



Oregon

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

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OREGON SPECIFIC EXAMINATION TASK FORCE

Minutes of Meeting

February 15, 2013

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)

Carl Tappert (Observer)

Amin Wahab (Observer)

Jim Griffis, PLS

Robert Neathamer, PLS

Art Noxon, PE (Acoustical)

Steve Pilkerton, PE, OSU (Forest)

The meeting of the Oregon Specific Examination Task Force (Task Force) was called to order at 12:20 p.m. in University of Phoenix classroom 101 at 670 Hawthorne Avenue SE, Salem, OR 97301, as the conference room of the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS) is under construction.

Unfinished Business

Oregon-Specific Exam Policy

Ms. Lopez inquired if Mr. Noxon has an alternate liaison or an examination development team, in accordance with the policy. Mr. Noxon said, due to the size of the acoustical field, he is usually doing the examination development and grading on his own. However, he is sometimes assisted by fellow acoustical engineers, Kerrie Standlee and Russ Altermatt. He said he uses a

question bank and carries forward questions from past examinations. He said he works through every question on the examination to ensure accuracy of results and proper grading of long answer/essay questions. He also pointed out that there is a great need to get more young professionals involved in the examination development process to ensure quality examinations in the future.

Mr. Neathamer also requested a second date for team approval for the Oregon Specific Land Surveying examination, since it is administered twice per year. It was determined that January 1 will be the second approval date for land surveying exam development team rosters.

On the subject of compensation, Mr. Noxon said he used to get paid for the time he spent developing an examination. Ms. Lopez stated that examination development used to be contracted out to the teams. Mr. Neathamer said examination development team members should understand that what they're doing is volunteer work and if they get paid for the time spent on the examination, that time will no longer count as qualifying PDHs as per OAR 820-010-0635(5)(j). Ms. Newstetter requested that Staff provide an example of a contract and compensation rates along with the current state compensation allowances for discussion during the April Committee meeting.

On the subject of test development, it was determined that once per year, the Exam Team will review its exam syllabus. By July 1st, the team will submit an updated syllabus or a letter containing confirmation of syllabus readiness to the Board for review and approval. Mr. Neathamer said that exam teams aren't responsible for developing a syllabus, the Board is. Ms. Gilbert said the Board doesn't determine the syllabus, but the Board has Oregon Administrative Rule (OAR) 820-010-0425 which pertains to allowable content on the Oregon Specific Land Surveying examination, but not a syllabus. Mr. Noxon explained that the syllabus should be an outline of the actual exam topics, not just a copy of the rule regarding potential topics. Ms. Newstetter suggested the Committee review all current syllabi to ensure comprehensive and consistent information for examinees. Mr. Noxon asked if he should change the acoustical syllabus to match the syllabi for the other exams. Mr. Bryan said the syllabi don't need to match, but rather, should be in whatever format best prepares the examinees. AAG Lozano said if no one is complaining about lack of coverage or surprise topics, then the syllabi are probably thorough enough. Mr. Noxon said the Committee should probably add language to policy which specifies exams are to be "Oregon-specific" and not nationally or generally focused.

On the subject of exam security, AAG Lozano recommended storage in one location, preferably at OSBEELS. Ms. Newstetter said it is a huge monetary and volunteer time risk to allow the question banks and previous examinations to remain unsecured at a variety of locations. Mr. Noxon mentioned that the acoustical examinations aren't secured at all. Ms. Newstetter said the Committee needs to focus on finding a way exam questions can be secure at OSBEELS, but still be easily accessible to exam development teams. Mr. Noxon said if everything is digital and in a cloud, he's afraid of losing the ability to sort and sift through questions and exams. Ms. Lopez said an option is to have everything both on paper and digitally to allow exam development teams to access it in whatever manner is most comfortable to them. AAG Lozano said the Board needs to set security standards for its exam materials, including where and how materials are stored and which materials need to be securely stored. Ms. Newstetter asked Ms. Lopez to check

on what methods of secure storage other boards are using to give the Board an idea of its options for discussion at a future meeting.

Volunteer Non-Disclosure Agreement

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

The meeting adjourned at 1:40 p.m.