



Oregon

STATE BOARD OF EXAMINERS
FOR ENGINEERING &
LAND SURVEYING

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OREGON SPECIFIC EXAMINATION TASK FORCE Minutes of Meeting June 10, 2016

Members present:

Oscar Zuniga, Chair
Ken Hoffine
Amin Wahab
Logan Miles

Staff present:

Mari Lopez, Board Administrator
Jenn Gilbert, Executive Assistant
Danee Vig, Registration Specialist
Bailey Weissenfels, Registration Specialist

Others present:

Art Noxon, Acoustical Engineering Exam Liaison
John Sessions, Forest Engineering Exam Liaison
Robert Neathamer, Land Surveying Exam Liaison
Shelly Duquette, Board Member
Jason Kent, Board President

The meeting of the Oregon Specific Examination Task Force (OSETF) was called to order at 2:00 p.m. in the OSBEELS Conference Room at 670 Hawthorne Avenue SE, Suite 220, Salem, OR 97301.

Public Comment

There was no public comment.

Chair Zuniga requested the agenda items be rearranged and that agenda item three, Unfinished Business, be considered before agenda item two, New Business.

Unfinished Business

Oregon Specific Examination Policy (OSEP)

Ms. Duquette provided information regarding her experience participating in the development and scoring of the Washington Structural examination and the NCEES Structural examination.

She explained that matrices are commonly used to determine the content of an examination and its corresponding syllabus. She added that the examination development team members are required to sign a confidentiality agreement. Staff provided an edited draft of the OSEP for OSETF review. The OSETF and examination team liaisons agreed that if the examination development team does not make changes to the list of team members from the previous approval, an updated list is not required. However, written notification must still be submitted by deadlines in the OSEP. After discussing the typical scoring appeal procedures for each examination development team, the OSETF agreed to define processing timeframes in the OSEP to ensure appropriate administration of each scoring appeal. Staff clarified that the examination security aspect of the OSEP is summarized in the Work Product Agreement and Volunteer Agreement. Staff made all OSETF-recommended changes to the OSEP for further review at the August OSETF meeting.

Work Product Agreement (WPA)

After reviewing the WPA and Volunteer Agreement, Mr. Miles suggested that the two documents be merged into one agreement. Mr. Neathamer again expressed concern regarding signing the WPA, noting in the WPA, the liaison is responsible for the actions of the entire examination development team. Mr. Sessions stated that he felt comfortable signing the WPA for the Forest Engineering exam because, as the examination team liaison, only he has the full examination; team members develop and score individual questions.

Mr. Noxon expressed concern regarding the required destruction of all hard copies of examination development materials, including notes and references used to improve future examinations. President Kent suggested that the OSETF differentiate between notes/reference materials and a finished exam product, so that keeping possession of hard copies may be a possibility for the examination development teams. The OSETF directed staff to remove the assumed responsibility from the examination team Liaisons when revising the OSEP, to integrate the discussed security measures from the Work Product Agreement into the Volunteer Agreement, and to remove the WPA from the OSEP. Further review of the OSEP and WPA will be held at the August OSETF meeting. There was no further discussion.

New Business

Oregon Specific Examination – April 2016 Administration

Land Surveying:

Two (2) Irregularity Reports were documented during the administration of the April 2016 Oregon Specific Land Surveying Examination. After a brief discussion, the OSETF determined that the content of the Irregularity Reports do not cause concern for future examination administrations, and that no action is needed.

One (1) Examinee Comment Form was submitted during the administration of the April 2016 Oregon Specific Land Surveying Examination. After a brief discussion, the OSETF determined that the content of the Examinee Comment Form did not cause concern for future examination administrations, and that no action is needed.

Forest Engineering:

Four (4) Examinee Comment Forms were submitted during the administration of the April 2016 Oregon Specific Forest Engineering Examination. After a brief discussion, the OSETF determined that the content of the Examinee Comment Forms do not cause concern for future examination administrations, and that no action is needed.

Oregon Specific Examination Administrative Review – Letter to Liaisons

Based on communications between Chair Zuniga, Administrator Mari Lopez, and Katharine Lozano, AAG, staff drafted a letter to send to volunteer examination team members, explaining the key reasons for regular Oregon Specific Examination administrative review. After a brief discussion, it was moved and seconded (Zuniga/Miles) to recommend the draft letter to the Board for approval. The motion passed unanimously. There was no further discussion.

The meeting adjourned at 4:26 p.m.