



Minutes

Certification Committee Meeting

Friday, May 15, 2020

Voting Members

Mark	Bettin	Chair
Ashley	Weekly	Vice Chair
Kurt	Monteiro	Vice Chair
Mark	Fly	Member
Nick	Armstrong	Member
Kimberly	Cowman	Member
Rachel	Stuckey	Member
Bassel	Anbari	Member
Suz Ann	Arroyo	Member
R. Lee	Millies	Member
Kevin	White	Member

Non-voting Members

Chandra	Sekhar	BOD Ex Officio
Farooq	Mehboob	Coordinating Officer (absent)
Tim	Kline	Certification Manager
Susan	Polite	Support Coordinator – Career Development

Guests

Byinna	Crowder
Zuru	Du
Scott	Hazlett
Nicole	Tucker

MOTIONS
Meeting of May 15, 2020

Motion 1: Adopt remote proctoring as an examination delivery mode.

PASSED: 10-0-0 CNV

ACTION ITEMS
Meeting of May 15, 2020

Action Item 1 (May 15, 2020): Staff to contract with PSI for remote proctoring services.

Action Item 2 (May 15, 2020): Certification Committee to finalize remote proctoring examination processes, including those related to candidate breaks and candidate use of scratch paper.

Action Item 3 (May 15, 2020): Certification Committee to evaluate additional analyses of examination data, including at the item level and statistical confidence interval.

1. **CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 9:30 a.m. A roll call was conducted.

2. **ASHRAE CODE OF ETHICS COMMITMENT**

Meeting participants were reminded the meeting would be conducted in accordance with the ASHRAE Code of Ethics Commitment.

3. **REMOTE PROCTORING**

The Certification Committee evaluated live Remote Proctoring as a possible exam delivery mode in light of the following ANSI/ISO 17024 accreditation considerations:

- A. 7.4 Security
- B. 9.3 Examination Process

It was moved by Ms. Cowman and seconded by Ms. Weekly that the Certification Committee:

Motion 1: Adopt remote proctoring as an examination delivery mode.

PASSED: 10-0-0 CNV

Action Item 1 (May 15, 2020): Staff to contract with PSI for remote proctoring services.

Action Item 2 (May 15, 2020): Certification Committee to finalize remote proctoring examination processes, including those related to candidate breaks and candidate use of scratch paper.

4. **EXAMINATION DATA**

The Certification Committee evaluated the results of an analysis of examination data.

Action Item 3 (May 15, 2020): Certification Committee to evaluate additional analyses of examination data, including at the item level and statistical confidence interval.

5. **ADJOURN**

Mr. Bettin adjourned the meeting at 11:30 a.m. (EDT).

Respectfully Submitted,

Tim Kline