**UNAPPROVED DRAFT**

**BOARD OF DENTISTRY**

**MINUTES OF EXAMINATION COMMITTEE**

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| **TIME AND PLACE:** | The Examination Committee convened on August 18, 2011 at 3:35 p.m., at the Department of Health Professions, Perimeter Center, 2nd Floor Conference Center, 9960 Mayland Drive, Henrico, VA 23233. |
| **PRESIDING:** | Martha C. Cutright, D.D.S. |
| **MEMBERS PRESENT:** | Jeffrey Levin, D.D.S.<br>Jacqueline G. Pace, R.D.H., President, Board of Dentistry<br>Augustus A. Petticolas, Jr., D.D.S. |
| **STAFF PRESENT:** | Sandra K. Reen, Executive Director<br>Donna Lee, Discipline Case Manager |
| **OTHERS PRESENT:** | Carol Moore-Mooso, Test Development Specialist, PSI Services, LLC. |
| **QUORUM:** | All members of the Committee were present. |
| **APPROVAL OF MINUTES:** | Dr. Cutright asked if the Committee members had reviewed the September 11, 2008 minutes. Dr. Petticolas moved to accept the minutes of September 11, 2008. The motion was seconded and passed. |
| **PUBLIC COMMENT:** | No public comments were received. |
| **REVIEW OF TEST ITEMS FOR THE VIRGINIA DENTAL LAW EXAM:** | Dr. Levin moved that the Examination Committee convene a closed meeting pursuant to § 2.2-3711(A)(11) and § 2.2-3712(F) of the Code of Virginia for the purpose of revising questions and answers in the Virginia Dental Law Exam. Additionally, Dr. Levin moved that Ms. Reen, Ms. Lee and Ms. Moore-Moosa attend the closed meeting because their presence in the closed meeting is deemed necessary and their presence will aid the Committee in its deliberations. The motion was seconded and passed. |
| **Reconvene:** | Dr. Levin moved that the Committee certify that it heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened. The motion was seconded and passed. |

Dr. Cutright reported that Ms. Reen will relay the review results to PSI.

Ms. Reen provided the Committee with statistical data regarding Virginia Dental Law Exam test results from September 2010 through June 2011. She informed the Committee that the contract with PSI will expire at the end of 2012. The Board will be able to choose from multiple vendors. Once a vendor is chosen, the Board will have an opportunity to re-word questions, add additional questions to reflect the changes in the Board of Dentistry Regulations, Dental Hygiene Regulations, and add questions pertaining to Dental Assistant II Regulations.

The Examination Committee will plan a future meeting before or after a scheduled Special Conference Committee meeting to discuss possible changes or improvements to the law exam.

**ADJOURNMENT:** With all business concluded, the Committee adjourned at 5:15 p.m.

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| Martha C. Cutright, D.D.S, Chair | Sandra K. Reen, Executive Director |
| Date | Date |