

**National Council on Measurement in Education
Board of Directors Meeting Minutes
November 10 - 11, 2006
Washington, DC**

Members: Dan Eignor
 James Impara
 Anne Fitzpatrick
 Terry Ackerman
 Linda Cook
 Judith Koenig
 Leslie Lukin
 Stephen Sireci
 Hariharan Swaminathan

Staff: Bruce Wheeler

1. Call to Order

President Dan Eignor called the meeting to order at 8:40 AM, Friday, November 10, 2006. He thanked the Board for their time and participation in the strategic planning session, held the previous day.

2. Approval of Meeting Minutes from August 18 - 19, 2006

Steve Sireci asked that item 14 from the August meeting minutes reflect the Board's request for changes to the slate of nominees and Impara's response that the slate had already been finalized.

Anne Fitzpatrick made a motion to approve the minutes as amended. Sireci seconded the motion. The motion was passed.

3. Consent Agenda

Program Committee Report

Eignor reported that the Program Committee was doing well. He said that the David Weiss session, had been submitted, but not as requested and was more testimonial in nature than educational. While the final decision had not been made, Eignor indicated he was inclined to accept the session as submitted. Linda Cook raised the issue of whether or not this would set a precedent. The group was comfortable with the overall proposal, although they were uncomfortable with a portion of the title, which specifically referred to the session as being honorific, and asked that the name be changed.

Fitzpatrick asked what was involved in the \$2000 to \$3000 in expenses incurred by the Program Committee. Eignor reported that the funds were to cover administrative costs not being supported by ETS.

Hariharan Swaminathan noted that the numbers in the report didn't add up. Eignor said that the number of total submissions was the correct number. He also noted that Anne Fitzpatrick's invited session had unintentionally been omitted.

Jim Impara made a motion to accept the report contained in the consent agenda; Fitzpatrick seconded the motion. The motion was passed.

4. Training Committee

Eignor said that the Training Committee's summer report had not been received prior to the August meeting and referenced an email he had sent to the Board highlighting issues of concern. One issue of note was whether to offer session-specific pricing for future training sessions or to standardize registration fees for full- and half-day sessions. The group was supportive of keeping the pricing schedule based on actual session costs because this pricing system is easy to understand and explain. It was noted that the training sessions were not designed to generate revenue for NCME.

The group discussed whether or not the cost of books should be included in training session registration fees and, if so, whether session organizers or staff should assume responsibility for procuring the books. It was generally agreed that books did not need to be part of the registration fee; instead the leader of each training session could list the books in the registration form as "recommended text" and leave responsibility for procuring books to participants. Fitzpatrick recommended further discussion with the leaders of the training sessions.

Eignor referred the Board to the portion of the Committee report regarding sessions leaders' responses to a survey about online training that was developed and distributed by Cheryl Cardell, Chair of Training Committee. Observing that the implications of the responses were not clear, Eignor observed that there were many options for structuring online training and that more specification was needed before the Board could make an informed decision about whether to offer this kind of training. Eignor asked Impara to develop several scenarios for online training.

The group briefly discussed the payment structure for training instructors. They agreed that for the 2008 conference speakers would be asked in advance to identify all costs, including fees/honorariums. If an honorarium was not requested, it would not be paid.

5. Finance Committee

Eignor reminded the group that the preliminary annual budget for fiscal year 2007 (7/1/2006-6/30/2007) had been approved in August and referred the group to the revised budget included in the materials distributed prior to the meeting. Fitzpatrick noted that the revisions in expenses were made as more information became available. She noted that the budget still showed a very healthy net income.

Sireci made a motion to approve the revised budget. Impara seconded the motion. The motion was passed.

Impara suggested that Board consider making the Chair of the Finance Committee also the NCME Treasurer and an Ex-officio member of the Board in the future. Such a move would require a Bylaws change.

6. Membership Committee

Wheeler discussed the response to the electronic letter sent to lapsed members, saying that fewer than 30 people had renewed as a result of the appeal. The group agreed that a hard copy of the letter should be sent to those lapsed members remaining on the list.

