

Board of Standards and Policy Development
Conference Call Minutes
January 20, 2015

Present:

Barbara Healy -Co-Chairman
Tom Burkard
Ray Kirk
Curt Morrow
Donna Richards
Becky Frasher
Ron Nichols
Bill Gustafson

Not Present:

Claudia Freeman

Kevin Seibert*

Kirsten Smith*

*denotes non-BOS members

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**Called to order:** 9:04am CT by Barbara

**Review and Approve Minutes:**

Barbara asks for a review of the minutes from the October 2014 meeting. No changes. Calls for a motion to approve minutes, Tom motioned to approve minutes, Becky seconded, motion passed unanimously.

**Recurring/Old business:**

Quarterly report

1. CRC registrations were down in the end of December. Kevin said there are a few large groups that will register for the program in 2015. Kevin is projecting 400 new candidate registrations for next year.
2. The CRC renewal rate stayed consistent at 90% in 2014. Kevin will be working on a campaign to encourage those who are registered but not taken exam to take the exam by the July administration. Kevin will also look into alternative ways to administer the exam via computer testing centers or remote proctoring.
3. The CRC exam pass rate was still consistent at close to 75%. The July exam pass rate was lower than normal and Kevin thinks this can be attributed in large part to many candidates taking the exam who have less experience than the average candidate. Barbara asked what the statistic for those that retake the exam. Kevin said he would check with Amy and get back to the Board.

**Updated on BOS and general InFRE activities**

1. The CRC exam will need to be updated in 2015 to align with the latest practice analysis. Our new exam administration consultant will analyze the practice analysis and item bank to determine our needs for new items. Kevin said he expects to get started in the second quarter. After the exam is updated, we will also need to conduct a pass point study.
2. Going forward, renewal communications will be done primarily via email. We will continue to encourage certificants to renew online. During 2015 renewals, each certificant will be sent a lapel pin for renewing on time and online.

## **New Business**

1. Kevin discussed the proposal from the recommended new exam administration consultant. The recommended consultant, Personal Touch Assessment (PTAssess), is a new company founded by a former employee of our current consultant, ProExam, who is very familiar with the InFRE program. Kevin evaluated proposals from four testing companies. After a thorough evaluation, PTAssess is recommended based on their knowledge of the CRC program, cost to deliver services and ability to make a smooth and seamless transition. Bill motioned to accept the recommendation of PTAssess as the new exam administration consultant, Donna seconded, motion passed unanimously.
2. Per the InFRE bylaws, each Board of Standards member may serve up to two terms of three years for each term. Tom and Bill's second term ended in December 2014 and therefore they will be going off the Board at this time. Kevin thanked Bill and Tom for their work and dedication to InFRE over the years while serving on both the Board of Governors and Board of Standards. To show appreciation, they will receive a plaque from InFRE.
3. Recommended new Board members are Dr. Lance Palmer and Sherry Keegan. Both have helped InFRE in the past with special projects and subcommittee participation. Barbara reviewed their qualifications prior to the meeting. Ron motioned for Board approval of Lance and Sherry as new Board of Standards members, Ray seconded, motion passed unanimously. Barbara appointed Lance to the recertification committee and Sherry to the disciplinary committee. Becky will be the new chair for the recertification committee.
4. As the current Co-chair, Barbara was nominated to become the new Chairperson and Ron was nominated to be the new Co-chair. Barbara and Ron left the call during the vote of confirmation. Becky motioned to confirm Barbara and Ron as the 2015 Chair and Co-Chair respectively, Donna seconded, motion passed unanimously.

### **Date of next scheduled call:**

A Doodle invite will be sent out the end of February to schedule our next call during the end of March.

### **Adjourned Meeting:**

Tom moved to adjourn, Bill seconded, motion passed unanimously.

Adjourned: 10:01 am CST