

**National Council on Measurement in Education
Board of Directors Meeting Minutes
August 18 – 19, 2006
Madison, Wisconsin**

Members: Dan Eignor
James Impara
Anne Fitzpatrick
Terry Ackerman (partial attendance via telephone)
Linda Cook
Judith Koenig
Leslie Lukin
Stephen Sireci
Hariharan Swaminathan

Staff: Bruce Wheeler
Dianne Benson (partial attendance)
Jane Shepard (partial attendance)
Tara Eberle (partial attendance)
John Hofmann (partial attendance)
Nate Ehresman (partial attendance)

1. Call to Order

President Dan Eignor called the meeting to order at 8:10 AM. He announced that the next meeting of the Board will be November 10 – 12 in Washington, DC. Eignor referred the group to the committee rosters in the Board book, asking that updates and terms of service be forwarded to staff.

2. Approval of Meeting Minutes from April 7 and 10, 2006

Correction: Annual meeting contract will be renegotiated in the fall of 2006 for 2008 and beyond.

Correction: “Ann Franklin” reference in “Membership” should be changed to Anne Fitzpatrick.
Under “Training,” remove last sentence.

Correction: All references to AREA should be AERA.

Correction: The development of the 2008 contract with AERA, which ends after the annual meeting in 2007, will begin this fall.

Jim Impara made a motion to approve the April, 2006, minutes as corrected. Stephen Sireci seconded the motion. The motion was passed.

Impara asked that a list of lapsed members be shared with the Board for individual follow up.

The group discussed the Handbook of Teacher Evaluation and how to move forward on the project, noting that it fits NCME’s organizational purpose and would reach an audience that might be tapped for possible NCME membership in the future. Judy Koenig commented on the need for evidence-based research to provide the basis for chapters of the Handbook and agreed to participate in the project. Drew Gitomer was suggested as another individual who might be consulted or recruited. The

group agreed to continue the discussion during the Publications Committee report. Jim Impara mentioned a proposal for a revision submitted to NCME in November, 1999, by Ed Iwanicki and Linda Darling-Hammond. Jim said that he would forward this proposal as well as David Frisbie's 1999 comments on the proposal to the Board.

3. Awards Committee

Linda Cook asked Bruce Wheeler to report on award funding sources. Wheeler told the group that Millman funds reside within NCME; that Hanson funds are housed at a foundation in Arizona; and that Cascallar funds are housed at a foundation in New Jersey. Impara said that the Lloyd Award does not have external funding, but is funded by NCME. Cook asked Wheeler to update the Handbook with information about family award funding sources.

Impara made a motion to accept the Awards Committee report as submitted. Anne Fitzpatrick seconded the motion. The motion was passed.

4. Standards and Test Use Committee

Eignor reported that Doug Becker and the Standards and Test Use Committee were to have provided to the Management Committee by June 30 information about the process NCME would use to reach a recommendation about the revision of the Standards. However, Jim Impara's April 13 letter to Wayne Camara should have covered this request, leaving the Standards Committee with an October 15 deadline for reporting on whether or not NCME recommends a revision. Sireci asked if NCME could publish the revised Standards; Eignor said that AERA is contracted to publish the Standards, should the decision to revise be made. Eignor reported that members of the Standards and Test Use Committee would be reviewing the 1999 Standards to locate deficiencies and that that information would provide the basis for their October 15 recommendation on revision. Eignor asked if any Board members would be willing to assist the Committee with the task. Sireci and Cook volunteered to assist, and Eignor agreed to also help. Eignor said that he would follow up with Doug Becker.

Impara asked that the Standards & Test Use Committee be included in the Committee roster. He also clarified that the Management Committee is contractually obligated to appoint members to the Joint Committee.

Koenig suggested that some individuals might question the need for a complete revision of the Standards. Impara said that the Management Committee would be directing the Joint Committee, when formed, to make a recommendation as to whether a full revision would be necessary, or if updates of individual chapters would suffice.

5. Financial Report

Wheeler introduced Dianne Benson, The Rees Group's Finance Manager. Benson referred the group to the draft financials and said that NCME's audit would begin the following week. She reported that investment income for the year would be added to the financial statement at the time of the audit.

Benson discussed how member dues revenues are booked, with revenues for subsequent budget years being deferred accordingly. She also mentioned that discussions had begun on the topic of changing NCME's fiscal year to coincide with the calendar year and the new dues renewal cycle.

Impara asked staff to request final reports and rosters from AERA as backup documentation for the 2006 conference payments received.

