



# Oregon

STATE BOARD OF EXAMINERS  
FOR ENGINEERING &  
LAND SURVEYING

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## OREGON SPECIFIC EXAM TASK FORCE

Minutes of Meeting  
December 12, 2014

### Members present:

Sue Newstetter, Chair  
Amin Wahab  
Ken Hoffine  
Oscar Zuniga

### Staff present:

Mari Lopez, Board Administrator  
Jenn Gilbert, Executive Assistant  
Adaira Floyd, Social and Communications Media Specialist  
Jennifer O'Neill, Registration Specialist  
Brianna Weekly, Registration Specialist

### Others present:

Katharine Lozano, Assistant Attorney General  
Steven Burger (Observer)  
Robert Neathamer

The meeting of the Oregon Specific Exam Task Force was called to order at 12:41 p.m. in the OSBEELS Conference Room at 670 Hawthorne Avenue SE, Suite 220, Salem, OR 97301.

### **Public Comment**

Mr. Neathamer expressed a concern with the process in which the exams are handled at the end of each exam. Staff provided the Task Force with that process. After discussion, the Administrator and staff will develop a better process prior to the next administration.

### **New Business**

#### Oregon Specific Examination Questions to SharePoint

Ms. Gilbert provided a live demonstration of the OSBEELS SharePoint exam question database. The OSBEELS Information Technology consultant created random question examples for the demonstration. Ms. Lopez informed the Committee that the OSBEELS Information Technology consultant would need to discuss how to further develop the storage system format with each exam liaison. Mr. Neathamer agreed to work with staff and determine a date of convenience to meet with the OSBEELS Information Technology consultant. Chair Newstetter noted that

OSBEELS may need to employ additional data entry staff or services to input the exam questions into the database – it was also noted that the process will require a confidentiality agreement. Chair Newstetter noted that storing the questions on SharePoint could be the first step of many, especially if the Board decides to transition to computer-based testing (CBT). Mr. Neathamer also stated concern regarding security and how access keys will be assigned. Through general consensus, the Task Force requested that the matter be put on the next Task Force meeting agenda for further discussion. There was no further discussion.

The meeting adjourned at 1:17 p.m.