

**On-Site Assessment Committee Meeting Minutes**  
**March 12, 2008**  
**1:00 PM – 2:25 PM EST**

**Attendance**

Nilda Cox  
Myron Getman  
Margo Hunt  
Faust Parker  
Denise Rice  
Betsy Ziomek  
Don Cassano  
Mark Mensik

**Meeting Minutes**

The minutes from the February 20, 2008 meeting were unanimously approved.

**Update on Surveys**

Jerry Parr has posted the assessor and laboratory surveys on the website. The surveys are formatted with radial buttons for responses. Jerry will send e-mails to all of the assessors and lab directors he has a record of. Ms. Rice asked Ms. Ziomek (since she is an assessor) to let her know when Ms. Ziomek received an e-mail about the surveys.

**The Technical Course Curricula Exam Guidance**

The composition of the exam was discussed at the Newport Beach meeting in January. The committee determined that each question type should have a recommended percentage. While this would be more difficult for the instructor to score, it is not the committee's intent to make the instructor's job easier but to determine assessor competence.

We discussed if there should be a time limit for the exams. On the one hand a time limit helps with the standardization of the exams. It helps limit the difficulty and number of questions on the exam. On the other hand, if you know where to find the answer two hours is sufficient, if you don't then you'll run out of time.

There was also a discussion about whether or not the scores of the exam should be released. There was a controversy with old standard over releasing scores. The committee decided we would be silent on this issue and not include that topic in the guidance.

The committee then went through each discipline and reviewed the types of questions that should be on the exam.

Mr. Getman wanted to put in criterion that the person have specific experience in the specific methods for asbestos. He reiterated that the analyst is the instrument. Mr. Mensik said that the instructor isn't going to pre-screen based on experience. The accrediting body has the final say about who is qualified. Mr. Getman feels the test needs to be the final filtering process to determine assessor competence. Mr. Getman made this point because there is so much fraud. The committee stated that issues of fraud are outside our scope. That is a TNI issue. The committee has done all it can to ensure auditor competence.

Ms. Cox suggested adding a question about proficiency testing to the exam. The committee agreed that should be in the Basic Assessor Training course criteria. In the old NELAC standard proficiency testing is covered under the basic training.

It as also suggested that we include on each outline a section that covers course evaluation.

**Other Business:**

Mr. Cassano said we should put the course criteria on the website for comment before we send the finished product to the board. Ms. Rice told him that TNI posts what she sends them.

Ms. Hunt mentioned that she is retiring after the August meeting and will need to be replaced.

Mr. Mensik reminded everyone that the election for the four Board positions is open and he's running.