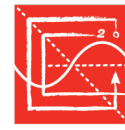


Summary of 2022–23 NCEES committee and task force charges with resulting motions and recommendations



NCEES

advancing licensure for
engineers and surveyors

<p>Advisory Committee on Council Activities (ACCA) ACCA makes recommendations on policy issues that are not assigned to another standing committee or that involve several committees. It also reviews the NCEES <i>Manual of Policy and Position Statements</i> and recommends needed revisions.</p>		
<p>ACCA Charge 1 Accomplish all recurring committee activities: Review all administrative policies, professional policies, and position statements in the <i>Manual of Policy and Position Statements</i>. Determine if each policy and position statement remains relevant and whether any are covered in other NCEES manuals. Propose revisions as necessary.</p>		
<p>ACCA Charge 2 Consider recommending that a Special Committee on Bylaws amend <i>Bylaws</i> Section 3.021 to automatically designate member board administrators associate members.</p>	<p>ACCA Motion 1</p>	
<p>ACCA Charge 3 Consider recommending that a Special Committee on Bylaws amend <i>Bylaws</i> Section 4.05 to allow members of the board of directors to run for president-elect if their term on their state board expired after election to their position instead of during their term as NCEES treasurer or vice president.</p>	<p>ACCA Motion 2</p>	
<p>ACCA Charge 4 Review proposed revisions to <i>Model Law</i> 130.10 B and C as presented by the Western Zone and discussed by the Council at the 2022 annual meeting. Propose amendments to the Committee on Uniform Procedures and Legislative Guidelines, if appropriate, to modify the requirements for licensure by comity for a professional engineer or a professional surveyor.</p>		
<p>ACCA Charge 5 Review Bylaws Section 4.04 Elections and Terms of Office and consider if the President's term should be two years instead of one.</p>		

Committee on Education

The Education Committee serves in an advisory role for education issues related to ABET, requirements prior to initial licensure, continuing professional competency, and foreign degree or unaccredited program evaluation.

Education Charge 1

Accomplish all recurring committee activities:

- Review the NCEES *Engineering Education Standard* and *Surveying Education Standard*. Propose revisions as necessary.
- Review the *Continuing Professional Competency Guidelines*. Propose revisions as necessary.

1 Recommendation**Education Charge 2**

Review the NCEES Surveying Education Award program and judging rubric. Propose modifications as necessary.

Education Motion 1**Education Charge 3**

Review the NCEES Engineering Education Award program and evaluation criteria. Consider opening the competition to programs accredited by the Engineering Technology Accreditation Commission of ABET. Solicit input from American Society for Engineering Education. Propose modifications as necessary.

Education Charge 4

Perform a complete review of the NCEES white paper *Benefits of a Four-Year Degree Requirement for Surveying Licensure*. Work with the Committee on Examinations for Professional Surveyors. Propose revisions as necessary to the board of directors.

Education Charge 5

Review the NCEES Continuing Professional Competency Standard to determine if it should include a certain number of professional development hours in technical content. Propose revisions as necessary.

Education Motions 2–3

Committee on Examination Policy and Procedures (EPP)

EPP reviews the effectiveness of the NCEES exam process and recommends revisions to exam policies and procedures.

EPP Charge 1

Accomplish all recurring committee activities:

- Review all examination development policies and examination administration policies in the *Manual of Policy and Position Statements* for redundancy and clarity. Recommend revisions as appropriate.
- Review exam volumes regarding Exam Development Policy (EDP) 7 and provide recommendations to the board of directors.
- Review the *NCEES Examinee Guide* for content and effectiveness.

EPP Motions 1–2, 7–9**EPP Charge 2**

Review EDP 4–7 regarding methodology of requesting new exams and develop a comprehensive policy covering the process from start to finish.

EPP Motions 3–6**EPP Charge 3**

Review EAP 8 to consider removing the five-year requirement to complete all parts of the PE Structural examination. Also, review the policy regarding the definition of components versus sections of the PE Structural. Propose revisions as necessary.

