

On-Site Assessment Committee Meeting
February 20, 2008
11:30 AM – 12:25 PM EST

Attendance

Don Cassano
Nilda Cox
John Gumper
Faust Parker
Denise Rice
Betsy Ziomek

Meeting Minutes

The meeting minutes from the January Newport Beach, CA conference were approved.

Update on Technical Course Curriculum comments

We received six comments about the course curriculum, four of them from the same person. I have left the draft on the website until the end of February at the request of Barbara Escobar to give her auditors group a chance to comment. When all comments are gathered, I'll forward and we can discuss them.

Election of Committee Chair

Election of the Committee Chair, per TNI policy, is to be done annually. Betsy Ziomek nominated Denise Rice and Don Cassano seconded the motion. The vote was unanimous that Ms. Rice remains the Chair of the Committee for another year.

Decision Making Model

Ms. Rice reviewed the different types of decision making rules in the TNI SOP. Ms. Rice provided several types of decisions that the committee routinely makes and the committee discussed what type of rule should be used to make the decision. Below is a table of the decisions and decision making rules.

There was a discussion about the rule to use for the approval of a standard. Ms. Ziomek felt that a unanimous vote was too difficult. If someone wanted to abstain they should be able to without halting the process. Mr. Gumper felt that a standard should not move forward if the whole committee couldn't agree that it should go forward. Ms. Ziomek proposed using the Enthusiastic Support rule for approving standards with only a veto stopping the standard. The committee agreed this would be the best rule to use.

Decision-Making Rules for On-site Assessment Committee

Effective February 20, 2008

Type of Decision	Decision-Making Rule
Meeting dates, times and agenda	Person-in-charge decides after discussion
Meeting adjournment	Person-in-charge decides after discussion
Meeting minutes approval	Simple majority
Meeting cancellations	Person-in-charge decides
Addition of Committee members	Simple Majority Vote
Deletion of Committee members	Person-in-charge decides to recommend to board (SOP 1-101, Section 7.5.1)
Approval of a standard	Enthusiastic Support with no vetoes
Approval of a guidance document	Two-thirds Majority Vote
Approval of an SOP	Two-thirds Majority Vote
Election of Committee Chair	Simple Majority

2008 Meeting Schedule

The committee decided that meetings will be held on the second Wednesday of the month at 1:00 PM EST unless there are holidays or currently unforeseen problems with the day and time (i.e. the chair is on vacation).

Next Meeting: The next meeting is March 12, 2008 at 1 PM EST. We will discuss the comments to the Technical Course Curriculum and the exam guidance. The chair will also attempt to get an update on the surveys.