



Meeting Minutes
NCME Board Meeting: January 9-10, 2020
Four Palms Miami Beach

Board Attendees: Steve Sireci, Ye Tong, Rebecca Zwick, Rose McCallin, Andrew Ho, Michael Walker, Howard Everson, Michael Rodriguez (by phone), Debbie Durrence (by phone)
Guests: Rosemary Reshetar, Chair- Budget & Finance Committee
Staff Attendees: Ethan Gray

January 9, 2020

TOPIC	DISCUSSION	ACTION/MOTION
Welcome, Review of Agenda	<ul style="list-style-type: none"> • Meeting was called to order at 8:52am • Sireci welcomed all attendees; reviewed meeting norms, adjusted Robert’s Rules of Order and proposed agenda. 	MOTION: Ho, Zwick move to adopt adjusted Robert’s Rules of Order and meeting agenda; motion carries unanimously.
State of NCME	<ul style="list-style-type: none"> • Gray reported on: <ul style="list-style-type: none"> ○ Membership stats as of 12/31/19 ○ 2020 dues renewal notice plans • Board and staff discussed 2020 conference registration difficulties for end-users and customer service; lack of ownership over data and troubleshooting creates an inefficient environment. Staff will continue to manage issues as effectively as possible. 	
President’s Update	<ul style="list-style-type: none"> • Sireci discussed options for facilitating dialogue around Board motions and calling votes; Board discussed Higher Logic community as a pilot space. Board also discussed the convenience of a single email address as a distribution list for Board messages. • Sireci summarized applications for minority travel fellowships (40 to date for 30 slots). Board discussed selection process; PhD holders and applicants from measurement programs will have priority. • Sireci recapped November ICE conference in San Diego and discussed involvement with ICE as a mechanism to build NCME visibility and grow membership within the certification/licensure space. 	<p>ACTION: Staff to create a Board distribution email (NCMEBoard@Talley.com)</p> <p>ACTION: Staff to confirm "daily digest" settings in Board Higher Logic community</p>

	<ul style="list-style-type: none"> • Board discussed the potential for certifying psychometricians. Questions to answer: <ul style="list-style-type: none"> ○ What is the market need? ○ Would there be existing certification equivalencies? • Board discussed collaborative opportunities and NCME bandwidth to engage with several organizations (ICE, ATP, IAEA, ITC, SREE, AERA etc.) 	<p>ACTION: Charge Outreach and Partnership Committee with evaluating organizational partnerships; "tiering" organizations by relevance and opportunity; making recommendations for approaches by April Board Meeting.</p> <p>ACTION: Sireci to draft "exit thoughts" on potential ongoing initiatives or strategic considerations post-presidency (Exec. Dir., Psychometric Certification etc.)</p>
<p>Board Elections</p>	<ul style="list-style-type: none"> • Zwick announced 2020 voting stats and election results. • Board discussed engagement metrics and how to best get membership to participate in the future. 	
<p>Budget & Finance</p> <p><i>(Marc Kroopnick, Budget & Finance Committee member, joins by phone)</i></p>	<ul style="list-style-type: none"> • Board discussed 2019 Classroom Assessment conference performance. • Reshetar reviewed investment transfer to Vanguard and authority to review account activity which staff will have and the authority to withdrawal and transfer funds which will reside with the President and B&F Chair. • NCME will need to identify a financial advisor to perform an annual consult. • Board discussed recommended updates to financial portions of NCME Handbooks. • Reshetar and Kroopnick discussed additional considerations to allow more flexibility regarding deficit budgets, investment spending and oversight. • Board discussed logistical difficulties of developing a conference budget due to AERA management relationship; additional discussion required. 	<p>ACTION: Staff to check-in with Derek Briggs re: financial reconciliation.</p> <p>MOTION: Zwick, Tong move to approve submitted Handbook revisions; motion carries unanimously.</p> <p>ACTION: B&F Committee to revisit NCME Handbook statements regarding investment spending restrictions; recommend updates as needed.</p>

