Those present were:

Co-Chairs:  
**Donna Mooney**, NC Board of Nursing  
**Rose McCool**, CO Department of Regulatory Agencies

Vice-Chair:  
**Jan Robinson**, College of Physiotherapists

Program Committee Members:  
**Sandy Greenberg**, Professional Examination Service  
**Budd Hetrick**, ID Bureau of Occupational Licenses  
**Bill Hogan**, Applied Measurement Professionals  
**Faye Lemon**, VA Department of Health Professions  
**Carol O’Byrne**, Pharmacy Examining Board of Canada  
**Mack Smith**, KS Board of Mortuary Arts  
**Deanna Williams**, ON College of Pharmacists

Program Subcommittee Members:  
**Bonnie Rhea Adams**, VA Department of Professional & Occupational Regulation  
**Terry Ausman**, Prometric  
**F. Jay Breyer**, The Chauncey Group International  
**Reed Castle**, Schroeder Measurement Technologies  
**Roberta Chinn**, HZ Assessments  
**Anne Coghlan**, College of Nurses of ON  
**Joe Cote**, National Association of State Boards of Nursing  
**Vivian Cousineau**, Office of the Superintendent of Bankruptcy  
**Ida Darragh**, North American Registry of Midwives  
**Clare Delaney**, CIEMS  
**Stephanie Dille**, Pearson VUE  
**Becky Dunn**, Embalmers & Funeral Directors, Podiatric Medicine, Office of Athletics  
**Denise Fandel**, National Athletic Trainers’ Association Board of Certification  
**Chuck Friedman**, ACT  
**Tom Gottlieb**, VERSA Systems  
**Jerry Griffin**, MO Board of Embalmers and Funeral Directors  
**Kristin Hellquist**, National Council of State Boards of Nursing  
**Norman Hertz**, HZ Assessments  
**Shelby Keiser**, Keiser Consulting  
**Jeff Kenney**, National Council for Interior Design Qualification  
**Paul King**, Professional Examination Service  
**Terry Klamet**, MO Board of Podiatric Medicine  
**Claus Lang**, Professional Credential Service  
**Kathy LeCroix**, Board of Heating and Air Conditioning Contractors  
**Casey Marks**, National Council of State Boards of Nursing  
**David Montgomery**, NE Department of Health & Human Services  
**Carol Morrison**, National Board of Medical Examiners  
**Paul Naylor**, Psychometric Consultant
Co-Chairs Rose McCool and Donna Mooney called the meeting to order and asked those present to introduce themselves and state with which subcommittee they are involved. A welcome was extended to new members. Donna Mooney briefly summarized that the work of the subcommittees today will progress into development of a full conference program by the end of the mid-year meetings.

**Conference Theme**
Donna Mooney stated this year’s theme: “21st Century Regulation: ‘Show Me’ What Works.” On the proposal form, submitters were asked to indicate how their proposal fits the theme.

**Guidelines for Sessions**
Donna Mooney offered some guidelines for the subcommittees as they review the proposals. In addition to looking at the theme, reviewers should look for sessions that introduce new ideas. Reviewers should also consider what sessions have been successful in the past. The review of sessions should be coordinated with the other tracks in case a proposal fits more closely with another track. Reviewers should also be aware that acceptance of a session does not guarantee acceptance of the proposed speakers, and some sessions might be combined into a collaborative session.

Donna Mooney asked that tracks assign the desired timeslot to each accepted session. Tracks should also propose three alternate sessions. Early-bird sessions can be proposed by the tracks. If a group plans to continue or propose a roundtable session, they should also propose a timeslot. Roundtables were clarified as discussion sessions for networking and the exchange of ideas; any track can propose a roundtable.

**Timeline**
Donna Mooney offered a review of the timeline included in the Program materials. She stressed the importance of adhering to the timeline, confirming speakers, and getting that information to staff so that the flyer and marketing materials can go out in a timely manner. She also suggested that session descriptions be intriguing to better market the conference and the organization as a whole.

**Plenary Speakers**
Co-Chairs Rose McCool and Donna Mooney reported that they have discussed ideas for plenary session speakers. They have contacted Julianne Fellmeth with the Center for Public Interest Law at the University of San Diego who has spoken for the Citizen Advocacy Center on “Effective Disciplinary Programs.” They have suggested a plenary session dealing with leadership versus management and a humorist for the closing session. The International Relations Subcommittee has recommended a speaker on globalization.
Subcommittee Meetings
Chairs and Vice-Chairs for the individual tracks were identified to the group, and the meeting broke out into Subcommittee meetings.

Respectfully submitted,

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Stephanie Thompson, CLEAR
Draft Minutes
CLEAR Program & Subcommittee Chairs and Vice-Chairs
New Orleans, Louisiana
January 9, 2004

Those present were:

Co-Chairs: Donna Mooney, NC Board of Nursing
           Rose McCool, CO Department of Regulatory Agencies

Vice-Chair: Jan Robinson, College of Physiotherapists

Program Committee
Members: Sandy Greenberg, Professional Examination Service
        Budd Hetrick, ID Bureau of Occupational Licenses
        Bill Hogan, Applied Measurement Professionals
        Donna Kline, Institute of Chartered Accountants of Alberta
        Faye Lemon, VA Department of Health Professions
        Carol O’Byrne, Pharmacy Examining Board of Canada
        Mack Smith, KS Board of Mortuary Arts
        Deanna Williams, ON College of Pharmacists

Program Subcommittee
Members: Bonnie Rhea Adams, VA Department of Professional & Occupational Regulation
         Jayne Bunn, DHHS, DFS, Health Care Personnel Registry
         Clare Delaney, CIEMS
         Kristin Hellquist, National Council of State Boards of Nursing
         David Montgomery, NE Department of Health & Human Services
         Kate Nosbisch, VA Board of Medicine
         Linda Waters, The Chauncey Group International

Staff: Stephanie Thompson, CLEAR staff

The Subcommittees reported that their meetings had gone well. Sessions approved by the Subcommittees
were presented as follows.

