

NAIT Board of Certification Agenda
October 24, 2007
Panama City Beach, FL
Edgewater Beach Resort
2:00 p.m. – 5:00 p.m.

Present:

1. Dr. Dennis Field (Chair)
2. Dr. Richard Phillips (CCTI Division, Region 1)
3. Dr. Harry Orr (CCTI Representative, Region 5)
4. Dr. Mark Miller (Lay Public Representative 2)
5. Mr. Ed Christy (Industry Division, Region 5)
6. Mr. Sergio Sgro (Student Division)
7. Dr. Howard Nelson (UNIV Division, Region 5)
8. Mr. Rick Coscarelli (NAIT Executive Director, Guest)
9. Dr. David Williams (Chair of the Board of Accreditation, Guest)

Absent:

1. Dr. Linda Nelson (University Division, Region 6)
2. Mr. Paul Kinsey (CCTI Division, Region 6)
3. Mr. Dave Monforton (Certification Officer)
4. Mr. Stephen Dunn (Industry Division, Region 3)
5. Dr. Farzin Heidari (University Division, Region 4)

Welcome

Distribute minutes of previous meeting

Minutes of the Previous Meeting:

Motion by Orr: *Approve the minutes of the Board of Certification meeting from Cleveland, OH. Seconded by Phillips. Motion carried.*

Unfinished Business:

1. Field updated the Board on the results of the exam administration over the last year. The PowerPoint presentation covering most of the information is attached.
2. Reviewed the list of three-year goals, action items, and milestones.
 - Increase to at least 25, the number of programs using the exam ***routinely*** as an assessment tool.
 - Miller had a question about the definition of “routinely.”
 - Routinely, as defined during the 2006 Board of Certification meeting, means that the exam has been administered multiple times to at least five examinees at a time, with plans to continue using the exam as evidenced by a satisfaction survey.
 - A satisfaction survey has not yet been administered.
 - 11 currently meet the “numbers” requirements.
 - Increase by at least 10%, the number of certified individuals.
 - There was an approximate 9% drop in the number of certified individuals between June 2006 (342) and June 2007 (313)

- Complete and make available a hardcopy study guide that includes lists of reference books, content coverage, at least 10 sample exam questions in each content area, and a discussion of the types of things that successful examinees are expected to know.
 - Online
 - Double the number of items in the item bank. Sub-goals involve identifying content area experts within one year who are willing to assist the Board; increasing the item bank by 40 items within two years; and increasing the item bank by 160 items within three years.
 - Incomplete
 - The suggestion was again made to ask the divisions to head up this effort
 - Generate two specialty exams complete through pretest activities—one in Drafting/CAD, and the other in Manufacturing Technology.
 - Miller has submitted a draft exam for Manufacturing Technology
 - Sgro has submitted a draft exam for Drafting/CAD
 - Durivage has submitted a draft exam for diesel technologies
 - Complete a policy development manual for the Board of Certification, including sections on question review/replacement and policy updates.
 - Incomplete
 - Beta test on-line examination administration with at least one NAIT program
 - Complete
 - Multiple programs have gone through an on-line administration.
3. There was a question regarding the number of people that have requested the study guide. Monforton will need to answer this question.
 4. At approximately 2:30 p.m., Coscarelli stopped by to provide some information concerning the on-line exam, and request that the Board address a proposal by his office to implement a flat rate pricing structure for the exam.
 - Copies of proctor directions for the on-line exam were passed out
 - It was noted that there were some problems with on-line exams being taken using Macintosh computers.
 - There was a question to Coscarelli regarding the “hit rate” on application requests for the CIT
 - Miller will e-mail Coscarelli requesting information
 - Coscarelli handed out copies of the proposal for flat-rate pricing for the certification exam
 - **Motion by Phillips to adopt the flat-rate pricing proposed by the NAIT Executive Board. Seconded by Miller. Motion carried.**
 - Note: The question was raised (without altering the proposal) as to why there is a penalty for ordering 11 or 12 exams (\$20 pricing per exam for up to 10 exams, then a flat rate of \$250 for 11 to 25 exams). The Board may re-examine this issue at a later time.
 5. Dr. David Williams stopped by to advise the Board of Certification regarding discussions that had taken place during a Board of Accreditation meeting:
 - John Wright and Kim Travers spoke to the Accreditation Board expressing concern that there is a disconnect between the Board of Certification and the Board of Accreditation. Wright’s concern was that individuals could graduate

from a NAIT-accredited program, and still not be able to pass the certification exam.

- While the Board of Accreditation recognizes this as an issue, Dr. Williams stated they “can’t go back to square one.” There is too much past and pending work built upon the current base. The Board of Accreditation is already looking at graduate programs and international programs.
 - John Sutton has been asked to look at standards and accreditation
 - Field discussed the use of item banks and specialty exams to address some of the variability among programs
 - The Board of Certification discussed the core content concept that has been raised again
 - Questions were raised about whether NAIT is a catch-all for accrediting programs that don’t fall under the guidelines of ABET or AACSB and what the boundaries are among the three accrediting agencies.
 - In order for AACSB to have jurisdiction over "management" programs, the program must consist of at least 25% traditional management course (i.e., finance, accounting, etc.). Typically this is not a problem with NAIT and programs accredited by NAIT, however ABET is beginning to accredit Industrial Management programs that otherwise would have looked to NAIT for accreditation.
 - The question was raised about whether the Board of Certification and Board of Accreditation should have members sitting on each other’s Board
6. Sgro passed out copies of the draft exam for Drafting/CAD
- The suggestion was made to change the title to Technical Graphics from Drafting/CAD

Motion by Phillips to limit discussion to 15 minutes per question in order to be able to cover all the topics in front of the Board. Seconded by Christy. Motion carried.

Motion by Sgro to adjourn. Seconded by Orr. Motion carried. The meeting was adjourned at 5:15 p.m.

Note: Field’s term as Chair of the Board of Certification concluded at the end of this meeting. Dr. Mark Miller is the new Chair.