, industry associations, and academia that are knowledgeable, competent, and actively involved in transportation issues. The membership will include the following personnel and others chosen by the LTRC TCC and subcommittee chairs:
 - 1. Engineering— Chief Engineer Designee
 - 2. Operations—Assistant Secretary Designee
 - 3. Multimodal Commerce—Deputy Assistant Secretary
 - 4. Planning—Deputy Assistant Secretary
 - 5. Educational Outreach and Leadership—LTRC External Training Programs Manager
 - 6. Management and Finance—Deputy Undersecretary, Management and Finance
 - 7. Core Skills—Maintenance Management Administrator
- C. The subcommittees will serve in an advisory capacity to the LTRC-TCC in the following general areas:
 - (1) Technology Transfer—for the various areas of accountability, expertise, and personnel represented, each member will assist in the identification of needs, evaluation of new technology, implementation of new technology offering potential benefits, the establishment of priorities, and the planning and evaluation of the technology transfer program.
 - (2) Training—for the various areas of accountability, expertise, and training population represented, each member will assist in the assessment of training and continuing educational needs, the establishment of priorities for the provisions of these services, and the planning, implementation, and evaluation of the overall program.
 - (3) Subcommittee Chairs will report activities and recommendations from their

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respective committees to the LTRC-TCC at the TCC's scheduled meeting times.

- D. The subcommittees will meet at least twice a year with additional meetings scheduled at the discretion of the subcommittee chairs.
 - E. The minutes of each subcommittee meeting will be duly recorded, and copies will be distributed to the Director, LTRC; Chief Engineer; Associate Director of Technology Transfer and Training, LTRC; and each subcommittee member.
5. LTRC will provide appropriate administrative and professional staff to support the activities of the TCC and each subcommittee. Background materials, training methodologies, white papers, workforce analysis, and committee meeting minutes will be provided.



Shawn D. Wilson, Ph.D.
Secretary

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APPENDIX "A"