The group discussed options for conveying member identification numbers to current members and agreed to send communication to all members when the member-only section of the website is activated. The group also agreed that staff should begin using paper stock that includes removable membership cards in future membership renewal acknowledgments.

The Committee is revising the online questionnaire and the Board agreed that, once the online instrument was available, the hard-copy breakfast questionnaire will no longer be circulated. Impara suggested encouraging members to go to the website and complete the questionnaire via the letter informing them about the new members-only section of the website.

The Board supported the Committee's recommendation that ribbons indicating new-member status be given to appropriate individuals attending the conference. It also recommended that the Membership Committee share this idea with the Graduate Student Issues Committee (GSIC). The Board also agreed to give two drink tickets to each new member attending the no-host reception in Chicago; Wheeler said that staff would handle ticket distribution and verification of status on site.

Sireci made a motion to approve the Membership Committee's request for \$200. Terry Ackerman seconded the motion. The motion was passed.

7. Annual Recognition Awards Committee

Cook informed the Board of the present status of the Call for Nominations:

- Annual Award: no nominations received
- Lloyd Award: no nominations received
- Hanson Award: three nominations received
- Career Contributions Award: three nominations received
- Millman Award: two nominations received
- Cascallar Award: three nominations received

Cook asked the group for assistance in identifying potential nominees for the Annual Award for Public Dissemination of Information. Impara suggested contacting NATD, CSSO and Division H for suggestions. Leslie Lukin suggested national educational associations as another potential source of nominations. The group discussed the difficulty in obtaining nominations and agreed that it is not necessary for all awards to be given each year.

Cook noted that the NCME Handbook calls for unsuccessful nominees to be notified in March if their nominations will be carried over to the next year. She said that she was under the impression that this had not been done in the recent past. Fitzpatrick asked that Cook and Lukin discuss this and other issues raised by the committees in their written reports, and to make recommendations to the Board in the future. Wheeler suggested that an *ad hoc* committee be seated in conjunction with other governance renewal activities and asked to review all aspects of NCME's awards initiative.

8. Graduate Student Issues Committee

Judy Koenig reported that the GSIC had put together a much stronger program than the one that had been proposed earlier in the year; Sireci complimented the Committee on its revision.

Sireci suggested that future faculty advisors to the Committee be located at the same institution as the student Chair.

Members of the Committee have asked that new graduate student members be appointed prior to the upcoming meeting to facilitate networking. The group also agreed that faculty members should continue to be involved in nominating graduate student representatives to appropriate committees; Koenig agreed to draft an email for Fitzpatrick's review.

The Committee has asked the costs of A/V for the GSIC symposium in Chicago be covered by NCME. The group agreed that NCME would underwrite the cost of an LCD projector.

The Committee has asked for the Board to allow them to poll students annually regarding membership in NCME, educational needs, etc. The Board was supportive and asked that survey results be shared with them. Impara clarified that the survey should be sent out by the Central Office, rather than by a representative of the Committee.

In response to the question of whether or not the GSIC had a mission statement, Fitzpatrick said that she would look for this mission statement in the Handbook.

It was suggested that non-member graduate students be allowed to submit abstracts for future conferences, and that those whose abstracts are accepted be contacted and encouraged (but not required) to join NCME.

9. Publications Committee

Ackerman summarized the Committee report distributed to the group, noting in particular that the ScholarOne system had been selected for NCME's online journal submissions. This decision had been reached because ScholarOne is a leader in the field, because of its versatility, and because of Blackwell's strong recommendation based on the number of their journals that use the system. Jim Carlson and Sue Brookhart were continuing to look at looking issues related to formatting and other customizable options.

Regarding the Handbook on Teacher Evaluation, Ackerman said that he was very pleased with the Committee that had been formed to review the present Handbook. He said that the group had

suggested it would be better to have two editors: one representing teacher research and one representing measurement/assessment. Ackerman asked the Board to identify first and second choice candidates to serve as co-editors. The group agreed that editors and authors need not be members of NCME and that the Ed Measurement 4th edition model of organizational recognition of the final product – as opposed to organizational endorsement – be followed.