EPP Motion 10

Committee on Examinations for Professional Engineers (EPE)

EPE oversees the development and scoring of the FE and PE exams. It reviews item performance, monitors the training of exam development volunteers, and recommends changes to exam policies and procedures.

EPE Charge 1

Accomplish all recurring committee activities:

- **Oversee the development and maintenance of necessary exam items for future Fundamentals of Engineering (FE) and Principles and Practice of Engineering (PE) examinations in accordance with current exam development policies, to include monitoring the preparation and submission of all examinations in a timely manner as set forth by NCEES guidelines.**
- **Conduct professional activities and knowledge studies as appropriate to update exam specifications.**
- **Review the Committee on Examination Audit recommendations and ensure implementation of any changes approved by the board of directors.**
- **Monitor training of the exam development subcommittee members to ensure that they understand the concepts of scaling, equating, setting cut scores, and constructing examinations.**
- **Annually review exam development committee member data. Compare them with benchmarks as established by the Committee on Examinations for Professional Engineers as part of the NCEES Exam Development Volunteer Diversity Monitoring plan.**
 - **Annually review progress on data collection from target populations.**
 - **Conduct a review of the NCEES Exam Development Volunteer Diversity Monitoring plan on a periodic basis. The time between reviews shall not exceed six years.**
 - **Establish exam development committee membership benchmarks. Review and modify them as needed every five calendar years, in years that end in zero or five (e.g., 2025, 2030, 2035).**
- **Review the exam development procedures and recommend revisions as necessary to NCEES staff.**
- **Ensure appropriate use of codes and standards for examinations.**

2 Recommendations

<p>EPE Charge 2</p> <p>Review the 2005–06 Cut Score Task Force report that defines knowledge levels (basic, fundamental, and working) regarding specification areas. Work with Pearson VUE to update the terminology and process to use during cut-score/standard-setting procedures.</p>		<p>1 Recommendation</p>
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Committee on Examinations for Professional Surveyors (EPS)

EPS oversees the development and scoring of the FS and PS exams. It reviews item performance, monitors the training of exam development volunteers, and recommends changes to exam policies and procedures.

EPS Charge 1

Accomplish all recurring committee activities:

- Oversee the development and maintenance of necessary exam items for future Fundamentals of Surveying (FS) and Principles and Practice of Surveying (PS) examinations in accordance with existing exam development policies.
- Review and evaluate exam administrations for conformity of results; prepare, review, and refine future examinations.
- Review the pass rates and item performance for recent exam administrations.
- Review the Committee on Examination Audit recommendations and implement any changes approved by the board of directors.

EPS Charge 2

Review the results (final report and specifications) of the completed professional activities and knowledge study (PAKS) for the PS examination:

- Recommend what, if any, PS divisional examinations are feasible as a result of the PS PAKS.
- Work with NCEES staff to determine the cost of the proposed divisional examination(s) and report it to the Committee on Finances so that the committee can determine the associated exam fee.

EPS Motion 1

EPS Charge 3

Work with the Committee on Education to review and revise, if necessary, the NCEES white paper *Benefits of a Four-Year Degree Requirement for Surveying Licensure*.

1 Recommendation

Committee on Finances

This committee studies the finances of NCEES and makes fiscal recommendations to leadership. It works with NCEES leadership to recommend an income and expense budget each year.

Finance Charge 1

Accomplish all recurring committee activities:

- Review the results of the 2021–22 financial audit and the current financial condition of the Council.
- Recommend a 2023–24 budget for the board of directors to approve before it is presented to the Council for final approval at the annual meeting.
- Study the financial needs of the Council, recommend sources of income and ways and means of securing adequate funds for the proper operation of the Council, assist the board of directors in assessing the financial year's budget performance, and report these findings to the Council.
- Review all financial policies. Determine if all are necessary or if changes are needed. Propose revisions as necessary.

Finance Motions 1–2**Finance Charge 2**

Review all reserve amounts contained in Financial Policy 1C. Propose revisions as necessary.

