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EXECUTIVE DIRECTOR

Susie Masten

*Serving in a
personal capacity

Board of Directors Meeting #136

November 15, 2019

via

WEBEX

Minutes

I. Call to Order

President Andy Kiorpes called the November 2019 meeting of the Board of Directors of the American Board of Toxicology to order at 1:03 pm EST on November 15, 2019.

II. Attendance

A. Those Present:

Officers:

Andy Kiorpes, President
Drew Badger, Vice-President
Don Stump, Treasurer
Ailsa Jackson, Secretary

Board Members:

Robinan Gentry
Michelle Hooth
Pius Joseph
Dan Kemp
Robert Mitkus
Matthew Reed
Jill Ryer-Powder
Jack Snyder
Nicole Soucy

Executive Director: Susie Masten

Assistant Director: Laurie Wood

B. Those Absent: No Board members were absent.

There was a quorum present.

III. Approval of the Minutes of July 2019 Meeting

A motion to approve the minutes of the July 2019 meeting of the Board of Directors as distributed prior to the meeting with the agenda was seconded and approved unanimously.

IV. 2019 Certification Exam Report

Susie reported on the 2019 certification examination. A total of 186 candidates took the examination in the five locations. The average difficulty and discrimination of the questions were very similar to 2017 and 2018. After review of the examination statistics, nine questions were removed from scoring. An additional six questions were found to have two possibly correct answers, thus two answers for these were accepted as correct. These numbers were similar to the past two years. Carla Caro, the consultant used for the standard setting in 2017 also reviewed the numbers and said the examination had acceptable statistics. A question was asked about what happens with the flagged questions. They will be sent back to the Question Writing Committee. If possible, they will be revised. If not, they will be either retired or possibly reworked for the practice app.

V. Review of Equating Report

Psychometrician Dr. Elizabeth Witt did the equating of the passing score, as she did in 2017 as well. She had a call with Susie and Andy and went over her results. It was asked if Dr. Witt thought the theta score was of any concern. Andy reported that it was not. Her report was presented. Discussion was held regarding the passing score and what is desirable. It will differ each year based on the abilities of the candidates taking the examination. The Cut Score study done in 2017 was explained. The full report is available for any Board member who would like to see it. The biggest obstacle was thinking in terms of the “minimally qualified” candidate.

VI. Setting of Passing Grade

A motion was made to accept Dr. Witt’s recommended passing score of 106 for the 2019 examination, which results in a pass rate of 76.3%. The motion was seconded and passed unanimously. The exam result letters will go out on November 22.

VII. Slate of Officers for 2020

On behalf of the Nominating Committee, Andy presented the following slate of officers for the March 2020 election:

President: Drew Badger
Vice-President: Ailsa Jackson
Treasurer: Don Stump
Secretary: Nicole Soucy

VIII. 2020 Board Candidate Discussion

The Board discussed the list of 30 candidates for the three upcoming Board vacancies. The list was narrowed down to eight candidates. These eight will be interviewed using the standardized interview form, with each candidate being interviewed by a pair of Board members. The remaining candidates will be thanked for their interest. Susie will send an email to the Board asking that any member with a conflict interviewing specific candidates should let her know. Interviews will be done after the first of the year.

IX. Treasurer’s Report/Budget for FY 2020

Don presented the Treasurer’s report. He projects that the fiscal year will end with a budget surplus of about \$40,000. He also reported on the investment account. It has posted substantial gains this year. He had a quarterly review call with the investment advisor. The quarterly report was sent out with the agenda and meeting materials.

The 2020 budget was presented and discussed. There is a significant amount included for consulting fees; these are for the next job analysis and strategic planning meeting. The budget predicts an end-of-year surplus of \$10,061. A motion was made, seconded and passed unanimously to approve the budget as presented.

X. Recertification Policy Updates

Robinan presented several changes to the Recertification policy and CE credit guidance proposed by the Recertification Committee. The intent is to aid in clarification for Diplomates and to provide a clear path for those whose applications are found deficient. The changes included a clear procedure for making up deficiencies in CE, guidelines for offering credit for completing Literature Review article questions in non-required years, putting maximum credits on teaching and CE courses and requiring a reinstatement fee for decertified Diplomates who request to recertify by the grace period. Questions were asked about why Diplomates do not recertify and how these changes may be perceived by Diplomates. A motion was made, seconded and passed unanimously to accept the changes as presented.

XI. Outreach Committee Update

Drew reported on the Outreach Committee. Statistics for Facebook, LinkedIn and Twitter were sent out with the agenda materials. The numbers of Twitter and Facebook followers have almost doubled since the July meeting. The Tuesday Trivia question is popular. The Twitter account gets the most interest, with both Diplomates and non-Diplomates engaged. Drew also mentioned that he would be involved in a networking activity at the ACT meeting next week. The ABT poster will again be exhibited at the student post-doc reception at SOT in March if possible. After the next job analysis is completed, it would be a good idea to have another exhibitor-hosted session at SOT. This is targeted for 2021.

XII. Question Writing Committee/Reference List

Rob began the Question Writing committee report by listing the names of the members. Jill, Nicole and Alma Feldpausch are new members. The Committee had a training call in September. He also reported that he and Susie attended a webinar on item writing. The webinar provided reassurance that ABT is following industry best practices.

An updated reference list sent prior to the meeting was discussed. The changes were made to give more specific examples of documents on the EPA and FDA websites. The list is always evolving and will likely change again in future years. A motion was made, seconded and passed unanimously to publish the amended list in the Candidate Manual for the 2020 examination.

XIII. Eligibility Changes

Ailsa presented the changes recommended by the Eligibility Committee. There was one small wording change regarding candidate experience with the evaluation and interpretation of toxicity studies. There were also wording changes in the work experience section and supervisor letter form to specify that different positions under the same supervisor or with the same employer need to be listed and described separately. A motion was made, seconded and passed unanimously to accept the recommended changes. Discussion was also held regarding whether demographics of unsuccessful candidates could be compiled and of any use.

XIV. Practice App SOP

Andy presented a draft Standard Operating Procedure for the Practice App committee. Discussion included the definition of a “retired” question and the process for getting new questions for the app. This Committee will allow non-Board members to participate, training would need to be provided. A motion was made, seconded and passed unanimously to approve the SOP.

XV. 2020 Exam Locations

A motion was made to hold the 2020 examination in the same locations as 2019. The motion was seconded and passed unanimously. Susie will post this information on the website.

XVI. Upcoming Meetings & Events

A list of upcoming meetings was sent out with the agenda and meeting materials. These are also posted on the Board member calendar on the website.

XVII. Other Business

There was no other business.

XVII. Adjournment

The meeting was adjourned at 3:53 EST.

Respectfully submitted by Ailsa Jackson, Secretary.