ESAC Role and Process

1.0 Role of ESAC

1.1 Overview of ESAC Role: The Educational Standards Advisory Committee (ESAC) advises the Worldwide Aquatic Bodywork Association (WABA) Board of Directors (BD) about educational policy and standards pertaining to Watsu Provider, Practitioner, Assistant, and Instructor certification. In response to requests and direction from the WABA BD, ESAC provides recommendations and other deliverables concerning the WABA certification process and curriculum, building on existing WABA standards. ESAC recommendations apply specifically to Watsu, not other forms of aquatic bodywork (AB). ESAC also helps with implementation of WABA educational standards, with respect to certification of Instructors, adaptations and exceptions, and authorization of supplemental and elective courses at Training Institutes (TIs).

1.2 Core Responsibilities of ESAC:

- **Review and recommend updates of educational standards** – at the request of WABA BD, review and update definitions of (Watsu Provider, Practitioner, Assistant, Instructor, Senior Instructor, Coach Advisor, ATC Instructor, ITC Instructor, Watsu Round Presenter, etc.), requirements to become certified at each level, authorization of who can do what, conditions for maintaining authorization, provisions for co-teaching, and shared international standards.
- **Help implement educational standards** – by overseeing the verification and approval process for certification, and by making decisions specifically assigned to ESAC in WABA requirements.
- **Help develop guidelines to ensure educational excellence and professionalism** – foundations of the mentor-student relationship, basic teaching methods, teaching methods unique to aquatic bodywork, professional skills such as writing letters of recommendation, and metrics of mastery.
- **Help develop alternative learning paths** – including apprenticeships, non-intensive courses over long periods, independent study, and "testing out", to accommodate special needs and different learning styles.
- **Review, update, and help implement New Course standards** – for core courses, electives, supplemental classes, and special offerings.
- **Review, update, and help implement Continuing Education (CE) standards** – for Instructors at all levels.
- **Help ensure excellence** – of service standard and protect the Watsu service mark.
- **Prepare and present annual ESAC report** – to WABA BD before annual EGA.

1.3 Verification and Approval by ESAC:

- **Verify and approve Instructor certification** – for Senior Instructor, Coach Advisor, ATC Instructor, and ITC Instructor, based on existing WABA requirements.
- **Verify and approve requests to offer ATC and ITC** – at Training Institutes (TIs) based on WABA requirements currently under development.

- **Authorize adaptations/exceptions** – to accommodate special needs, circumstances, and opportunities, relating to disability, learning style, cultural differences, and regional needs, based on WABA guidelines currently under development.
- **Authorize elective courses** – offer diverse forms of aquatic bodywork (AB) through Training Institutes (Tis) as electives for Watsu certification.
- **Verify listing of TI supplemental classes** – in WABA Registry and otherwise available to the public, to guarantee transparency, correct description of content, and quality of AB courses.

1.4 Additional Areas in which ESAC May Contribute:

- **Help develop core curriculum** – in coordination with Instructors of each level worldwide.
- **Help develop standardized feedback forms** – in coordination with Instructors and TI of each level worldwide. **These two points I think we need to discuss**
- **Facilitate communication about educational standards** – with Students, Providers, Practitioners, Assistants, Instructors, WABA BD, TIs, Watsu Round Presenters, and other stakeholders.
- **Archive documents -** instructor applications, monthly ESAC agendas and minutes, ESAC correspondence.
- **Advise teacher resource development** – to strengthen and unify teaching efforts, as a key step in developing core curriculum, and to help new teachers get started.

2.0 Process of ESAC

2.1 Overview of ESAC Process: The Educational Standards Advisory Committee (ESAC) of the Worldwide Aquatic Bodywork Association (WABA) has adopted a streamlined process to conduct business in a timely and effective manner, responding to requests and direction from the WABA Board of Directors (BD), in accordance with WABA Internal Rules.

2.2 Core Values of ESAC:

- **Consensus:** ESAC follows a group decision-making process, whereby Members develop and agree to support decisions in the best interest of the whole.
- **Collegiality:** ESAC Members contribute to an atmosphere of collegiality; Collegiality = the relationship between colleagues united in a common purpose, with shared responsibility and authority; dedicated to professional excellence; communicating with civility, respect, friendly tone, and mutual support; transparent, with openness, clarity, and accountability; and inclusive, welcoming and respecting all Members, with diverse talents and perspectives.
- **Philosophy of Teaching:** ESAC embraces core values articulated in the WABA Philosophy of Teaching document; promoting a culture of respect, compassion, and integrity; building a supportive and joyful learning environment; ensuring rigorous educational standards; providing for exceptions and creative solutions; recognizing the importance of diversity; encouraging freedom, creativity, and self motivation; and providing for alternative learning pathways.

