



Meeting Minutes

NCME Board Meeting: September 22-23, 2021

Via Zoom

Board Attendees: Derek Briggs, Ye Tong, Deborah Harris, Kyndra Middleton, Antionette Stroter, Michael Walker, Howard Everson, Ellen Forte, Sharyn Rosenberg

Guests: Marc Kroopnick, Budget & Finance Chair

Staff Attendees: Ethan Gray, Erin O’Leary

TOPIC	DISCUSSION	ACTION/MOTION
Welcome & Agenda Review	<ul style="list-style-type: none"> • Meeting called to order at 11:08am eastern. • Minutes from June 16, 2021 reviewed. • Briggs reviewed the meeting agenda; no additions suggested. 	MOTION: Forte, Everson move to approve June minutes. Motion carries unanimously.
President’s Report	<ul style="list-style-type: none"> • Briggs led reflections on Matt Gaertner and discussed celebration and remembrance opportunities during the 2022 conference. • Presidential Initiative Updates: <ol style="list-style-type: none"> 1. Equity Call for Proposals has been sent; deadline for submission is October 1. 2. NCME online content channel meeting held; action items are in development; a task force will be convened. 3. Educating and Training the Next Generation task force is being convened. 	ACTION: Briggs to circulate Equity proposal submissions for review/selection once received.
NCME Website Communities	<ul style="list-style-type: none"> • Gray provided an overview of the community functions in Higher Logic (NCME website CMS). • Communities are available for Board and Committee use with the same functionality of SIGIMIE communities (discussion threads, document library etc.) • Community access is governed by staff through NCME’s YourMembership database. 	ACTION: Staff to clean-up existing board and committee communities based on active assignments for future use and archiving of work for continuity between volunteer terms.

<p>Annual Conference</p> <p><i>(Brian Leventhal, Conference Chair, joins as guest)</i></p>	<ul style="list-style-type: none"> • Attendees separate into breakout groups to discuss the approach to 2022 content delivery and the long-term relationship with the AERA. Key takeaways: <ul style="list-style-type: none"> ○ There are many variables that require further discussion and/or stakeholder input (logistical and cost implications of virtual or hybrid components, speaker and attendee preferences etc.). ○ We need an understanding of the AERA’s approach as well as the facilities assigned to us in order to make decisions. ○ There are clear constituency benefits to remaining associated with the AERA. Attendees discussed the potential for ending contractual relationship while still scheduling concurrently. This would likely create some accessibility issues as the AERA consumes most, if not all, of the available venue space in a city. 	<p>ACTION: Staff to continue to try and convene with AERA counterparts regularly to make coordinated, informed decisions.</p>
<p>Budget & Finance Report</p>	<ul style="list-style-type: none"> • Gray reviewed a preliminary 2022 budget. Several variables requiring clarification: <ul style="list-style-type: none"> ○ Committee funding requests ○ 2022 conference delivery ○ In-person board meetings • A second budget draft pending outcomes of this board meeting will be circulated. • Kroopnick reviewed a proposed policy on spending authority thresholds. 	<p>MOTION: Walker, Rosenberg move to approve the spending policy. Motion carries unanimously.</p>
<p>Publications Committee</p>	<ul style="list-style-type: none"> • Everson reviewed submitted reports. • Attendees discussed ITEMS migration options. • Attendees discussed journal reviewer certificates and reached no consensus opinion. 	<p>MOTION: Briggs, Harris move to support ITEMS migration while maintaining Elevate license for 2022.</p> <p>ACTION: Everson to inform committee that use of reviewer certificates is @ the discretion of the individual journal editor so long as there are no expense implications.</p>

	<ul style="list-style-type: none"> • Attendees discussed options for making the NCME Book Series open access including conditions for existing volumes and those published in the future: <ul style="list-style-type: none"> ○ Immediate open-access vs. a 1-year waiting period. 	<p>MOTION: Briggs, Walker move to make existing Book Series volumes open access @ an estimated cost of \$31,200 and to include annual budget funds of \$10,000 for making future volumes open access. Motion carries with Harris in opposition.</p> <p>ACTION: Pubs Committee to recommend whether open access for new volumes occurs immediately OR after one-year of publication</p>
<p>Mission Fund</p> <p><i>(Francis O'Donnell, Mission Fund Chair, joins as guest)</i></p>	<ul style="list-style-type: none"> • O'Donnell provided an overview of Mission Fund purpose and initiatives from 2019 and 2020. • O'Donnell reviewed current fundraising channels, additional research project proposals, and requests for additional seed-funding to support initiatives. 	<p>ACTION: Staff to circulate Mission Fund PPT along with meeting minutes.</p> <p>MOTION: Briggs, Forte move to approve \$45,000 in funding to support proposed initiatives. Motion carries unanimously.</p>
<p>Diversity Issues in Testing Committee</p>	<ul style="list-style-type: none"> • Attendees reviewed submitted report. • A webinar series is in development. When codified, this should be promoted both within and outside of the NCME community. • Requests for continuing Pipeline Scholarships (\$10,500) and annual meeting networking reception (\$2,500) are included in the 2022 budget. 	<p>ACTION: Walker to get details on application process for pipeline scholarships prior to funding being released.</p>
<p>Membership Committee</p>	<ul style="list-style-type: none"> • Attendees reviewed report. • Gray reported on trends and indicated 2022 renewal cycle will begin in November. • Staff has provided the new Committee Chair with historical data and a conference call is pending. 	
<p>Awards Committee</p>	<ul style="list-style-type: none"> • Walker reviewed submitted reports. Nominations will open in October and are set to close on December 10th. 	

