



Meeting Minutes

NCME Board Meeting: October 7-8, 2020

Via Zoom Call

Board Attendees: Ye Tong, Steve Sireci, Andrew Ho, Michael Walker, Howard Everson, Debbie

Durrence, Sharyn Rosenberg, Ellen Forte, Derek Briggs

Guests: Rosemary Reshetar, Chair- Budget & Finance Committee

Staff Attendees: Ethan Gray, Erin O’Leary

| TOPIC | DISCUSSION | ACTION/MOTION |
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| <p>Welcome & Agenda Review</p> | <ul style="list-style-type: none"> • Meeting was called to order at 11:02am eastern. • Tong welcomed attendees and reviewed action items from the July board meeting. Notable pending items: <ul style="list-style-type: none"> ○ ITEMS tech platform review ○ Breakfast ticket, “Fun Run” activities for planned 2021 conference still require discussion • Board reviewed minutes from July meetings; no edits. • Board reviewed agenda; no additions. | |
| <p>2020 Virtual Conference</p> | <ul style="list-style-type: none"> • Board reviewed conference evaluation summaries. • Discussed long-term philosophy toward freely available content post-conference; more discussion required. • Discussed need for more “social” events during future programming. | |
| <p>2021 Conference</p> <p><i>Leslie Keng, Susan Davis Becker (program co-chairs) Sarah Quesen (training workshop chair) join as guests</i></p> | <ul style="list-style-type: none"> • Co-Chairs updated board on content planning for 2021; considering stretching the program to provide more flexible attendance opportunities for virtual content. • Training Sessions: <ul style="list-style-type: none"> ○ 7 submissions received to date ○ Practical sessions addressing COVID-19 are being considered. | |

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| | <ul style="list-style-type: none"> • Discussed regional “pod” ideas— identifying concentrations of membership or large institutional homes to host/stream virtual sessions. Co-chairs will continue to explore options. • Discussed December 7th “go or no go” deadline for live meeting component and the contract with Baltimore Hilton. Staff will attempt to extend that deadline into early 2021. • Discussed proposal submission status and desire to extend the deadline by one week. | <p>ACTION: Staff to pull membership list; define concentrations, identify institutional contacts for potential 2021 regional conferences "pods".</p> <p>ACTION: Staff to craft email blast to extend 2021 conference proposal submission deadline to 10/14.</p> |
| <p>AERA Relationship</p> | <ul style="list-style-type: none"> • Tong updated the board on proposed contract addendum acknowledging 2021 as a lost year—no response from AERA to date. • Discussed logistical pros and cons of the joint relationship. | <p>ACTION: Staff to resurrect past member surveys that may inform joint conference approach with AERA</p> <p>ACTION: Tong to convene a Task Force to evaluate the existing relationship with AERA; evaluation should be aligned to NCME's strategic goals.</p> |
| <p>Finance Update</p> <p><i>Marc Kroopnick, Budget & Finance Committee Member, joins as guest.</i></p> | <ul style="list-style-type: none"> • Reshetar, Gray reviewed YTD financial performance through 8.31.20; September close is still in process. • Reshetar, Gray presented 2021 draft budget, version 2. Notable changes from version 1: <ul style="list-style-type: none"> ○ Modest increase in dues revenue based on increased 2020 YE projection. ○ Modest increase in conference registration revenue based on \$10 increase in “early bird” rates. ○ Conference A/V costs raised based on initial quotes from venue. ○ Conference F&B reduced to offset increased A/V. ○ In-person board meeting expenses reduced based on inability to convene for a winter 2021 meeting. • Board discussed need for more historical context for deficit budget projections vs. actual financial performance. • Board discussed need for more clarity around publication revenue and expense sources. | <p>ACTION: Gray, Reshetar to review 4-5 recent years of budget and YE financial performance; determine any trends that could inform a better budget/forecasting process</p> <p>ACTION: Gray, Reshetar to draft memo explaining revenue and expense line items related to journal publications.</p> |

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| | <ul style="list-style-type: none"> Board reviewed proposed conference registration categories, rates and attendance projections. | <p>Motion: Briggs, Tong move to approve 2021 budget; motion carries unanimously.</p> |
| <p>Nominations/Elections</p> | <ul style="list-style-type: none"> Sireci reviewed nomination slate and candidate credentials. Sireci reviewed rank choice voting process and its difference from previous election processes. | <p>ACTION: Sireci to confirm that Local Agency Board Candidates are indeed operating @ a local agency</p> <p>Motion: Tong, Durrence move to approve rank choice voting in NCME elections; motion carries unanimously.</p> <p>ACTION: Staff to update NCME Handbook(s) to reflect election rank choice voting process</p> |
| <p>National Assessment Governing Board (NAGB)</p> <p><i>Sharyn Rosenberg temporarily departs meeting due to her NAGB employment status</i></p> | <ul style="list-style-type: none"> Board reviewed nominee submissions to date; reminder with deadline needs to be sent to membership. Ho stresses the importance of NAGB appointments to NCME’s relevance. Board discussed the need to orient potential nominees to how the appointment process works and what to expect if accepted. | |
| <p>Awards</p> | <ul style="list-style-type: none"> Walker reviewed submitted committee reports. Reminded board that Career Contributions and Publications Award committees still need additional members. Walker discussed nomination calls being disbursed through other organizations. | |
| <p>Informing Assessment Policy Committee</p> | <ul style="list-style-type: none"> Ho reviewed submitted reports including supplement to board book circulated on 10/5. Board discussed the need for protocols and oversight regarding proposed outreach and website content development plans. | <p>ACTION: Ho to discuss Board conversation regarding establishing public website resources and media contact lists with Committee.</p> |