Finance Motion 3**Finance Charge 3**

Continue to monitor the revenue and cost trends throughout the transition of all examinations to computer-based testing, monitoring both exam volumes and exam recovery rates.

Finance Charge 4

Continue to work with the Committee on Examinations for Professional Surveyors, providing any necessary financial information if and when the Principles and Practice of Surveying examination transitions to a multidivisional examination.

Finance Motion 4**Finance Charge 5**

Using the building assessment tool, develop a capital outlay schedule/timeline for the NCEES headquarters building.

Committee on Law Enforcement

This committee promotes greater uniformity and cooperation among member boards in the enforcement of licensure laws. It also maintains the NCEES *Investigation and Enforcement Guidelines* and *Investigative Training Manual*, best practice manuals for member boards to use in enforcement activities and training.

Law Enforcement Charge 1

Accomplish all recurring committee activities:

- Review the 2022 Law Enforcement Program. Organize similar activities for the 2023 annual meeting.
- Submit articles for inclusion in *Licensure Exchange* related to law enforcement issues.
- Review the *Investigation and Enforcement Guidelines*. Revise as appropriate.
- Review the *Enforcement Exchange Instruction Manual*. Revise as appropriate.

Law Enforcement Charge 2

Consider removing the Law Enforcement Program from the annual meeting and replacing it with a funded meeting at NCEES headquarters.

Law Enforcement Motion 1

Law Enforcement Charge 3

Develop topics and/or presentations for three webinars or virtual meetings throughout the 2022–23 fiscal year.

Law Enforcement Charge 4

Review the Idaho rule on expungement of records and how it impacts NCEES Records and Enforcement Exchange. Make recommendations to the board of directors.

1 Recommendation

Law Enforcement Charge 5

Review the *Investigation and Enforcement Guidelines* Chapter 7; revise as appropriate based on changes to Exam Administration Policy 8.

Law Enforcement Charge 6

Review the *Investigation and Enforcement Guidelines* Appendix N; revise as appropriate.

Law Enforcement Charge 7

Develop guidelines for responsible charge and supervision. Determine if the guidelines should be included in the *Investigation and Enforcement Guidelines*, as a white paper, in the *Model Law* or *Model Rules*, and/or during one of the committee's virtual webinars/forums.

<p>Law Enforcement Charge 8 Review the following guidelines and revise as appropriate:</p> <ul style="list-style-type: none"> • Applications and information on criminal convictions/disciplinary action • Evaluating an applicant's criminal history • Investigating and evaluating disciplinary actions • Investigating professional engineers and surveyors practicing outside area of competence • Law Enforcement position paper on Enforcement Exchange. 		
<p>Law Enforcement Charge 9 Review the feasibility of developing and publishing an annual statistical report that shows the following:</p> <ul style="list-style-type: none"> • Number and types of violations reported by each member board • Five- or ten-year trends • Other data as appropriate 		
<p>Law Enforcement Charge 10 Determine the feasibility of obtaining legislative and individual reporting requirements for each member board. Determine the best way to collect the data and develop a template for showing the information for possible distribution to member boards.</p>		<p>1 Recommendation</p>

Committee on Member Board Administrators

This committee is responsible for organizing the conference of member board administrators (MBAs) at the NCEES annual meeting and zone interim meetings. The committee also facilitates cooperation between MBAs and assists with any member board efforts to address licensure processes and practices.

MBA Charge 1

Accomplish all recurring committee activities:

- Mentor new member board administrators (MBAs). Review the new-MBA orientation process.
- Coordinate, develop agendas for, and provide leaders for all MBA meetings (annual meeting, MBA meetings, and zone meetings).
- Submit articles for inclusion in *Licensure Exchange*.
- Assist NCEES staff in developing programs for in-person MBA meetings as well as virtual webinars.

MBA Charge 2

Review the NCEES white paper *Member Immunity from Liability for Action Taken or Omission in the Discharge of NCEES Member Board Responsibilities* and propose revisions as necessary. Present the proposed revisions to the board of directors.