<p>SIGIMIE Proposal Review</p>	<ul style="list-style-type: none"> • Board discussed submissions received from members-at-large and considered the following: <ul style="list-style-type: none"> ○ Relevance to NCME constituencies ○ Size of interested constituencies ○ External engagement channels ○ Possible success metrics ○ Likelihood of long-term membership engagement and possible sunseting procedures ○ Approval stipulations: <ul style="list-style-type: none"> ▪ Pilot period for review in April 2022 ▪ Bi-annual activity report requirement ▪ Sessions during NCME annual meeting need program chair approval ▪ Inability to charge SIG dues without Board approval 	<p>MOTION: Sireci, Tong move to approve all submissions to date with noted stipulations; motion carries unanimously.</p> <p>ACTION: Sireci to draft acceptance letters; assign Board liaisons.</p>
<p>NCME Handbook Revisions</p> <p><i>(Maura O’Riordan, GSIC Co-Chair, joins by phone)</i></p>	<ul style="list-style-type: none"> • Staff reported on compiled revisions. • Staff discussed limited inconsistencies with existing NCME Bylaws. • Board will revisit proposed Bylaws revisions from previous meetings and consider amendments as necessary. 	
<p>2020 Conference</p> <p><i>(Ada Woo, 2020 Conference Co-Chair, joins by phone)</i></p>	<ul style="list-style-type: none"> • Woo reviewed conference program; sessions have been slotted with 12 concurrent sessions @ peak, most other slots have between 9-11. • Presenter confirmations will be sent in January. • Board reviewed registration stats to date. • Woo reviewed reception schedule: <ul style="list-style-type: none"> ○ GSIC on Friday afternoon ○ “No Host” on Saturday @ 6:30pm; requires coordination with AERA Division D. ○ President’s Reception on Sunday @ 6:30pm (invite only) ○ Diversity currently scheduled on Monday. Board discussed what audience is desired. ○ CATF on Thursday @ 3:00pm. 	<p>ACTION: Walker to discuss Diversity reception with Committee Chair; determine who the audience is and how the reception should be advertised.</p>

	<ul style="list-style-type: none"> • Workshops: <ul style="list-style-type: none"> ○ Board reviewed submitted report; discussed whether there is a need to require a minimum number of attendees for full and/or ½ day sessions; decision deferred to Sireci and Program Chairs. • Board and staff discussed possible approaches to session evaluations. • Board and staff discussed A/V and the need to make decisions after cost estimates are secured. 	<p>ACTION: Staff to Determine options for session evaluations being conducted onsite in San Francisco.</p> <p>ACTION: Staff to plan to "eyeball" concurrent session rooms and track attendance in San Francisco.</p> <p>ACTION: Staff and Program Chairs to finalize A/V needs; eBoard cost estimates + basic room sets + options for live recording.</p>
<p>NCME Handbook Revisions (cont.)</p>	<ul style="list-style-type: none"> • Board returned to Handbook revision summary provided by staff. • Board discussed additional publication handbook supplements and issues with version control. 	<p>MOTION: Zwick, Ho move to task Publications Committee with review of NCME Handbooks to determine if they incorporate the most updated versions of Publication operations.</p>
<p>Membership Committee</p>	<ul style="list-style-type: none"> • Board reviewed submitted report. • Staff reviewed 2019 year-end data provided to Committee Chair. • Quarterly stats will be provided going forward. • Board discussed the need for specific objectives to be charged to the Committee beyond “growing membership”. 	
<p>Graduate Student Issues Committee (GSIC) <i>(Delwin Carter, GSIC Co-Chair, joins by phone)</i></p>	<ul style="list-style-type: none"> • Board reviewed submitted report. • Carter and O’Riordan reviewed recent “virtual brown bag” sessions. • Committee is working on 2020 conference sessions. • Board and Chairs discussed social media contest during 2020 conference; providing a free year of membership each day for posts with the most ‘likes’. • Board discussed internship/fellowship page on the NCME website and the need to qualify postings. • Board and Chairs discussed overall grad student engagement on committees. 	<p>ACTION: GSIC Committee to review internship page on NCME.org; create a web-friendly spreadsheet that outlines available opportunities and compensation rates.</p> <p>ACTION: GSIC Chairs to connect with grad student reps on ALL committees to determine engagement.</p>

