



Oregon

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

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OREGON SPECIFIC EXAMINATION TASK FORCE

Minutes of Meeting

August 9, 2013

Members present:

Sue Newstetter, Chair

James Doane

Staff present:

Mari Lopez, Executive Secretary

Jenn Gilbert, Executive Assistant

Matt Bryan

Jenn O'Neill

Joy Pariente

Brianna Weekly

Others present:

Katharine Lozano, Assistant Attorney General

William Boyd (Observer)

Anne Hillyer (Observer)

Bob Neathamer (Land Surveying)

Ron Singh (Observer)

John Sessions (Forest Engineering)

Kerrie Standlee (Acoustical Engineering)

Tom Van Liew (Observer)

The meeting of the Oregon Specific Examination Task Force (Task Force) was called to order at 12:20 p.m. in the OSBEELS Conference Room at 670 Hawthorne Avenue SE, Suite 220, Salem, OR 97301.

Public Comment

There were no comments.

Unfinished Business

Oregon-Specific Exam Policy

Staff informed the Committee that information was received from NCEES regarding developing exams and exam security. However, NCEES was not able to provide the details of its exam

development procedures. Regardless, Ms. Newstetter believed the current draft is a good start and is appropriate for the process with OSBEELS.

Mr. Standlee asked the Committee about reimbursements for exam developers. The Committee referenced the policy, which outlines available reimbursements for members of the exam development team. Mr. Standlee asked about the contracts previously used for exam development. Mr. Standlee said, in the past, the cost of insurance was nearly as much as the payment received via the contract. Additionally, if an individual is paid directly for the time spent developing examinations, that time can't be counted toward continuing professional development.

Mr. Neathamer brought the new Board members up-to-speed on the current procedures he uses to secure the Oregon Specific Land Surveying examination and question bank, which had been discussed at previous OSETF meetings. Additionally, examinations such as the acoustical engineering exam are currently out of the control of OSBEELS because it only exists in hard-copy form at the exam developer's location. This is a situation the OSETF is working to fix by determining examination security standards, with OSBEELS storing, securing and granting access to the information.

The Committee continued to discuss security options for examination question banks. Ms. Lopez reminded the Committee that the Board approved server upgrades for OSBEELS to accommodate for a secure storage system. Mr. Neathamer said it would be ideal if OSBEELS stored the materials on its servers and examination developers could have secure access from their respective locations. As a side note, Ms. Newstetter recommended Staff look in to hiring an IT employee for the question bank, Board iPads and other IT projects. She also said that it's now time for the Board, upon having received input from the examination liaisons, to review the Oregon specific examination policy, to include information examination security. A policy relating to examination security will be drafted separately and discussed by the Committee. **The Committee recommends the Board approve the Oregon Specific Examination Policy.**

Volunteer Non-Disclosure Agreement

The review and signing of the Volunteer Non-Disclosure Agreement will be during the October meeting.

The meeting adjourned at 12:53 p.m.