



Oregon

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

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OREGON SPECIFIC EXAMINATION TASK FORCE

Minutes of Meeting

October 11, 2013

Members present:

Sue Newstetter, Chair

James Doane

Staff present:

Mari Lopez, Executive Secretary

Jenn Gilbert, Executive Assistant

Jennifer O'Neill

Joy Pariante

Brianna Weekly

Others present:

Katharine Lozano, Assistant Attorney General

Anne Hillyer (Observer)

Ken Hoffine (Observer)

Carl Tappert (Observer)

The meeting of the Oregon Specific Examination Task Force (Task Force) was called to order at 12:29 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

Exam Security

Ms. Newstetter mentioned that the examination development team liaisons weren't necessary for the development phase of the security policy. Ms. Newstetter asked about the required server upgrade to accommodate a secure storage system for examinations and question banks. Ms. Lopez updated the Task Force about the technology upgrades made at OSBEELS. She said the upgraded server is set up and security keys have been obtained to allow for secure cloud access by examination development teams. The cloud will only allow access to examination-related materials; there will be no access to any other items on the OSBEELS network. The security keys generate access numbers that change every 60 seconds. In order to access examination

materials, the individual would need an assigned username, password and security key code. Ms. Newstetter commended Staff's progress and asked about options for scanning and storing the current paper copies of examinations and questions. Ms. Lopez explained that the issue isn't getting access to the hard-copy materials, but finding the most efficient way of scanning the documents, organizing the data and developing easy-to-use search protocols for the liaisons. Ms. Newstetter suggested coordinating site visits to analyze current storage measures in use by the examination development teams and the organization of the examinations to best determine the appropriate way to file the questions and examinations. AAG Lozano suggested starting the site visits with Oregon-Specific Land Surveying Examination Development Team Liaison Bob Neathamer, as he has the longest history of examination development and has already started converting much of his hard-copy information into digital formats. Ms. Lopez said this would assist IT personnel in developing an organization template for the cloud. Ms. Newstetter asked if Board members and Staff should collect hard-copy examination materials personally. AAG Lozano said this would help ensure the proper chain-of-custody is maintained. The Committee determined that Ms. Lopez and Ms. Newstetter would conduct the site visit for Mr. Neathamer's development site between November and December 2013, prior to the onset of inclement weather in Southern Oregon. At the time of the visit, all examination-related materials would be collected to be used to develop a template for cloud organization and to be properly stored by OSBEELS. The winter season can be spent designing the storage system and site visits can resume in the spring, to avoid weather-related issues during travel. Ms. Lopez, Ms. Newstetter and Mr. Doane were designated to conduct the site visit for the Acoustical Engineering Examination and Ms. Lopez, Ms. Newstetter and Mr. Hoffine were designated to conduct the site visit for the Forest Engineering Examination. The Committee directed Staff to work on securing a van from the motor pool and necessary moving accessories to facilitate the transfer of heavy boxes and filing cabinets from the examination development site to the OSBEELS office.

The meeting adjourned at 12:41 p.m.