<p>Classroom Assessment Taskforce</p> <p><i>(Debbie Durrence joins by phone)</i></p>	<ul style="list-style-type: none"> • Board reviewed submitted report. • Taskforce preparing for 2020 conference workshop—space needs, registration logistics and A/V. • Taskforce is discussing succession planning and long-term outlook; considering a SIGIMIE proposal and recommendations for independent educational conferences. Taskforce is targeting July 2020 for recommendations to the NCME Board pending activities in San Francisco. • Board discussed Classroom Assessment Certification for teachers and will include that as a discussion topic during “fireside chats” in San Francisco. 	
<p>Strategic Visioning Taskforce</p>	<ul style="list-style-type: none"> • Board reviewed draft survey for membership feedback and considered: <ul style="list-style-type: none"> ○ Need for an open text question about what members like about proposed NCME objectives. ○ Need for Committee Chairs to provide feedback. ○ Need for a defined open-comment period and deadline (30 days). 	<p>ACTION: Sireci to craft "open comment" email to NCME membership to review revised NCME mission and organizational goals; reinforce Committee Chair participation once open comment period is launched.</p>
<p>Position Statements</p>	<ul style="list-style-type: none"> • Durrence updated Board on revisions to statement on balancing assessment priorities in K-12 education; further discussion deferred to April Board meeting (day 2). • Rodriguez led review of updated statement on multilingual learners 	<p>ACTION: Board to send comments on updated Multilingual Learner Position Statement to Michael Rodriguez within 1 week; Rodriguez to compile edits and recirculate.</p>

~ Meeting Suspended Until January 10 ~

January 10, 2020

TOPIC	DISCUSSION	ACTION/MOTION
<p>Joint Standards Management Committee</p>	<ul style="list-style-type: none"> • Meeting was called to order @ 8:53am. • Zwick provided an update on Committee activities and governance: <ul style="list-style-type: none"> ○ Includes reps from NCME, AERA and APA ○ Oversees revisions to Standards publication, promotion, advertising and sales. ○ AERA manages committee operations for a fee ○ Reviewed approaches to possible revisions ○ Sales have been increasing, largely due to bulk sales to Capella University • Board discussed selection of next Committee Liaison after Zwick's term expires. Board designated Ye Tong as liaison for next 2-year term. 	<p>ACTION: Zwick to inform Committee on Tong appointment.</p> <p>ACTION: Zwick to draft policy language for appointing future NCME liaisons to the Committee; include on April Board agenda.</p>
<p>ITC 2020</p>	<ul style="list-style-type: none"> • Board reviewed sponsorship opportunities for 2020 conference and discussed the value of support. 	<p>MOTION: Ho, Tong move to support conference @ the Silver level; Everson to utilize comp conference registration; motion carries unanimously.</p>
<p>IAEA</p>	<ul style="list-style-type: none"> • Board discussed NCME org membership and value of engagement. 	<p>ACTION: Tong to discuss value of membership with Randy Bennett; make recommendation on whether to maintain.</p>
<p>ITC/ATP</p>	<ul style="list-style-type: none"> • Board reviewed PPT slides on ITC/ATP Guidelines for Technology-Based Assessments initiative and discussed whether NCME should formally request guidelines for comment. Board would like to comment but deferred who should review and submit for discussion during April Board meeting. 	

<p>Publications</p>	<ul style="list-style-type: none"> • Board reviewed submitted report, financing options for EM5 publishing. Considerations: <ul style="list-style-type: none"> ○ Who retains copyright for outsourced publishing options? • Board determined that outsourced options are incomplete, needs additional information and needs to be revisited no later than the April Board meeting. • Board discussed discretionary open-access articles from Wiley journals upon author request. Current proposal includes a \$3,000 fee per article from Wiley. Board discussed moving forward with a request that Wiley provides the number of open-access requests in annual reports. 	<p>MOTION: Sireci, Ho move to authorize open-access upon author request pending a confirmation of per-article fee; motion carries (Zwick abstains, McCallin opposes).</p> <p>ACTION: Staff to note in Master Calendar(s) that current Wiley contract will auto-renew in 2022; ensure adequate time to consider/adjust before auto-renewal.</p>
<p>Informing Assessment Policy</p>	<ul style="list-style-type: none"> • No Committee report submitted. • Board discussed need to compile a list of industry experts and reporters to be conduits for information dissemination when required. Additional discussion required during April Board meeting. 	
<p>Media Policy</p>	<ul style="list-style-type: none"> • Board discussed motion in submitted report. Motion amended to reflect “majority rule” on Executive Committee rather than unanimity to approve communications. 	<p>MOTION: Zwick, Tong move to approve amended motion from submitted report; motion carries (Sireci and Rodriguez oppose)</p>
<p>Adjournment and Next Meeting</p>	<ul style="list-style-type: none"> • Meeting adjourned @ 12:08pm • Board will convene next during San Francisco annual conference: <ul style="list-style-type: none"> ○ Friday, April 17th, 4pm-7pm ○ Monday, April 20th, 4pm-7pm 	