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| Membership Committee | <ul style="list-style-type: none"> • Briggs reviewed submitted reports and highlighted mentor program and member spotlight initiatives. • Board discussed challenges in identifying diverse volunteers vs. “known quantities”. Tong reviewed her approach to 2020 committee appointments considering location, ethnicity, employment setting etc. • Gray reviewed recent renewal efforts and activity linked to virtual education sessions. • Board discussed desire to operationalize “gift membership” capabilities for both renewals and new joins. • Gray reviewed plans for 2021 renewal communications including expanded multi-year products and auto-renew capabilities. Outreach to commence in November. | <p>ACTION: Staff to pull new lapsed member list for outreach through Membership Committee</p> <p>ACTION: Staff to determine logistics for an online "gift membership" initiative</p> |
| Diversity Committee | <ul style="list-style-type: none"> • Walker reviewed submitted report. • Sireci discussed committee charge and whether it adequately addresses DEI. | <p>ACTION: Walker and Sireci to review charge, composition and activities of Diversity Committee; determine if the committee is organized properly to deliver on DEI priorities</p> |
| Recap and Adjournment | <ul style="list-style-type: none"> • Tong, Gray recapped day 1 action items. • Meeting adjourned for the day at 4:12pm eastern. | |

October 8th

| TOPIC | DISCUSSION | ACTION/MOTION |
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| Welcome & Agenda Review | <ul style="list-style-type: none"> • Meeting was called to order at 11:03am eastern. • Tong reviewed agenda topics and recapped day 1 discussions. | |
| External Executive Director Task Force | <ul style="list-style-type: none"> • Sireci reviewed submitted report and summarized task force conversations. Highlights: <ul style="list-style-type: none"> ○ Pros and Cons of different employment models (1099, TMG-employed, NCME-employed). | |

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| | <ul style="list-style-type: none"> ○ Executive Director vs. “Strategic Adviser” as an initial engagement. ○ Draft job description and skill/experience desires are in process. ● Additional .25 TMG FTE discussed as a supplemental resource for committee, SIGIMIE and other operational support; more discussion required. | <p>ACTION: Task force to compile budget estimates (considering different employment models), define a reporting hierarchy and seek either the NCME or a TMG-recommended attorney to consult on employment considerations; agenda item during winter board meeting.</p> |
| <p>SIGIMIE Reports</p> | <ul style="list-style-type: none"> ● Big Data- Reviewed submitted report. ● Certification and Licensure- Reviewed submitted report. SIGIMIE is developing a proposal for a 2021 conference session. ● Scaling, Linking and Equating- Reviewed submitted report; summer webinar was delivered with another in process for January. ● Diagnostic Measurement- Reviewed submitted report. ● Educators of Measurement- Reviewed submitted report. ● Large Scale Assessment- Reviewed submitted report. ● SALAL- Reviewed submitted report. ● Several SIGIMIEs are planning individual awards. Board discussed how this intersects with other NCME awards and the need to manage oversight vs. autonomy. ● Board discussed expanded SIGIMIE forum during winter board meeting and report-outs from chairs rather than just written submissions. | <p>ACTION: Sireci to circulate SIGIMIE Guidelines for review and comment</p> <p>ACTION: Pending feedback on SIGIMIE Guidelines, Exec Committee to discuss awards and other ‘autonomous’ activities and then convene SIGIMIE Chairs to discuss guidelines.</p> <p>ACTION: Exec Committee to draft expanded SIGIMIE report template for winter board meeting, consider inviting SIGIMIE chairs to report out at the meeting.</p> |
| <p>Classroom Assessment Task Force</p> | <ul style="list-style-type: none"> ● Durrence reviewed submitted report; task force desires to become a standing committee. ● Two proposals received to host 2021 conference; in review now. | |
| <p>Outreach and Partnership Committee</p> | <ul style="list-style-type: none"> ● Forte reviewed submitted report; little activity to date. Forte will continue to try and engage. | |

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| Mission Fund Committee | <ul style="list-style-type: none"> Tong reviewed submitted report. | |
| Archive Committee | <ul style="list-style-type: none"> Briggs reviewed submitted report. Current chair needs to resign. Board discussed suspending the committee given void in volunteer leadership and ongoing need to recalibrate the charge. | |
| Graduate Student Issues Committee | <ul style="list-style-type: none"> Reviewed submitted report. Virtual "Brown Bags" are coming back late fall. | ACTION: Staff to create GSIC "Brown Bag" playlist on NCME YouTube channel; upload all past sessions |
| Publications Committee | <ul style="list-style-type: none"> Reviewed submitted report. Art Thacker identified as next newsletter editor. Discussed new journal editor candidates; exec committee to review. Discussed opportunities for more seamless integration between ITEMS portal and NCME website. Discussed need for new ITEMS editor; no candidates to date. | ACTION: Everson, Gray to Schedule ITEMS technical requirement call with Andre Rupp |
| Website Committee | <ul style="list-style-type: none"> Reviewed submitted report. Discussed separation of duties between staff and volunteers; general update workload is migrating from volunteer chairs to TMG staff. Discussed overall website design and need for periodic review and reconsideration. | ACTION: Rosenberg, Gray to schedule call with Brian Leventhal and Matt Gaertner to discuss website design history ACTION: Staff to create an "NCME web update" email address that redirects to staff for website footers |
| Standards in Test Use Committee | <ul style="list-style-type: none"> Reviewed submitted report. Discussed Standards revisions in process. Discussed need to revisit Professional Code of Ethics. Discussed CCSSO convening a 'grant TAC' to address COVID-19; Tong to provide updates. | |

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| | <ul style="list-style-type: none">• Tong updated board on “open source” plans for 2014 Standards; outlook for pending legal issues in concert with AERA and APA. | |
| Adjournment | <ul style="list-style-type: none">• Meeting adjourned at 3:48pm eastern. | |