Chair George Gray, ACT called the meeting to order at 1:05 PM, Pacific Time and thanked everyone for their work over the past year. He noted that many of the items on the agenda have been completed and included for informational purposes. George Gray also thanked Kara Schmitt for being present to work on the revisions to Demystifying during the second scheduled hour of today’s ERAC meeting.

Approval of agenda
Steve Nettles moved to approve the agenda as presented and Ron Rodgers seconded the motion. The motion passed.

Approval of Minutes from May 2, 2012 Meeting
It was noted to add Chuck Friedman to the list of attendees. Chuck Friedman moved to approve the minutes as and Ron Rodgers seconded the motion. The motion passed.

Review of committee charter, CLEAR organizational plans and statement of direction
The committee reviewed these documents with no further comment.
Identify at least three trends/hot topics in measurement and testing for use by CLEAR’s committees and the Board of Directors in planning conferences, webinars, publications and other offerings
The committee noted that this item was completed in January 2012 and passed on to the Board of Directors.

Liaise with the International Relations Committee to identify at least ten international organizations/companies CLEAR should approach about authoring Resource Briefs
The committee noted that this item was completed in January 2012 and passed on to the Board of Directors.

Explore the value of offering webinars on topics recently published in CLEAR Exam Review, to encourage dialog around topics of interest and further raise the profile of the organization
Staff has reached out to Ben Mannes, Cynthia Parshall and Christine Harmes about potential webinars. As soon as dates are identified by presenters, the offerings will be added to the calendar. Chuck Friedman is following up with Allison McDonald of Alberta on a webinar that would be based on the 2011 conference session she presented, but Allison currently is unavailable. John Pugsley noted that Anthony Marini gave a good presentation on continuing competence and that he will send Anthony’s information on to Stephanie. John would suggest innovative methods and prior learning assessment as potential topics.

Author a publication, or commentary, on the latest revisions to the Joint Standards, with a particular focus on the implications for regulatory agencies and organizations
Ron Rodgers shared that he spoke with the APA staff director and the next edition of the Joint Standards won’t be ready for review for organizations like CLEAR until the middle of next year. The process continues to proceed slowly.

Staff report
Jodie Markey reported that the Board Member Training module on Assessing Competence was included in the meeting packet for committee reference. George Gray said that there were certain aspects of introduction in that module that could be used to include more info about exams in the new Demystifying document.

Jodie Markey reported that the revised FAQ project is posted online and the project is now complete. ERAC has authorship of the FAQs and as such, the information can be edited by future committees. Chuck Friedman stated that the new page is more user friendly. The committee will consider a FAQ review and potential new areas in future meetings. The committee also requested that the new page be posted in CLEAR News. Stacy Lawson asked about tracking usage of the resource, but that functionality is currently not available on the CLEAR website. Cynthia Woodley suggested that the committee look at revising past monographs from ERAC since some are ten years old and outdated. The committee will consider this as a potential item for next year.

Other Business
The committee was updated on outstanding publications. Alison has been asked to contribute to CER. Grady Barnhill reported that Tom Langenfeld is unable to contribute to a publication on standard setting at this time. Steve Nettles reported that he has a first draft of his document and Larry Fabrey will review soon. The document will be available for committee review later this fall.
Ron Rodgers and Chuck Friedman submitted their piece on Impersonation, which had been reviewed by the committee previously. The updated version has been provided to the committee for approval. Ron Rodgers noted that he will correct fingerprinting to be one word in the third bullet point. John Pugsley moved to accept the piece as revised with a second from Elizabeth Witt. The motion passed and the piece will be provided to the Board.

George Gray reported that the second half of today’s meeting would be focused on the revisions to the Demystifying document by Kara Schmitt. Kara stated that she would like to include information on trends and the future of examinations. John Pugsley said that performance based examinations issues should be included in the document along with information on examination administration issues and costs for changes. Chuck Friedman suggested that the document might look at current state of testing, so it won’t be outdated as soon as it is rereleased. Kara said that the document should be an easy read for those who are new to the field. Kara will use the ERAC FAQ on OSKE’s as well. It was noted that the US is deregulating while other countries are getting stronger regulations, so all country trends need to be considered and an international focus needs to be considered to cover CLEAR’s Canadian and European constituents. Since the audience of Demystifying is primarily Board members, Leanne Worsfold noted that Board members tend to focus on cutoff score versus content, so that issue should be addressed. Steve Nettles said that the document can present items that go into the exam process, but not necessarily explain how to do it. Linda Waters noted that the committee already developed an exams 101 type of resource and she suggested using that as a starting point for Demystifying.

Sandy Greenberg moved to adjourn the meeting and Paul Naylor seconded the motion. The meeting adjourned at 1:57 PM, Pacific Time.

Respectfully submitted,

Jodie Butler Markey
Actions of the CLEAR Examination Resources and Advisory Committee
taken during its
September 5th, 2012 meeting

1. Approved Impersonation piece by Chuck Friedman and Ron Rodgers.
2. Provided content suggestions for the Demystifying revisions.
Task list resulting from the
September 5\textsuperscript{th}, 2012 meeting of the
CLEAR Examination Resources and Advisory Committee

1. Continue to follow up with potential webinar presenters.
2. Consider reviewing FAQs and past monographs at a future committee meeting.
3. Send Ron & Chuck’s approved piece on impersonation to the CLEAR Board of Directors.