

**On-Site Assessment Committee Meeting Minutes**  
**November 30, 2007**  
**11:00 AM – 11:45 AM EST**

**Attendance**

Don Cassano  
Nilda Cox  
Myron Getman  
John Gumpfer  
Margo Hunt  
Mark Mensik  
Denise Rice  
Betsy Ziomek

**Meeting Minutes**

The minutes from the October 10, 2007 meeting were approved.

**The Assessor Survey Instructions**

Ms. Rice spoke with Jerry Parr about the logistics of the assessor survey. Mr. Parr stated that if we send the survey to him with the list of assessors, he will have it posted on the website. He will also send out an e-mail from TNI to the assessors to request they take the on-line survey. Mr. Mensik and Mr. Cassano will refine the instructions for the survey accordingly.

**The Laboratory Survey**

Mr. Gumpfer suggested we put the actual timeframe for assessment letters and responses, 30 days, in the laboratory survey instead of the current “in a timely manner” phrasing. Ms. Ziomek brought up that question 5 or section VI does not give a timeframe for dispute resolution. Since the standard doesn’t give a timeframe for dispute resolution, we left it for the laboratory to determine what is considered reasonable. Mr. Gumpfer suggested moving question 1 of section II to Section III.

Mr. Mensik, Mr. Cassano and Mr. Parker will write an introduction and instructions for the laboratory survey. The instructions will include a request that the laboratory have at least one person access the TNI website and fill out the survey. Preferably, we would like to have one person from each discipline the lab is certified for fill out the survey.

Ms. Rice would like to have both the assessor and laboratory survey posted in January so that an announcement can be made to the membership about completing the survey.

**Technical Course Guidance Document and Laboratory Module turned Guidance**

These documents will be posted on the web by Monday of next week. A news blurb has been prepared to alert people that the documents are available for comment. The comment period will end February 1, 2008.

**The January TNI Meeting**

This will be a working session. Possible activities are working on the exam guidance and the assessor technical course requirements. The committee could solicit feedback from audience members who have attended the basic assessor's course.

Ms. Rice informed committee members that if they need financial assistance to attend to the meeting, to contact Jane Wilson. Ms. Hunt stated that her department has no travel money. Ms. Rice stated that since the funds Ms. Wilson has are federal funds, Ms. Hunt cannot apply for them. Mr. Getman was unsure whether he would be able to attend. Everyone else stated they intend to be there. Ms. Rice will get back to the committee on when a committee lunch can be scheduled.

**Next meeting:** December 19, 2007 at 1:00 PM