1 Recommendation

MBA Charge 3

Review issues related to the threats to public protection, including the following:

- Continuing professional competency requirements
- Use of the Records program
- Exam approval process
- License verifications
- Suggest ways to improve processes in issuing licenses and renewals in a more timely and efficient manner.

MBA Charge 4

Consider if the Records system should be modified to include a badge or designation for non-Model Law Engineer/non-Model Law Surveyor applicants that meet the examination and progressive experience requirements and meet the appropriate NCEES Education Standard. Make recommendations as necessary.

Committee on Uniform Procedures and Legislative Guidelines (UPLG)

UPLG looks for ways to strengthen the licensure process by proposing changes to the *Model Law* and *Model Rules*, the documents that provide member licensing boards with a model for their own practice laws to regulate the engineering and surveying professions.

<p>UPLG Charge 1 Review revisions to <i>Model Rules</i> 240.30 H as recommended by the 2021–22 Committee on Education and propose amendments as appropriate to align with <i>Model Law</i> language.</p>	<p>UPLG Motion 27</p>	
<p>UPLG Charge 2 Review revisions to <i>Model Law</i> 110.20 O as presented by the Committee on Law Enforcement and approved by the Council at the 2022 annual meeting. Propose amendments as appropriate to clarify “disciplinary action.”</p>	<p>UPLG Motion 8</p>	
<p>UPLG Charge 3 Review revisions to <i>Model Law</i> 130.10 C as presented by the Committee on Examinations for Professional Surveyors and approved by the Council at the 2022 annual meeting. Propose amendments as appropriate to decouple experience from admittance to the Principles and Practice of Surveying examination.</p>	<p>UPLG Motion 13</p>	
<p>UPLG Charge 4 Research the issue of the commissioning of engineering systems’ removal from the <i>Model Law</i> definition of engineering and recommend whether it should be included. Propose amendments as necessary.</p>	<p>UPLG Motion 4</p>	
<p>UPLG Charge 5 Conduct a comprehensive review of the <i>Model Law</i> and <i>Model Rules</i>, with the view of possible revision, and propose amendments as appropriate. Consider models from the Federation of Associations of Regulatory Boards and the National Council of Architectural Registration Boards.</p>	<p>UPLG Motions 1–3, 5–7, 9–12, 14–26</p>	<p>7 Recommendations</p>

Engineering Licensure Model Task Force

This task force is reviewing the current NCEES engineering licensure model to determine whether it is adequate or if NCEES should explore a more comprehensive model.

ELMTF Charge 1

Review the current NCEES engineering licensure model: graduating from an engineering program accredited by the Engineering Accreditation Commission of ABET, passing the Fundamentals of Engineering and Principles and Practice of Engineering examinations, and earning four years of progressive experience. Determine if a discipline-specific pathway(s) needs to be established to further enhance the current model by considering the following:

- Developing a rubric to track and identify key skills and competencies from graduation to first license
- Laying out a specific strategy to build a new licensure model
- Developing a framework for standing committees and key stakeholders to work with in future years.

ELMTF Motion 1

1 Recommendation

Special Committee on Bylaws

The Bylaws Committee is convened as needed to propose changes to the NCEES *Bylaws*.

Bylaws Charge 1 Review the current <i>Bylaws</i> with consideration of parliamentary comments / guidance and develop recommendations for discussion by the board of directors and the Council at the August 2023 annual meeting.		25 Recommendations
Bylaws Charge 2 Review revisions to <i>Bylaws</i> 4.05 as presented by the Advisory Committee on Council Activities (ACCA) and approved by the Council at the 2022 annual meeting. Propose an amendment to clarify eligibility of members of the board of directors to run for President-elect and to modify the qualifications to be President-elect or Zone Vice President to include public members as eligible to serve in that capacity.	Bylaws Motion 1	1 Recommendation
Bylaws Charge 3 Propose amendments as necessary to remove “Treasurer” from the “Secretary-Treasurer” zone officer title throughout the <i>Bylaws</i> .	Bylaws Motions 2–4	2 Recommendations