

Curriculum Committee

M-TRAC Meeting

July 2025



New Committee Chairs

- Cina Fisher - Chair
- Monica Pattison – Co-Chair
- Marvin Pedigo - Co-Chair



New Additions to the Committee – Please Join Us!!

- Attend and participate in monthly meetings
- Help find SMEs for annual course reviews
- Assist in finding SMEs to work on New Courses
- Assist in narrowing courses submitted prior to annual meeting
- Attend annual meeting when possible
- Vote on new course developments at annual meeting
- Help develop/update goals for the committee
- Communicate within your organization on ATTS courses, for example:
 - Are there any departments within your organization that need training materials developed
 - Do all the departments within your organization know about the ATTS courses available
 - Promote ATTS courses to all departments in your organization, contractors, consultants, etc.



Matrices – Next Step

- Matrices removed from website
- Currently being cleaned up and will be available again on the website

Contract Administration				
DISCIPLINES	COMPETENCIES BY SKILL LEVELS			
	Level I	Level II	Level III	Level IV
Rights of Way (ROW) Management	Identifies stakes and easement limits		Obtains construction easements and work permits	
Contractor Payments	Computes quantity measurements Documents for application to contractor payments	Develops contractor payment estimates	Verifies contractor payment estimates	Recommends contractor payment estimates Recommends/Approves contractor payment estimates
Supplemental Agreements (change orders)	Explains general change order procedures Documents quantities Corrects quantities	Provides information to write change orders	Prepares change orders	Approves change orders Recommends/Approves change orders Applies negotiation skills within contract limits.
Force accounts	Explains general force account procedures Documents quantities/Production rates Corrects quantities	Prepares force accounts	Directs/Monitors labor, equipment and materials	Prepares plan and guide estimates
Cost Estimating	Computes quantities, Documents production rates	Applies basic principles of cost estimating	Utilizes historical bid prices to obtain prices for new or negotiated items	Develops estimate using labor, equipment, materials and historical item prices
Claims Management	Recognizes work falling outside the scope of the contract	Maintains proper project records	Implements claims management and contract claims specifications	Manages project to minimize claims



Current Courses in Development

- Fundamentals of Culvert and Storm Drain Inspections
- Basic Bridge Concepts (launched)
- Fundamentals of Roadway Signs
- Designing Accessible Sidewalks and Curb Ramps
- Landslide Mitigation and Roadway Soil Foundation Reconstruction
- Basics of Bridge Inventory Data and Inspection Reports
- Soil Nail Walls
- Transportation and Trail Network Connectivity Planning and Design for Sustainability and Resiliency
- Helping Plan Land Use and Transportation Together



New Courses Selected for 2025

- Pathways to Success: Specialized Workforce Development Courses
- Plan Reading Redesign
- Survey and GPS Redesign
- Value Engineering
- Violence (Dealing with a violent motorist)
- Winter Operations Series
- Alternatives
 - Asset Management Certification Course Series
 - Delineation Enhancements – submitted previously
 - Ultra-High Performance Concrete for Bridge Deck Overlays



Training Gaps – Survey Results

Topic	Have content?		If no, needed?		Is this a priority?	
Railroads	Yes	26.67%	Yes	54.76%	Yes	27.27%
	No	48.89%	No	19.05%	No	45.45%
	N/a	24.44%	N/a	26.19%	N/a	27.27%
Materials Management and Stockpiling/Hauling Aggregates	Yes	31.82%	Yes	55.0%	Yes	39.53%
	No	47.73%	No	17.5%	No	34.88%
	N/a	20.45%	N/a	27.5%	N/a	25.58%
Ground Improvement Inspection	Yes	17.5%	Yes	56.76%	Yes	33.33%
	No	57.5%	No	18.92%	No	43.59%
	N/a	25.0%	N/a	24.32%	N/a	23.08%
Retaining Walls	Yes	41.46%	Yes	62.16%	Yes	42.5%
	No	36.59%	No	5.41%	No	32.5%
	N/a	21.95%	N/a	32.43%	N/a	25.0%
Asphalt Recycling Production	Yes	40.0%	Yes	56.76%	Yes	46.15%
	No	32.5%	No	8.11%	No	23.08%
	N/a	27.5%	N/a	35.14%	N/a	30.77%