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Welcome & Agenda Review	<ul style="list-style-type: none"> Day two called to order @ 11:03am eastern. Briggs reviewed the day two agenda. 	
NCME Governing Documents	<ul style="list-style-type: none"> Harris and Gray reviewed inconsistencies between NCME’s original Articles of Incorporation and current Bylaws as well as the amendment processes for both. In general, governing documents should provide a framework for operations but should retain fluidity for making changes in response to constituency or industry dynamics (e.g., membership dues). Attendees reviewed proposed Bylaws amendments. 	ACTION: Harris to draft clean proposal for Articles + Bylaws amendments based on board discussion, circulate for final review prior to developing a timeline for membership vote.
Classroom Assessment Committee	<ul style="list-style-type: none"> Stroter reviewed submitted reports. Gray reviewed profit and expense sharing arrangements for the Classroom Assessment Conference. This year’s conference will be held virtually on October 21-22; a debrief on content and logistics will be held post-meeting 	
Website Committee	<ul style="list-style-type: none"> Rosenberg reviewed submitted report. Rosenberg, Gray and Erin Banjanovic (Committee Chair) coordinated outreach to Committee and SIGIMIE chairs regarding website build-out opportunities; will revisit to reinforce options. 	
GSIC Committee	<ul style="list-style-type: none"> Middleton reviewed submitted report. GSIC requests \$2500 to host a reception during the 2022 Annual Conference. 	MOTION: Briggs, Harris move to make GSIC reception a recurring budget line item; motion carries unanimously.
Informing Assessment Policy Committee	<ul style="list-style-type: none"> Middleton reviewed submitted report. Attendees discussed request for building a web-based list of subject matter experts for media inquiries. 	ACTION: Middleton to charge Committee with developing a process to evaluate a SME list.

	<ul style="list-style-type: none"> • Attendees approved proposal for updating the committee charge. 	<p>ACTION: Incorporate updated charge in next round of Handbook edits in early 2022.</p>
<p>Outreach and Partnerships Committee</p>	<ul style="list-style-type: none"> • Attendees discussed the ambiguity of this committee’s charge and whether it would be better served by rolling it into the functions of several other committees who would benefit from external relations; more discussion required. 	
<p>Standards and Test Use Committee</p>	<ul style="list-style-type: none"> • Forte reviewed submitted report. • Committee is collating field standards from a variety of sources. • Activity discussion triggered need for more inter-committee coordination on work. 	<p>ACTION: Briggs, Gray to convene committee chairs to discuss intersectional work.</p>
<p>Board Nominations</p>	<ul style="list-style-type: none"> • Tong provided an update on candidate submissions. • Nominations Committee will convene next week to form the slate, ballots should be delivered to membership by mid-November with the election closing in January. • As previously directed, candidates will be allowed to submit traditional written statements or record a video statement. 	
<p>Executive Director Search</p>	<ul style="list-style-type: none"> • Attendees revisited employment models. While a 1099 contractor has been suggested as the easiest path, there are still concerns about the legal/compliance implications of a chief staff executive being a 1099 employee. • Pending the item above, the Board would like to constitute a search committee by November, release a call for candidates and begin review in January. 	<p>ACTION: Gray to revisit implications of 1099 employment model with NCME lawyer.</p>

<p>SIGIMIE Reports</p>	<ul style="list-style-type: none"> • Scaling, Linking and Equating <ul style="list-style-type: none"> ○ Report reviewed. Attendees discussed planned webinar series and the need to prioritize member attendance before non-members. • Diagnostic Measurement <ul style="list-style-type: none"> ○ Report reviewed. • Educators of Measurement <ul style="list-style-type: none"> ○ Report reviewed. • Large Scale Assessments <ul style="list-style-type: none"> ○ Report reviewed. • State and Local Assessment Leaders <ul style="list-style-type: none"> ○ Report reviewed. ○ Chairs seem unsure of value; whether a SIGIMIE is the best vehicle for member engagement given other external channels; assessment will continue. • Big Data <ul style="list-style-type: none"> ○ Report reviewed. ○ Middleton is meeting with chairs this month and will report back. • An overall SIGIMIE program evaluation will be included on the January board agenda. 	
<p>Executive Session</p>	<ul style="list-style-type: none"> • Board retired to Executive Session to discuss the TMG management contract @ 4:51pm eastern. 	