Impara asked for a list of investments and for staff to check the sponsorship revenues against the list of conference sponsors. Benson said that she would send a pdf of the investment report to the full Board and that she and Wheeler would confirm sponsorship revenues.

Fitzpatrick asked about the current budget. Wheeler said that revisions would be made by the Finance Committee and presented to the Board for approval. The group agreed that such approval could wait until the November Board meeting.

Impara discussed the need for the Chair of the Budget & Finance Committee to attend Board meetings; his recommendation was to make the chair an ex-officio member of the Board, but noted that such a change would require a Bylaws amendment, and that until such time when new or revised Bylaws would be presented to the membership and voted upon, that the chair could attend meetings as an invited guest. The group agreed.

Impara made a motion that the Chair of Budget & Finance Committee be invited to attend Board meetings until such time that the Bylaws could be changed to make the Budget & Finance Committee chair an ex-officio member of the Board. Cook seconded the motion. The motion was passed.

6. 2007 Annual Program Issues

Eignor reported that number of abstracts submitted had surpassed the 2006 number by about 20, but that only 10 proposals for training sessions had been submitted. Impara said that this was consistent with previous years, adding that the previous chairs of the Training Committee had had to actively seek sessions and presenters.

Eignor reported on invited sessions being developed for the 2007 conference. Invited sessions include vertical scaling, assessment engineering, revision of the Standards, and accountability, including value-added models. In addition, three to four sessions will be held where authors of chapters of Educational Measurement (4th ed.) can talk about new developments covered in these chapters and future developments they might envision.

Eignor said that a special session to recognize the contributions of David Weiss had been suggested for the 2007 Program by certain NCME members. The group discussed the issue of setting a precedent (a session of this sort hasn't previously been a part of the NCME Program) and Eignor voiced his support for Weiss instead being submitted for the Career Award. Sireci suggested that the proposed session be submitted through the formal review process. The group was supportive of Sireci's suggestion. Information to that effect will be provided to the inquiring NCME members by the 2007 Program co-chairs.

Eignor raised the issue of the GSIC symposium, saying that a single speaker, rather than a panel or group, had been planned for 2007 by Marc Kroopnick, GSIC chair; previous GSCI symposia have had multiple speakers. Impara reminded the group that the session is for the graduate students and voiced his support for allowing them to plan the session they felt would be most beneficial; he also suggested that the faculty advisors be encouraged to help the graduate students articulate their

educational needs. Sireci supported the idea of multiple discussants on the topic presented by a single speaker. Eignor said that he would talk to the Program Co-Chairs about the session.

Eignor said that requests had been made to move the Annual Run/Walk from Wednesday to Thursday. The group supported the move.

Eignor reported that the no-host reception would be held on Tuesday immediately after the GSIC session. Sireci discussed the history of the reception, which originally started as a one-hour reception with food for graduate students, followed by the full reception. He asked Koenig to discuss a return to this schedule with the GSIC.

Eignor raised the issue of taping conference sessions, pointing out that no NCME sessions had been recorded at the 2006 meeting. Jane Shepard said that she would work with AERA to ascertain costs of using the contracted company, and that she would work with the Program Committee to determine which sessions should be taped.

The group discussed the Breakfast Questionnaire and the need to move to an electronic survey at the time of membership renewal in order to provide information for committee appointments in a more timely manner. The group discussed ways for members to access the survey, ultimately agreeing to send a paper survey to the membership this fall. It was also agreed that, in the future, an electronic version of the survey would be included with the membership renewal notice every fall. Fitzpatrick agreed to work with the Membership Committee to develop the survey.

Impara reported that he had received a request from the Association for Educational Assessment – Europe (AEA-E) for a reciprocal arrangement between NCME and AEA-E whereby each group would reserve space on their respective program agendas for a presentation by the other. The group was not in favor of dedicating a program slot, instead suggesting that AEA-E submit session proposals through traditional methods.

Wheeler raised the issue of staffing at the conference, noting that AERA had not adequately met NCME's meeting needs during the 2006 conference. He asked the Board for approval to send three staff people to the 2007 meeting in Chicago – himself, a Membership Department representative (who would also take registrations onsite for Training sessions), and a Meetings Department representative to work with the hotel and Training instructors. He added that sending two additional staff to the conference would require an addendum to NCME's contract with The Rees Group. The group agreed with Wheeler's recommendation to have three staff people attend the 2007 conference. Impara suggested that staff review AERA's original spreadsheet to determine the number of hours AERA had proposed for the responsibilities that NCME staff would now handle, and that those hours be removed from the AERA contract during upcoming negotiations. Wheeler said he would submit a proposal with costs for additional staff to the Board for their review in November.

