

On-Site Assessment Committee Minutes
December 19, 2007
12:45 PM – 1:40 PM EST

Attendance

Don Cassano
Nilda Cox
John Gumper
Margo Hunt
Mark Mensik
Faust Parker
Denise Rice
Betsy Ziomek

Meeting Minutes

The minutes from the November 30, 2007 meeting were approved. The meeting minutes for this meeting will be approved via e-mail in order to get them posted on the website before the conference. This will allow the membership to be up to date with the committee before attending the conference.

The Assessor and Laboratory Survey

We discussed how laboratory personnel would take the survey. We would ask the laboratory director to have their people go to the TNI website and take the survey. This would ensure that we get some data about the on-site assessment that is unfiltered by management. We discussed if there should be a separate survey since an analyst would not know the answer to several of the questions. We decided to keep it as one survey and the analysts could just use the not applicable box.

We then discussed how the surveys would be scored and whether or not to include that in the instructions. We decided to not commit ourselves to a scoring scheme or a reporting structure. We would explain the scoring once the results were posted.

We also decided not to have a specified end date for the survey. We would post it and see how many responses we get.

We discussed separating the chemistry part of the survey into inorganic and organic. The committee decided to keep this general.

We also added a line at the top of the survey where the year of the last assessment could be provided.

Mr. Gumper, Mr. Mensik and Mr. Cassano will polish the instructions and get them to Ms. Rice. She will then forward to Jerry Parr for logistics of posting and notification to recipients. She wants to accomplish this by the time of the January Forum meeting so an announcement can be made.

The January TNI Meeting

Ms. Rice reminded the committee to bring a copy of the 2003 NELAC Basic Assessor Training Requirements (OSA Appendix A) and the current quality [assurance-systems](#) module to the January meeting. She will check with the Quality Systems team to see where the standard is.

The committee will also want to work on the examination guidance for the technical course criteria.

Vice-chair

We need to elect a vice chair. Ms. Rice encouraged the committee to start thinking about who they want to replace her when her term expires.

2008 meeting schedule

The committee has decided to meet only once a month in 2008 unless pressing business requires additional meetings. The next teleconference meeting is scheduled for February 20, 2008 at 11:00 AM EST.