The group discussed the need for an ad hoc committee to oversee the revision of content on the NCME website. It was suggested that committee members should represent a variety of measurement interests and skills in order to better develop a greater breadth of content (that is, content that is of interest to NCME members and to users in other education and measurement areas, as well as to the general public, etc).

Sireci raised the issue of the print version of the NCME newsletter, noting that he no longer read it now that it is only available online. Other Board members said they, too, no longer read the Newsletter. The group asked Wheeler to explore the cost of producing and mailing the newsletter in hard-copy format .

The group congratulated Ackerman on the efforts of the Publications Committee.

10. AERA Update on Conference Planning

Eignor welcomed Robert Smith and Jerry Sroufe from AERA. Smith discussed the eight primary hotel properties that would house the AERA/NCME conference, and he informed the Board that the Hotel Inter-Continental would serve as the “host” hotel for NCME. He also said that he is planning to put AERA Divisions D and H sessions across the street from the Inter-Continental at the Marriott Hotel. The exhibit hall and graduate student resource center would be located at the Hyatt, and conference registration would be at the Sheraton. AERA is planning to host posters in the exhibit hall.

Smith reported that AERA won’t pre-mail the program in 2007. Instead, PDF’s of the program will be available online.

Smith reported that program scheduling had begun at AERA the previous day. He hoped to have a program ready to share in the first or second week of December. Smith agreed to provide a preliminary program as quickly as possible, even if all presidential and/or other invited speaker sessions had not been finalized. Smith said that the file could be provided in an Excel spreadsheet.

Smith told the group that LCD projectors could be provided by individual speakers, but that union rules might impact whether or not a union technician would be required to hook up cables. He warned the group that AERA’s A/V costs jump approximately 45 percent for meetings in Chicago. Smith agreed to share information on A/V bids with Wheeler, who said that NCME would rather work through AERA than find its own vendor.

Smith reported that AERA had contracted with an organization to tape selected sessions and offered to include NCME. He asked that NCME identify a price-point for selling a CD-ROM. Smith also

reported that AERA would not be raising registration fees for the 2007 meeting, and speculated that prices may be raised for the 2009 meeting in San Diego.

Eignor told Smith that two sessions (one on the Standards for Educational and Psychological Testing, and one on the Program Evaluation Standards) had been proposed to be jointly sponsored by NCME and AERA; Smith said he would accommodate the request.

Sroufe reminded the group that the contract between AERA and NCME for conference support was up for renewal at the end of December, 2006. Impara asked Sroufe to work with staff on a contract proposal for 2008 and beyond.

Smith told the group that the Division D meeting was currently scheduled to be held on the same evening as NCME's no-host reception and suggested staggering the start and finish times of the two receptions in order to give crossover members the opportunity to attend both. Fitzpatrick read to the group an email from Mark Reckase, which said that the Division D meeting could be held on Thursday evening; Eignor agreed to follow up. If the meetings need to be held simultaneously, it was suggested that the two meetings be held in the same hotel, but on different floors.

The Board thanked Smith for his efforts on behalf of NCME. The Board also expressed enthusiasm for the selection of the Inter-Continental as the primary location for NCME events.

11. Joint Committee on Testing Practice

Fitzpatrick said the co-chairs of the JCTP were drafting a proposal for a revision of the ABCs of School Testing, which they hoped would include a leader's guide, a PowerPoint presentation, and, possibly, a video. The co-chairs are seeking two representatives from NCME to work on this project. They aspire to having a first draft available in June of 2007.

Sireci volunteered to be the Board liaison to the project and asked Board members for names of individuals who might serve on the ABCs of School Testing work group. Impara and Fitzpatrick expressed some concern about NCME's financial contribution to the project. They noted that NCME had relinquished to the JCTP its copyright for the ABCs, and so NCME will realize no revenue from future sales. They also noted that since the ABCs would be a joint project, expenses should be shared by all participating organizations.