Wheeler discussed the need for a separate brochure for the annual meeting, rather than having this information in EM:IP, due primarily to the problem of getting necessary information about the conference from AERA in time for Blackwell publication deadlines. The group complimented the brochure that was developed for the 2006 meeting and agreed that NCME should promote future conferences with brochures, rather than relying on journals. Wheeler suggested that board members provide him with the names of any Chicago-area organizations (e.g., CATO) with interests related to assessment; brochures can be sent to them.

Fitzpatrick made a motion to make the development and distribution of a conference brochure a routine procedure. Impara seconded the motion. The motion was passed.

Wheeler raised the issue of Program chairs being appointed without prior experience and asked the group to consider a structure whereby a chair spends one year on the committee before becoming primary chair. The group discussed the structure of the Program Committee, one member of which is a past chair and noted that Program chairs had not always availed themselves of the committee resources available, such as the experiences of the past chair. The group agreed that Program Chairs should be encouraged to consult with the full committee, including the immediate past chair, when issues of particular importance or cost were being considered.

Impara discussed the A/V bill from the 2006 conference and said that he was surprised that it had not been paid by AERA as per the contract. Wheeler said that he and Shepard had billed AERA for all the items they had agreed to pay for. Impara asked for clarification from AERA regarding financial responsibility for A/V expenses in future contract negotiations.

7. Website

John Hofmann reported on the increased number of proposals submitted for the 2007 program, and told the group that reviewers had volunteered through the electronic submission system to review proposals. He told the Board that between 1,500 and 1,600 individuals were subscribed to the NCME listserv, but that the listserv was not very active.

Hoffman reported that the new website is being built to include a member-only section and a fully integrated online submission system for conference proposals. He said that the basic design of the site is complete and that content is being imported from the current site. Impara agreed to work with Hofmann to review content and report to Web Committee chair, David Miller. Hofmann said that the site should be ready by late November.

Hofmann raised the issue of pricing for the Career Center, noting that there is currently no fee for job postings, but that the majority of postings come from professional placement services. The group discussed the pros and cons of free postings versus paid postings. Hofmann agreed to track hits on the career page so that the group would have better information for a discussion during the November Board meeting. Wheeler said that \$100 was the fee commonly charged for job postings by similar associations.

Impara asked about electronic voting. Hofmann said that the new website would allow for electronic voting. The group discussed paper versus electronic ballots and agreed that, for the 2007 election, paper ballots would be mailed to NCME members with the option of their returning the paper ballot or voting electronically. Staff said they could easily code ballots to ensure that members were able to cast one vote, only.

Eignor asked about including a journal manuscript submission system on the new website. Wheeler said staff had discussed the Board's request for a proposal from The Rees Group, and that they had determined it would be cost-prohibitive for TRG to build such a system. Staff recommended the Board contract with ScholarOne, the third party provider recommended by Blackwell.

Impara raised the issue of web-based education, suggesting that NCME offer selected Training sessions in a one or two hour format online. Fitzpatrick encouraged the Board to research interest on

the part of members as well as the availability of potential instructors before moving forward. Impara suggested giving the task of researching online training to the Training & Professional Development Committee, noting that it might be necessary to expand the Committee in order to accommodate expanded responsibilities. Fitzpatrick suggested researching the willingness of presenters to offer online training before expanding the Committee. Eignor said that he would contact the Training Committee chair and direct her to continue looking into the possibility of online training.

8. Publications Committee

Terry Ackerman reported that Jim Carlson had volunteered to be the next editor of JEM and that his vita had been favorably received by the Publications Committee. Ackerman discussed the difficulty of finding qualified candidates for this position due to the time commitment required in being editor. The Board directed Ackerman to offer the position of JEM Editor to Carlson.

Ackerman asked the group about Sue Brookhart's request for \$300 for the Department of Educational Foundations and Leadership at Duquesne University to cover the estimated cost of paper, copying and mailing for the EM:IP this year. The group approved the request.

Ackerman raised the issue of the Handbook on Teacher Evaluation. Eignor suggested that, as a first step, an editor or co-editors be identified. Impara suggested that an ad hoc committee discuss how to move forward and report back to the Board. He said that the ad hoc committee could be asked to identify editors; suggest an outline for content; and develop a review process. The Board agreed. Ackerman asked that Board members forward names of potential ad hoc committee members to him. Koenig and Sireci volunteered to work with Ackerman to move the process forward. Impara said that he would send previous proposals and other information to Ackerman and Koenig. Eignor asked Ackerman to have a committee of three or four members in place and an outline for the full process for Board review in time for the November Board meeting.