Training Gaps – Survey Results

Topic	Have content?		If no, needed?		Is this a priority?	
Planning and Scheduling	Yes	36.96%	Yes	53.49%	Yes	43.48%
	No	41.3%	No	13.95%	No	26.09%
	N/a	21.74%	N/a	32.56%	N/a	30.43%
Underground Utilities	Yes	42.5%	Yes	60.0%	Yes	53.66%
	No	35.0%	No	5.0%	No	19.51%
	N/a	22.5%	N/a	35.0%	N/a	26.83%
Maintenance Management and Leadership	Yes	43.18%	Yes	50.0%	Yes	56.82%
	No	36.36%	No	14.29%	No	22.73%
	N/a	20.45%	N/a	35.71%	N/a	20.45%
Shoulder Shaping and Ditching	Yes	23.81%	Yes	65.0%	Yes	40.48%
	No	50.0%	No	10.0%	No	33.33%
	N/a	26.19%	N/a	25.0%	N/a	26.19%
Vegetation Management	Yes	51.22%	Yes	48.65%	Yes	56.1%
	No	31.71%	No	13.51%	No	21.95%
	N/a	17.07%	N/a	37.84%	N/a	21.95%

Training Gaps – Survey Results

Topic	Have content?		If no, needed?		Is this a priority?	
Fencing	Yes	12.82%	Yes	43.24%	Yes	25.64%
	No	48.72%	No	24.32%	No	41.03%
	N/a	38.46%	N/a	32.43%	N/a	33.33%
Bridge Approaches and Bridge Rail	Yes	33.33%	Yes	64.86%	Yes	48.72%
	No	38.46%	No	5.41%	No	25.64%
	N/a	28.21%	N/a	29.73%	N/a	25.64%
Structural Walls	Yes	34.21%	Yes	65.71%	Yes	41.67%
	No	44.74%	No	8.57%	No	30.56%
	N/a	21.05%	N/a	25.71%	N/a	27.78%
Emergency Management Response/Recovery	Yes	55.56%	Yes	57.14%	Yes	68.89%
	No	31.11%	No	7.14%	No	15.56%
	N/a	13.33%	N/a	35.71%	N/a	15.56%
Traffic Emergency Management System (TIMS)	Yes	51.16%	Yes	47.37%	Yes	61.9%
	No	25.58%	No	7.89%	No	11.9%
	N/a	23.26%	N/a	44.74%	N/a	26.19%

Training Gaps – Survey Results

Topic	Have content?		If no, needed?		Is this a priority?	
Risk Management	Yes	51.28%	Yes	48.65%	Yes	62.5%
	No	25.64%	No	10.81%	No	17.5%
	N/a	23.08%	N/a	40.54%	N/a	20.0%
Traffic Detection	Yes	32.5%	Yes	52.5%	Yes	48.78%
	No	37.5%	No	5.0%	No	24.39%
	N/a	30.0%	N/a	42.5%	N/a	26.83%

Clear Roads – Survey Results

Course Title	Needed	Not Needed	Have Course	
Plowing Process - Safety & Procedures	XXXX	X	XX	Delaware, Michigan
Truck Operations	XXX	X	XXX	Delaware, Missouri, Michigan
Spreaders - Operations and Calibrations	XXX	XXX	X	Michigan
Safety	XXX	X	XXX	Delaware, Missouri, Michigan
Supervisors and Winter Maintenance	XXXXX	X	X	Michigan
Getting Ready For Winter	XXXX	XX	X	Michigan
Drivers Education	XXX	XX	XX	Missouri, Michigan
Brine Production	XXXXX	X		
Material Use	XXXXXX		X	Michigan
Weather Basics	XXX	XXX	X	Michigan
Level of Service	XXXX	XX	X	Michigan
Pre-Wetting	XXXXXX		X	Michigan
Deicing	XXXXX		X	Michigan
Anti-Icing	XXXX	XX	X	Michigan
Record Keeping	XXX	XXX		

