

MINUTES
NBPME MID-WINTER BOARD MEETING
March 19, 2016
Washington, D.C.

CALL TO ORDER

President Haber called the meeting to order at 8:30 a.m. The following board members, liaison representatives, FPMB staff, NBOME staff, Prometric staff, AACPM staff, APMSA President and staff were present:

Dr. Jonathan Haber	Mori North (Staff, AACPM)
Dr. Judy Beto	Dr. Kathleen Pyatak-Hugar
Dr. Gregory Davies	Dr. Roland Ramdass
Dr. Jaime Escalona	Jennifer Romero (Staff, Prometric)
Dr. Robert Eckles	Dr. Vivian Rodes
Dr. Denise Freeman (COF Liaison)	Dr. Sanjay Sesodia (COF Liaison)
Christopher Girgis (APMSA Liaison)	Kerry Simm (Consultant)
Dr. Mary Jones Johnson	Dr. Alyssa Stephenson
Dr. Michael Lapan	Russell Stoner (Staff, FPMB)
Arti Kumar (APMSA President)	Stephen Williams (Staff, Prometric)
Julie Kernan (Staff, Prometric)	Phil Park (Staff)
Amy Lorion (Staff, NBOME)	Ellen Veruete (Staff)

Drs. Kirk Contento and Jeffrey Page (AACPM Liaison) joined the meeting by conference call. Dr. Larry Santi (APMA Liaison) joined the meeting at 9:00 a.m. to present the APMA Report and to answer questions. He left at 10:00 a.m. to attend other meetings. Liaisons and guests did not attend the Executive Session.

OPEN SESSION

President Haber welcomed our new members and liaison, Dr. Kirk Contento, Dr. Jaime Escalona, Dr. Paul Naylor and Christopher Girgis.

ORGANIZATIONAL REPORTS

The formal FPMB, APMSA and APMA reports were received and accepted. They are included as appendices A, B, and C.

AACPM REPORT

Dean Jeffrey Page thanked the board for the significant progress made over the past few years including the most recent addition of the COF Liaisons to the Test Committee.

Dr. Page raised several concerns and they were addressed as follows.

-Exam results are being reported to CASPR/CRIP with different exam identifiers. It was determined by Prometric that those candidates are creating a new account in the CMS which prompts the system to assign a new ID. Mori North expressed the importance that all candidates should maintain the same ID throughout their podiatric history for score reporting purposes. Prometric is aware of the situation and is working on the technology to close those loops. Ms. North also agreed to remind the students that they should have only one CMS account and should maintain the same ID.

-There are concerns that the practice exams do not present suitable practice items and that the content outline in the bulletin is not adequate. Prometric has already begun creating new practice exams.

-Four candidates received a failing score for their January Part II exam. All four retook the exam in February and passed. When the January exam was rescored it was determined that those students passed the January exam. This issue was addressed during Prometric's presentation.

-The mistakes made by Prometric over the past several exam administrations have undermined the trust and confidence of both the students and Deans. These concerns were also addressed during Prometric's presentation.

NATIONAL BOARD OF OSTEOPATHIC MEDICINE (NBOME)

Amy Lorion (NBOME) and Kerry Simm provided a progress report on the Part II CSPE Exam.

Amy Lorion presented a Power Point presentation that included CSPE activity dates and the fall 2016 exam dates that will be made available for the candidates to schedule their exam. The presentation is attached as Appendix D.

Kerry Simm announced that the CSPE bulletin and the CSPE details are now available on NBOME's website. Dr. Pyatak-Hugar felt there were some details in the CSPE Bulletin that needed addressed but they were not issues that would have affected the release of the bulletin. Dr. Pyatak-Hugar and Ms. Simm will work on drafting the changes for the bulletin and present them for discussion at the July board meeting. Ms. Simm will also review all of the APMLE Bulletins for outdated content and consider developing a template that will provide uniformity wherever possible.

Arti Kumar questioned whether the profession really needs the CSPE exam since a majority of the candidates pass the exam and there are significant expenses incurred by the students to sit for the exam. Ms. Lorion explained that the exam was necessary to protect the public. Even with a low fail rate, those who are identified as not competent should not be practicing podiatry. Dr. Freeman added that the patient encounter was an authentic, real world evaluation, just as one would not evaluate a person's ability to play golf using a multiple choice test. Dr. Beto explained that there was a public safety aspect of practice that could only be examined in this format. Dr. Eckles pointed out that the schools cannot replicate the program and establish the necessary reliability.

Board members also said that the profession required a CSPE Exam to achieve parity with other medical professions. Other organizations including APMA have always supported the exam. It was also part of APMA's Vision 2015. Dr. Santi added that APMA still supports and believes the exam is necessary for the profession.

Ms. Kumar also spoke about travel expenses associated with the exam. It was explained that these are unavoidable since the exam must be given at one location to assure the exam's reliability. Further, The NBOME is completing a clinical testing facility in Chicago that will be available from time to time instead of always using the Philadelphia site.

PROMETRIC

Julie Kernan, Jennifer Romero and Stephen Williams presented a Power Point presentation that included a review of the Part II issues, the test development process and general updates regarding Prometric. Please see Appendix E.

Prometric spent a great deal of time explaining their errors and the actions that they have taken to correct them. They also understand the seriousness of their mistakes and are sincerely sorry that they occurred. Prometric has taken numerous measures to prevent future mistakes which include a weekly cross functional team review of all services provided to APMLE.