Ackerman was asked to see if the call for proposals could be taken out of the issue of EM:IP currently going to press because the submission deadline had already passed due to the late submission of the issue. Wheeler was asked to obtain an EM:IP production schedule from Blackwell. The group agreed that the Publications Committee Chair should be copied on email messages between editors and the publisher. Sireci congratulated Ackerman on his recent efforts in the area of NCME's publications.

9. Executive Director's Report

Wheeler referred the group to the report providing membership counts distributed in advance of the meeting, noting that the historical fluctuation of members between spring and summer will cease when all members are transitioned to a calendar year renewal cycle.

Sireci raised the issue of dues for graduate students, suggesting that graduate students receive one free year of membership, as had been done in the past. Impara discussed the dues as they are outlined in the Bylaws, saying that an offer of free membership would require a Bylaws amendment. He suggested that this be considered as part of a comprehensive review of NCME's Bylaws, rather than being addressed independently. It was also noted that graduate student issues, including the price of membership, might be addressed during the upcoming November strategic planning session.

Nate Ehresman, NCME's membership coordinator, reported on the membership renewal process, which includes sending up to four hard copy dues notices sent before membership is suspended.

Ehresman also reported that the change to calendar year renewal for all members will be completed in December, with the majority of members taking advantage of the opportunity to renew membership through 2007. He told the group that NCME does not currently send a welcome letter to new members; Fitzpatrick agreed to work with the Membership Committee to develop a new-member letter, as well as a lapsed-member letter.

10. Online Manuscript Submission

Wheeler referred the group to the handout provided by Blackwell for the ScholarOne manuscript submission system, saying that other organizations he works with have used the Scholar One system with positive results. Fitzpatrick suggested that past journal editors be asked to review the Scholar One system for comment, and that the other institutional users of ScholarOne be surveyed. She suggested that the Publications Committee be asked to do the research on ScholarOne and make a formal recommendation to the Board at the November meeting. The group agreed with this suggestion.

11. JCTP

Eignor reported on the current membership of JCTP, noting that Greg Cizek had rotated off, Neal Kingston had been appointed to the committee to replace Cizek, and Richard Sawyer will remain for one more year.

Eignor reported that Sawyer had asked for the Board to decide whether or not the copyright to the publication ABCs of Testing, which is currently held by NCME, could be transferred to the Joint Committee. JCTP is presently planning for an update of this publication. It was noted that the royalty income to NCME is minimal.

Fitzpatrick made a motion to allow the copyright for ABCs of Testing to be transferred to the Joint Committee. Leslie Lukin seconded the motion. The motion was passed with one dissenting vote.

12. Membership Committee

Fitzpatrick reported that the Membership Committee is requesting an “e-trial” for graduate students to view journals. Fitzpatrick also reported that the Committee is working on membership outreach activities and, following the Board meeting, will be asked to develop a new-member letter, a lapsed-member letter, and a membership survey.

Wheeler offered to work with Blackwell to determine whether or not limited electronic access to the journals could be granted to targeted groups of potential members.

13. GSIC

Eignor referred the group to GSIC report, in which the Committee proposed a survey of the needs of student members of NCME be conducted. Impara asked about its dissemination, suggesting that more detail was needed before the Board could act. Sireci and Impara commented on the need to have faculty input to the survey. Koenig was asked to share the Board’s concerns with the Committee.

The meeting was adjourned at 4:30 PM.

The meeting was reconvened at 8:30 AM Saturday, August 16

14. Nominations Committee

Impara informed the Board of the slate of candidates for 2007, which listed as candidates for Vice President, Steve Ferrara and Mark Reckase; for Board at Large, Chad Buckendahl and Todd Rogers; and for Board, Testing Organization, Brian Clauser and Larry Rudner.

The group discussed the need to have a more diverse slate of candidates in 2007. Sireci asked that the Board be allowed to comment on the recommendations of the Nominations Committee prior to the finalization of the slate of candidates. He also asked that names of potential candidates submitted through the membership breakfast survey be taken into greater consideration in the future.

The group agreed that the Board should see the Nominations Committee's final three candidates in each category and be given the opportunity to comment before the slate of candidates is finalized. Sireci asked Wheeler to draft language to update the Handbook; Eignor said he would review the draft text.

15. Informational Updates

Eignor told the group that Educational Measurement (4th Edition) is scheduled to be available to membership in the fall of 2006. Eignor suggested that Bob Brennan be given an award or other recognition for his efforts. Impara suggested that Steve Downing and Tom Haladyna be recognized for their work on the Handbook on Test Development.

