

and health provided by the Institute at its national training facility in Arlington Heights, Illinois. The Institute also administers a program whereby several institutions in various locations throughout the United States have been authorized as OSHA Training Institute Education Centers. These Education Centers conduct various OSHA courses that are geared for private sector and other Federal Agency personnel. The goal of the Education Center program is to expand the accessibility of high-quality OSHA training courses.

All students completing training courses at the Institute and the Education Centers are requested to complete the Course Evaluation Form (OSHA Form 49, 08-98 edition) on the last day of class. Students may be Federal, State, private sector, local or tribal government employees. The Course Evaluation Form contains ten closed-ended questions. It requests participant feedback on ten elements of the program to assess communication and accomplishment of learning objectives, course content, training environment, relevance of topics in job, effectiveness of exercises, workshops, laboratories, field trips and audiovisuals, usefulness of course materials and handouts, and overall rating of the course. The feedback provides an overall impression of the student's training experience for the course. Students may provide more detailed feedback in the narrative sections of the form. The Course Evaluation Form provides a standardized tool for collecting quality data that OSHA uses to determine program successes and shortcomings. Data from this form has also assisted the Training Institute in directing resources where they can do the most good.

All Course Evaluation Forms are reviewed by the course chairperson, instructors, the Institute Director and the supervisor responsible for that course. Ratings provide baseline data from which to draw conclusions about the effectiveness and quality of the training courses and to assess the level of student satisfaction with the course. Evaluation data is used to determine which courses may need improvement. Problem areas are noted and the supervisor discusses them with the course chairperson. Courses needing further improvement are scheduled for a more comprehensive follow-up course evaluation with recommendations for improvement. Revised courses are closely monitored to determine if problem areas have been resolved.

### III. Special Issues for Comment

OSHA has a particular interest in comments on the following issues:

- Whether the proposed information-collection requirements are necessary for the proper performance of the Agency's functions, including whether the information is useful;
- The accuracy of OSHA's estimate of the burden (time and cost) of the information-collection requirements, including the validity of the methodology and assumptions used;
- The quality, utility, and clarity of the information collected; and
- Ways to minimize the burden on employers who must comply; for example, by using automated or other technological information-collection and -transmission techniques.

### IV. Proposed Actions

OSHA is proposing to extend OMB's previous approval of the recordkeeping (paperwork) requirement specified in the Course Evaluation Form. The Agency will summarize the comments submitted in response to this notice, and will include this summary in its request to OMB to extend the approval of this information-collection requirement.

*Type of Review:* Extension of currently approved information-collection requirements.

*Title:* Course Evaluation.

*OMB Number:* 1218-0173.

*Affected Public:* Individuals; business or other for-profit organizations; Federal Government; State, local, or tribal governments.

*Number of Respondents:* 20,900.

*Frequency of Response:* On occasion.

*Total Responses:* 20,900.

*Average Time per Response:* 10 minutes.

*Estimated Total Burden Hours:* 3,483.

*Estimated Cost (Operation and Maintenance):* \$0.

### V. Authority and Signature

John L. Henshaw, Assistant Secretary of labor for Occupational Safety and Health, directed the preparation of this notice. The authority for this notice is the Paperwork Reduction Act of 1995 (44 U.S.C. 3506) and Secretary of Labor's Order No. 5-2002 (67 FR 65008).

Signed at Washington, DC, on April 14, 2004.

**John L. Henshaw,**

*Assistant Secretary of Labor.*

[FR Doc. 04-8913 Filed 4-19-04; 8:45 am]

**BILLING CODE 4510-26-M**

## NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES

### National Endowment for the Arts; Fellowships Advisory Panel

Pursuant to Section 10(a)(2) of the Federal Advisory Committee Act (Pub. L. 92-463), as amended, notice is hereby given that a meeting of the Fellowships Advisory Panel, Music section (NEA Jazz Masters category) to the National Council on the Arts will be held by teleconference on May 10, 2004 from 2 p.m. to 4 p.m. in Room 703 at the Nancy Hanks Center, 1100 Pennsylvania Avenue, NW., Washington, DC, 20506.

This meeting is for the purpose of Panel review, discussion, evaluation, and recommendations on financial assistance under the National Foundation on the Arts and the Humanities Act of 1965, as amended. In accordance with the determination of the Chairman of April 30, 2003, these sessions will be closed to the public pursuant to subsection (c)(6) of section 552b of Title 5, United States Code.

Further information with reference to this meeting can be obtained from Ms. Kathy Plowitz-Worden, Office of Guidelines & Panel Operations, National Endowment for the Arts, Washington, DC, 20506, or call 202/682-5691.

Dated: April 14, 2004.

**Kathy Plowitz-Worden,**

*Panel Coordinator, Panel Operations, National Endowment for the Arts.*

[FR Doc. 04-8917 Filed 4-19-04; 8:45 am]

**BILLING CODE 7537-01-P**

## NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES

### National Endowment for the Arts; Fellowships Advisory Panel

Pursuant to section 10(a)(2) of the Federal Advisory Committee Act (Public Law 92-463), as amended, notice is hereby given that a meeting of the Fellowships Advisory Panel, Literature section (Translation Projects in Poetry category) to the National Council on the Arts will be held on May 25, 2004 from 9 a.m. to 6:30 p.m. in Room 714 at the Nancy Hanks Center, 1100 Pennsylvania Avenue, NW., Washington, DC, 20506.

This meeting is for the purpose of Panel review, discussion, evaluation, and recommendations on financial assistance under the National Foundation on the Arts and the Humanities Act of 1965, as amended, including information given in confidence to the agency. In accordance with the determination of the Chairman of April 30, 2003, these sessions will be