



Oregon

**State Board of Examiners for
Engineering & Land Surveying**

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OREGON SPECIFIC EXAMINATION TASK FORCE

Minutes of Meeting

December 14, 2012

Members present:

Sue Newstetter, Chair

James Doane

Sue Frey

Staff present:

Mari Lopez, Executive Secretary

Jenn Gilbert, Executive Assistant

Matt Bryan

Jennifer O'Neill

Joy Pariente

Others present:

Katharine Lozano, Assistant Attorney General

Steven Burger (Observer)

John Garland, PE, OSU

Robert Neathamer, PLS

Steve Pilkerton, PE, OSU

The meeting of the Oregon Specific Examination Task Force (Task Force) was called to order at 12:04 p.m. in the conference room of the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS) office at 670 Hawthorne Avenue SE, Suite 220, Salem, OR 97301.

Unfinished Business

Oregon-Specific Exam Policy

Ms. Newstetter took a moment at the beginning of the meeting to clarify the March 15th examination submission deadline that was agreed upon at the October Task Force meeting. She explained that the March 15th deadline is for annual examinations. Examinations given in the Spring and Fall would have a March 15th deadline and an additional deadline. This only applies to the Oregon Specific Land Surveying examination and Mr. Neathamer said the Fall examination would be ready at least one month in advance of the examination administration.

It was also determined that the list of proposed team members is due to OSBEELS annually by July 1st. In addition, Ms. Newstetter recommended that OSBEELS staff conduct research to determine appropriate compensation for team members to include: per diem, mileage, and accommodations.

Test development was discussed extensively, particularly in the areas concerning examination question security and maintenance of a bank holding examination questions. Currently, the most recent forest examinations and question banks are being secured in a locked file cabinet. Mr. Neathamer stated that the questions and answers should be put on an external hard drive and secured by the Board. AAG Lozano stated that locked file drawers are not secure enough and since the examinations and questions are OSBEELS' responsibility, it makes sense for them to be in OSBEELS possession. It was also suggested that data pertaining to the examinations could be stored on a secure FTP site or "cloud." This would eliminate the need for team members to travel to the OSBEELS office whenever they needed to access the databank. Ms. Lopez said she would talk to IT personnel to gather options related to secure data sharing. Until a storage determination is made and new language developed for the policy, AAG Lozano said it would be appropriate for examination development teams to continue with their current security procedures for examination materials.

The type of questions in the bank was also discussed. The Forest Engineering examination questions are currently on a spreadsheet with the question and the date used to prevent repeating questions on concurrent examinations. The Oregon Specific Land Surveying examination has a spreadsheet with the questions and copies of all the previous examinations. Mr. Neathamer asked about purging questions from the bank due to confusion or repeated appeals by examinees. Ms. Newstetter said questions should be rewritten and retried before purging due to the amount of development time that goes into each question.

The Task Force also discussed cutoff scores for examinations. Oregon Administrative Rule (OAR) 820-010-0463(2) states that 70 of the possible 100 points is considered passing. The Forest Engineering examination and the Oregon Specific Land Surveying examination are both in compliance.

Volunteer Non-Disclosure Agreement

The Task Force determined that the Volunteer Non-Disclosure Agreement needs to be resigned at least once per year. Mr. Neathamer stated it was easier for him to keep agreements current if signed once per examination cycle, since the Oregon Specific Land Surveying examinations are twice a year. Agreements will be due by July 1st with the team rosters.

The content of the Volunteer Non-Disclosure Agreement will be reviewed following completion of the policy language review.

The meeting adjourned at 1:06 p.m.