Eignor reported that NCME had been asked to support a Survey of Educational Measurement and Testing Professionals, and the Executive Committee had agreed to share NCME's membership list with the survey sponsors, Wayne Camara and Kristen Huff, from the College Board. Impara suggested that the Recruitment Committee be made available as a resource as the project is undertaken.

16. Outside Activities Related to NCME

Eignor said that ANSI had invited NCME to comment on international standards for psychological assessment developed in Germany. NCME's Standards & Use Committee provided feedback to Eignor, recommending that the proposed standards not be accepted in their current state, and Eignor shared these with ANSI. ISO (the International Organization for Standards) subsequently voted to approve funding to continue working on the standards, although ANSI, the US representative, voted against it. Eignor volunteered to send the standards and NCME's comments to the full Board. ANSI has called a meeting in Washington on September 28 to discuss how the organizations who produced the Standards can get involved in the ISO international standards effort. Becker and Eignor will represent NCME at this meeting.

Eignor updated the group on the LaValle Legislation/ATP/CCSSO initiative, noting that ATP is planning to produce a casebook of good and bad testing practices. NCME was asked to add comment to the LaValle legislation, but the legislation is on hold until January of 2007. Eignor said that NCME's comment, which he would draft, would be informational, only. Impara suggested that the

Standards Management Committee be involved in commenting, although the task of commenting on legislation is really beyond that committee's scope of responsibilities. He further suggested that the Committee's response be printed in an NCME journal so that it can be provided to LaValle as a public document rather than a letter of commentary.

Eignor reported that a request had been received for NCME to send a proposal for a representative to present at a Department of Labor (DOL) Symposium on the topic of validity in Washington in the fall of 2006. NCME was unable to provide a representative due to proposal time constraints and the availability of NCME members. The Symposium was ultimately canceled. However, the Department of Labor is intending to present the symposium in the fall of 2007 and NCME may have an opportunity to participate at that time.

Impara made a motion to allow the Executive Committee to select a member to represent NCME at the upcoming DOL meeting and to cover any travel expenses not covered by DOL. Lukin seconded the motion. The motion was passed.

Eignor updated the group on the presentations made by Linda Cook and by him at the recent ITC Conference, commenting that NCME's participation in ITC is worthwhile and should be continued. Impara suggested that Fitzpatrick or Eignor let NCME members know that, as affiliate members of ITC, they are entitled to discounted registration for the upcoming ITC meeting in Liverpool.

Sireci suggested that NCME take a proactive stance with Margaret Spellings regarding the No Child Left Behind legislation. He commented that NCME members are already involved in many states, and that NCME should become a formal resource to the Department of Education. Impara suggested that an ad hoc committee or other action strategy be in place prior to making contact with Spellings. Eignor asked Sireci to draft a plan for presentation to the Board in November; Lukin, Cook and Koenig volunteered to assist Sireci.

17. Strategic Planning

Eignor asked Wheeler to discuss the process of the upcoming strategic planning session. Wheeler referred the group to handouts in the Board book, and said that the process would include an initial phone conversation with Eignor, Impara and Fitzpatrick to discuss big-picture issues being faced by NCME; a survey for Board members and other key stakeholders would be drafted and disseminated based on the initial phone conversation; the strategic planning meeting agenda would be drafted based on the survey results; a written report of the planning session would be submitted for the Board's review after the meeting; and a final plan would be drafted based on the discussions reflected in the report.

Members of the Board expressed concern about issues to be addressed and suggested the following list of issues be included in the planning session:

- Increase membership
- Increase diversity of membership
- Serve the public
- Influence policies – how do we do that?
- Committee roles & responsibilities; effectiveness of committees/motivation
- Bylaws review/revision
- Impact on the training of measurement professionals/improve the quality of measurement practice

- Increase national visibility/presence
- Future focus of EM:IP
- Grad Student issues

Wheeler agreed to share this information with Pat Sterner, the planner with whom NCME has contracted to facilitate the strategic planning session in November.

18. Other Business

Impara asked Wheeler to update the expense reimbursement form to reflect the current mileage allowance.

Wheeler said that staff had printed copies of the NCME Handbook for Board review. He was asked to mail the copies to Board members, and to email the Handbook in a Word document, as well. Wheeler asked the group to review and comment on areas of their specific responsibility.

The group agreed to review the list of lapsed members and provide corrections/deletions to Wheeler by August 25.

Eignor asked Board members to submit committee reports in advance of the November Board meeting according to the timeframe that would be shared in advance of the meeting.

The meeting was adjourned at 11:25 AM.