A constant concern expressed by students is that they believe that there are too many exam items for content area during their examination. It was discussed that some items may seem that they should be under one area when it is actually flagged for another. Pretest items are also included in the exams but are not included in the candidate score. These pretest items can all be from one content area which also could lead candidates to believe that they are receiving too many items in one area. In an effort to address these concerns, NBPME will include in the bulletin a statement regarding the pretest items.

A request was made that faculty receive more details on the items that they are expected to write for the exams. Prometric believes that LOFT should facilitate gathering data for feedback on items used in the exams.

Dr. Sesodia brought to Prometric's attention that it is a lengthy process for a Dean to approve a candidate for an exam due to slow loading times and technology glitches. Prometric will investigate and correct these issues.

BYLAWS

Kathy Pyatak-Hugar presented the committee's recommendation for the following amendment in the Bylaws.

Article VII Committees

Add a new paragraph to Section 2, Committee on Testing:

The board shall appoint two persons nominated by the Council of Faculties and the AACPM to serve as liaison members of the committee. One person shall represent basic science faculty and one shall represent clinical science faculty from among the schools of podiatry. The appointments will be for two year terms and may be renewed at the discretion of the NBPME board. These committee liaison persons shall be recused from any committee discussion that the committee determines is a conflict of interest because of their positions as members of faculty. Expenses for these liaison members to attend meetings shall be the responsibility of the AACPM.

The board will vote on the change at its July board meeting. Dr. Pyatak-Hugar will also review all of the Bylaws and send any additional recommendations to the board for their review 30 days prior to the next board meeting.

CONTINUING EDUCATION

The report to the CPME was included with the agenda. Ellen Veruete stated that in the report under the list of the 2015 workshops, there may have been more participants in a workshop than listed. The list only provides the participants who were awarded continuing education hours. Those participants that were not awarded hours are not DPMs and do not require CPME hours. Dr. Pyatak stated that she had previously served on the CPME board and she commended Ellen Veruete on the quality and detail of the report. The board reviewed and accepted the report as presented.

PRESIDENT'S REPORT

The board accepted the President's Report as presented.

FPMB CONTRACT

Russ Stoner distributed a copy of the recommended changes to the contract between FPMB and NBPME. See Appendix F. In addition to those changes, the board voted to eliminate item ten from the contract. *"FPMB and NBPME may co-sponsor an examination symposium for state boards as appropriate."* Dr. Johnson made the motion to accept all the changes and Dr. Rodes second that motion. The board voted on the changes and approved the contract unanimously.

EXECUTIVE SESSION

MINUTES

Minutes of the July 25, 2015 meeting and conference call summaries were accepted as presented.

FINANCE COMMITTEE

Dr. Pyatak-Hugar presented the following committee recommendations to the board's investment policy.

- *New Section – Introduction*

- *New Section – Uniform Prudent Management of Institutional Funds Act (UPFIMA) guidelines*
- *Changed Board of Directors to Board of Trustees throughout document*
- *New Section – Added Responsibilities of the Custodian*
- *Prohibited Investments – Revised language, refer to UPMIFA guidelines*
- *Diversification Section – Removed, refer to UPMIFA guidelines*
- *Asset Allocation – Revised*
 - *Fixed Income – Lowered exposure from 50% to 40%*
 - *Fixed Income – Removed High Yield as a discreet asset class. Fixed income now comprised of Domestic and International Fixed Income*
 - *Equities – Raised exposure from 40% to 45%*
 - *Alternatives – Raised exposure from 10% to 15%*
- *Benchmark Definitions*
 - *Removed High Yield*
 - *Domestic Fixed Income – Changed benchmark from Barclays Gov't/Credit Intermediate Index to Barclays Aggregate Index*
 - *International Equity – Changed benchmark for the MSCI EAFE Index to the MSCI ACWI Ex US Index*
 - *Alternatives – Added the HFRI Fund of Funds Index.*
- *Investment Objectives*
- *Changed CPI+5% to CPI+3% and TBills +5% to TBills +3%*

See Appendix G for the details regarding the changes above. Dr. Stephenson made the motion to accept all the recommendations and Dr. Eckles seconded it. The board unanimously voted to accept all of the recommendations.

TEST COMMITTEE

Dr. Naylor and the committee met with Prometric and the COF liaisons on March 18, 2016. A summary of the meeting is attached as Appendix H. The Test Committee also requested that a CSPE Committee Member provide updates on the CSPE Exam. Jon Haber agreed to fulfill this request. The Test Committee Report was accepted as presented in the agenda book.

PART II ELIGIBILITY

A question was raised by a Dean asking if a candidate could sit for the Part II Exam if a candidate had passed Part I and are not in their fourth year of school. The Bulletin currently states:

*To be eligible to take the **Part II written examination**, a candidate must have passed the Part I examination and be confirmed as a currently enrolled student by the dean of an accredited podiatric medical school as listed with the Council on Podiatric Medical Education of the American Podiatric Medical Association.*

The board discussed the eligibility and the results that may occur if students sat for their exam in their third year. The main concern is that the extra candidates could exceed the number of seats available at the exam centers. In addition, the board has a responsibility to the students and felt that most third year students would not be prepared to sit for the Part II exam. The board instructed staff to implement a change to bulletin which would only allow retake candidates to sit for the May exam and require that a student must at least be in their fourth year to sit for the Part II exam.

FUTURE BOARD MEETING

The board will meet for its annual meeting on July 30, 2016 at the Vancouver Marriott Downtown in Vancouver, BC.

ADJOURNMENT

The board adjourned at 2:00 p.m.

Summarized by:



Philip Park
Executive Director