

Conference Call
Notes

Accreditation Policy Committee

Thursday, October 29, 2009

1:00 pm – 2:00 pm Eastern

Chair: *Marcia Falke, Keystone Certification, Inc.*

1. Call to Order, voting and non voting member roll call at 1:05 PM
 - a. Voting: Present was M. Falke, J. Hayden, W. Lichtenberger, and Absent was T. Culp, B. Shah, and B. Schultz. NO QUORUM
 - b. Non-voting: Present was M. Resech, J. Campbell, and G. Dhimi. Absent was M. Bhandari.
 - c. Staff: Dennis Anderson
2. No quorum so minute approval tabled.
3. Reports
 - a. Staff reported on the thermal and simulation inspections via the use of a newly instituted APC Tracking Sheet.
 - b. Staff reported on ILC's via the APC Tracking Sheet.
4. Unfinished Business
 - a. Reviewed the APC Tracking Sheet to be used from this point forward to update the APC on staff reports and follow-up action items.
5. New Business:
 - a. B. Schultz recommended, via email, that the tracking sheet include a 2 year calendar to show deadlines, what to expect, meetings, conflicts, etc.
6. Executive Session
 - a. Discussed the Root – Cause Analysis (RCA) and chair asked that an email be sent to Voting Members for input on current format and content.
 - b. Marcia asked if APC Voting Members could get a statistical sheet of amount of rejections by IA's of Labs reports/uploads.
 - c. It was asked by Chair to add CAMP issues to the APC Meeting in San Antonio.
 - d. J. Hayden had to depart for another meeting but Marcia, Werner, and I discussed the issue of what to do with test results from a lab from a round robin that are way out of line from what is expected. Werner volunteered to get Joe Hayden's comments off-line.
7. Adjourned at 2:41 PM