2.3 Key Elements of ESAC Process:

- **Administration:** Chair, Secretary, and BD Liaison act in service roles, represent all ESAC Members, maintain neutrality, and clearly distinguish communication in an administrative role from input as an individual ESAC Member.
- **Agenda:** Chair, Secretary, and BD Liaison coordinate to maintain a clear and concise ESAC agenda.
- **Requests:** Requests for ESAC input are added to the agenda and sent to Members by e-mail. Members are expected to have internet access to enable timely response.
- **Deadlines:** Members are expected to respond to requests within seven days, unless another deadline is specified; if needed, chair can extend deadline (typically no more than 2 weeks).
- **Discussion:** Members build consensus through discussion, with timely and specific input, and with voting to move the process forward.
- **Voting:** Each Member receives one vote to be cast by the deadline; decision is by simple majority; non-response is considered not casting a vote; and abstentions do not count.
- **Consensus and Discussion Documents:** typically, Members produce a carefully edited consensus document, and contribute to a discussion document that summarizes relevant differences of viewpoint and minority opinions, compiled by Secretary.
- **Discussion Moderation:** Chair moderates ESAC discussion, primarily building consensus informally, following Robert's Rules of Order (US guidelines for running professional or business meetings) as needed, with clearly defined periods for discussion, voting, and writing documents.
- **E-mail and Online Discussion:** ESAC conducts business by e-mail using a Group E-mail Tool or in an Online Discussion Group, with archived e-mail or discussion group threads, and with written discussion summaries.
- **Teleconference and In-Person Meetings:** ESAC uses teleconferencing and in-person meetings monthly and/or as needed to enable verbal discussion, with written minutes.
- **Delegation of Responsibility:** Chair coordinates delegation of responsibility among ESAC Members as needed to accomplish specific subtasks.
- **Recommendations, Deliverables, and Reports:** ESAC Members contribute to produce recommendations and deliverables, typically as digital documents.
- **Correspondence:** Chair, Secretary, and BD Liaison attend to ESAC correspondence.
- **Archives:** Secretary archives draft and final documents with online access.
- **Communication:** BD Liaison serves as "hub for communication" between WABA BD and ESAC.

2.4 Roles Within ESAC:

- **ESAC Chair:** ensures that ESAC functions smoothly; coordinates with Secretary and BD/ESAC Liaison to establish Agenda, moderates discussion, facilitates communication, delegates responsibility, attends to correspondence, and oversees completion of recommendations and other deliverables, prepares with Secretary Interim and Annual Reports.
- **ESAC Vice Chair:** serves as Acting Chair when Chair is not available
- **ESAC Secretary:** keeps minutes and archives communication and official documents, coordinates with Chair and BD/ESAC Liaison to ensure Agenda, correspondence, documents,

deliverables, and other digital files are up to date, available, and archived, with final versions available online; manages e-mail discussion group tool; verifies and records votes; helps compile summaries of key discussion; helps Chair and BD/ESAC Liaison prepare Interim and Annual Report.

- **BD/ESAC Liaison:** communicates between WABA BD and ESAC; coordinates with ESAC and BD Chairs and Secretaries to communicate requests and direction from BD to ESAC, to communicate recommendations and deliverables from ESAC to BD, and to clarify BD and ESAC intent; in service role, representing all BD and ESAC Members, maintaining neutrality, and clearly distinguishing communication as Liaison from input as individual BD or ESAC Member.
- **ESAC Members:** participate with expertise and vision; Be responsible for reading docs sent before conference, contribute to discussion, seek consensus, articulate differences, vote, and help prepare written recommendations and deliverables.

2.5 Priority ESAC Tasks:

- **Review and propose updates for Assistant and Instructor certification process** – definition of Watsu Instructor and Watsu Assistant, certification process, requirements authorizations, conditions for maintaining authorization, and international standards.
- **Review and propose updates for new course approval process** – definition of Core, Supplementary, and Elective courses, Course Approval process, and Course Review process.
- **Review and propose updates for Watsu Round standards** – definition of Watsu Round Presenter, certification process, requirements authorizations, conditions for maintaining authorization, and international standards **with Calias Dull.**
- **Archive Standardized Forms with Online Access** – provide means to share standardized evaluation forms, including online forms.