



Minutes

Certification Committee Meeting

Thursday, May 21, 2020

Voting Members

Mark	Bettin	Chair
Ashley	Weekly	Vice Chair
Kurt	Monteiro	Vice Chair (absent)
Mark	Fly	Member (absent)
Nick	Armstrong	Member
Kimberly	Cowman	Member
Rachel	Stuckey	Member (absent)
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

MOTIONS
Meeting of May 21, 2020

Motion 1: Adopt the consent agenda, which includes approval of the April 17, 2020 and May 15 Meeting Minutes, completed action items, and 2019-20 MBOs as distributed.

PASSED: 7-0-0 CNV

Motion 2: Allow one (1) break up to five (5) minutes long during a remotely proctored examination.

PASSED: 7-0-0 CNV

Motion 3: Allow remotely proctored exam candidates to provide their own handheld, dry erase lapboard and dry erase marker for use as “scratch paper” during their exam.

PASSED: 7-0-0 CNV

ACTION ITEMS
Meeting of May 15, 2020

Action Item 1 (May 21, 2020): Staff to remove draft status and post the Committee's April 17, 2020 and May 15, 2020 minutes on the Committee's web page.

Action Item 2 (May 21, 2020): In advance of the June 9, 2020 meeting, Certification Committee Task Force consisting of Ms. Arroyo, Ms. Cowman and Ms. Weekly to slate nominees to serve on Exam Subcommittees for the 2020-23 term.

Action Item 3 (May 21, 2020): As a follow-up to MBO #9, Committee liaisons Mr. Armstrong, Ms. Cowman and Mr. Millies to follow up with select TCs and SSPCs to monitor progress and encourage them to continue working to identify and submit a proposal for a new certification program.

Action Item 4 (May 21, 2020): In support of Committee liaisons to select TCs and SSPCs, Mr. Kline to forward Certification Committee algorithm for evaluating a proposal for a new certification program.

Action Item 5 (May 21, 2020): Certification staff to ask PSI if it would be able to prevent remote proctoring candidates, who return from a break, from returning to previously answered items.

Action Item 6 (May 21, 2020): Certification staff to inquire if PSI would be able to divide a remotely proctored exam into two halves, provide a break between the two halves, and following the break not allow candidates to return to items answered in the first half of the exam.

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. **CONSENT AGENDA**

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

Motion 1: Adopt the consent agenda, which includes approval of the April 17, 2020 and May 15 Meeting Minutes, completed action items, and 2019-20 MBOs as distributed.

PASSED: 7-0-0 CNV

Action Item 1 (May 21, 2020): Staff to remove draft status and post the Committee's April 17, 2020 and May 15, 2020 minutes on the Committee's web page.

Action Item 2 (May 21, 2020): In advance of the June 9, 2020 meeting, Certification Committee Task Force consisting of Ms. Arroyo, Ms. Cowman and Ms. Weekly to slate nominees to serve on Exam Subcommittees for the 2020-23 term.

Action Item 3 (May 21, 2020): As a follow-up to MBO #9, Committee liaisons Mr. Armstrong, Ms. Cowman and Mr. Millies to follow up with select TCs and SSPCs to monitor progress and encourage them to continue working to identify and submit a proposal for a new certification program.

Action Item 4 (May 21, 2020): In support of Committee liaisons to select TCs and SSPCs, Mr. Kline to forward Certification Committee algorithm for evaluating a proposal for a new certification program.

4. **REMOTE PROCTORING EXAM ADMINISTRATION**

The Certification Committee evaluated remote proctoring exam administration rules in light of security, candidate perception and fairness considerations.

Action Item 5 (May 21, 2020): Certification staff to ask PSI if it would be able to prevent remote proctoring candidates, who return from a break, from returning to previously answered items.

Action Item 6 (May 21, 2020): Certification staff to inquire if PSI would be able to divide a remotely proctored exam into two halves, provide a break between the two halves, and following the break not allow candidates to return to items answered in the first half of the exam.

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

Motion 2: Allow one (1) break up to five (5) minutes long during a remotely proctored examination.

PASSED: 7-0-0 CNV

It was moved by Mr. Millies and seconded by Mr. Anbari that the Certification Committee:

Motion 3: Allow remotely proctored exam candidates to provide their own handheld, dry erase lapboard and dry erase marker for use as “scratch paper” during their exam.

PASSED: 7-0-0 CNV

5. **ADJOURN**

Mr. Bettin adjourned the meeting at 11:00 a.m. (EDT).

Respectfully Submitted,

Tim Kline