Pre-Conference Workshops
The Credentialing & Examination Issues track put forward two pre-conference workshops to be held on
Thursday, September 30 from 8:00 a.m. to 11:00 a.m. One will be a general-level session, “Show Me the
Validity.” The other will be an advanced-level session, “Show Me How to Get Past MCQs,” dealing with
non-traditional assessments. The Committee proposed that these sessions have a registration fee similar
to the pre-conference workshop last year.

Policy & Administration
The Policy & Administration track proposed the following sessions:
Broadcasting Live: Really Open Your Board Meetings, Thursday, September 30, 2:30 – 3:30
Commitment to Ongoing Excellence: Evidence-Based Regulation, Thursday, September 30, 4:00 – 5:00
Economic Impact: Immigration Policy and the Role of the Regulator, Friday, October 1, 10:30 – 12:00
Improving Quality: Regulation Vs. Error Reduction – Can We Coexist?, Friday, October 1, 1:30 – 3:00
Show Me What Works to Change the Way We’ve Always Done It, Friday, October 1, 3:30 – 5:00
Effective Use of Limited Resources, Saturday, October 2, 8:30 – 10:00
How Inclusive Is your Website for Individuals with Special Needs?, Saturday, October 2, 10:30 – 11:30
Regulatory Models Explained: Mexico, Friday, October 1 early bird, 7:30 – 8:30

The track listed the following alternate sessions:
NPDB–HIPDB Protecting the Public – A case study
Weathering the Storm: Emergency Preparedness in Action
Conflicts of Pre-emption: National vs. Local

**Credentialing & Examination Issues**
The Credentialing & Examination Issues track reviewed proposals based on the following criteria: importance of topic, novelty, international appeal, and balance/level of expertise. They proposed the following sessions:
Ten Year Review of CBT, Thursday, September 30, 2:30 – 3:30
When Certification Replaces Licensure: Show Me Accreditation, Thursday, September 30, 4:00 – 5:00
Making the Right Match: Determining Effective Accommodations for Examinees Without Jeopardizing Your Exam, Friday, October 1, 10:30 – 12:00
Show Me What Globalization Means for Credentialing Programs, Friday, October 1, 1:30 – 3:00
Alternate Tracks to Licensure, Friday, October 1, 3:30 – 5:00
Test Piracy and Security in a Wired World, Saturday, October 2, 8:30 – 10:00
You’ve Been Shown: Now It’s Your Turn to ASK! Questions About Testing, Saturday, October 2, 10:30 - 11:30
Show Me an Evidential Approach to Assessment Design, Friday, October 1 early bird 7:30 – 8:30
The Case of the Repeating Licensure Examination Candidate: Psychometric, Legal and Policy Issues Saturday, October 2 early bird, 7:30 – 8:30

The track listed the following alternate sessions:
Evaluating CBT Software (advanced-level)
Reviewing Vendor Performance (general-level)

**Professional Discipline**
The Professional Discipline track proposed the following sessions:
Putting Your Best Foot Forward: Intake Solutions to Wipe Out Your Backlog, Thursday, September 30, 2:30 – 3:30
Generational Issues and How They Affect the Disciplinary Process, Thursday, September 30, 4:00 – 5:00
To Err Is Human – What Do We Do Now?, Friday, October 1, 10:30 – 12:00
Eliminating Anecdotal Based Sanctions: An Empirical Approach, Friday, October 1, 1:30 – 3:00
Witness Credibility: Dream or Nightmare, Friday, October 1, 3:30 – 5:00
Regulation in the 21\textsuperscript{st} Century: “Virtually” Untouched, Saturday, October 2, 8:30 – 10:00
Proactive Public Protection – Risk Based Approach, Saturday, October 2, 10:30 – 11:30

The track listed the following alternate sessions:
Sexual Misconduct
Pain Management and Board Enforcement
Supervision for State Regulatory Concerns

**Plenary Sessions**
The Program Committee leadership proposes Julianne Fellmeth as the Opening speaker. Rose McCool will follow-up. For the general session speaker, Jan Robinson will follow-up on a speaker about globalization. For the Closing session, Donna Mooney will follow-up on a humorist. An alternate topic for a plenary session is leadership versus management.
Next Steps

Each track will send to staff a write-up of the proposed sessions as soon as possible. The Program Committee will schedule a conference call as soon as possible after receiving information from all tracks in order to finalize approval of the program.

A thank-you letter will be sent to all submitters. For those whose session was accepted (individually or combined), they will be informed that the review committees try to take ideas from every proposal and that the final session may or may not be exactly as proposed. The coordinators will then be notified. For those whose session was not accepted, they will be informed that it was not possible to include their proposal this year but they are encouraged to submit again next year. A draft of the “non-acceptance” letters will be sent to the track chairs to offer personalized reasons why the session was not accepted, if applicable.

The Committee agreed that a Power Point template should be used again this year. Several members stressed the importance of having handouts, and enough of them, for the attendees (many evaluations commented on this last year). The Committee agreed that it will be the coordinators’ responsibility to stress the importance of handouts to the speakers and give them a suggestion of the number to bring. Coordinators will also be responsible for collecting all presentations on one Power Point to be placed on the CLEAR website. Speakers will be asked to include a bibliography with their presentation.

Respectfully submitted,

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Stephanie Thompson, CLEAR