12. Executive Director's Report

Job Postings: Wheeler told the group that the career page on the NCME website received approximately 2000 hits per month and strongly encouraged the Board to consider charging a fee for job postings. He noted that it is common to charge organizations for posting job ads and that it is a good source of revenue for the association; he also said that many ads are coming from placement agencies that expect to pay for such a service. Wheeler also recommended that the career page ads be placed in the members-only section of the new website. The Board was supportive of implementing a charge for ads to be placed on the website. The Board was not supportive of having the ads available to members only, preferring to use the career page as a way to increase public visibility.

The Board also discussed the possibility of giving a specified number of complimentary ads to NCME sponsors. Because the sponsorship requests for 2007 were already under way, such additions to NCME's corporate sponsor program would need to be implemented as part of an appeal for support in 2008.

Member Discounts on Educational Measurement: Wheeler told the group that the contract for Educational Measurement, 4th Edition, did not include a discount for NCME members, although NCME, as the recognized author of the book, was entitled to purchase copies at a discounted rate. Wheeler reported that, in a conversation with the publisher, he had learned that NCME could either purchase copies and sell them to members at the discounted rate, or the publisher would be willing to draft an addendum to the contract allowing for members to purchase copies directly from the publisher at the discounted rate. The group was not in favor of NCME purchasing books for resale purposes, and instructed Wheeler to ask the publisher to draft the contract addendum.

The group also discussed the lack of promotion of the book on the part of the publisher and asked Wheeler to find out about any marketing plans. Impara suggested that the book could be promoted in NCME journals if the publisher were to provide the ad.

Membership Renewal: Wheeler reported that the vast majority of NCME members had taken advantage of the option to renew for 2006 and 2007, and that the transition to an annual membership renewal cycle would be completed by the end of December. He suggested that, since so many members would not receive a renewal notice in 2007, it would be helpful to send some sort of correspondence to members asking for information previously updated on the renewal notice in early- to mid-2007. Fitzpatrick suggested mailing the request for updated information before sending the annual meeting programs.

NCME's Registered Agent: Wheeler told the group that, because NCME was chartered in Washington, DC, it needed to have an agent located in Washington to represent it in filing of tax returns and other formal documents. Jerry Sroufe has acted as NCME's agent, but Wheeler recommended hiring a local firm specializing in this kind of activity to act as the Registered Agent in the future. The Board agreed.

Website: Wheeler said that John Hoffman had completed work on moving NCME's website and membership database to a new platform that would allow for a members-only section and online, real-time activities. He said that online voting, membership renewals, and submission of proposals were things that would best be housed in the section of the website available to members rather than to the general public.

The Board was supportive, but reiterated that the career page should not be located in the members-only section; they also wanted the newsletter to be available on the public portion of the website. Wheeler raised the issue of access to the listserv, suggesting that such access be limited to members as a benefit of membership. The group asked if the newsletter could be sent to members via the listserv, but Wheeler said that the listserv could not accommodate attachments. However, a link to the online newsletter could be sent via the listserv. The group briefly discussed the need to have a

committee or ad hoc task force review the content of the current website and recommend additional content for the new website. Wheeler encouraged them to consider adding visuals, such as Board photos and photos from meetings.

Request for Additional Staff at the 2007 Conference: During its August meeting, the Board had given its approval to send additional staff from TRG to the conference in Chicago. Wheeler told the Board that two additional staff were being requested, who would work a total of 124 hours at \$40 per hour. He said that an addendum to the NCME/TRG contract would be drafted to reflect additional payment to TRG in the amount of \$4960 for the additional staff hours. The Board agreed.

Wheeler said that a staff meeting planner from TRG would be onsite to work with the hotel, presenters and the A/V company to ensure that all sessions, meetings and banquet functions ran smoothly. In addition, a membership representative would be onsite to take registrations for the pre-conference training sessions and to serve as an informational resource throughout the conference. Registration for the conference, itself, would still need to be done through AERA onsite, although members would be able to register for the conference in advance through the NCME website.

Conference Brochure: Wheeler said that he needed text from the Annual Meeting Program Committee and the Training Committee in order to produce the brochure. He said he would get general text from AERA regarding hotels and other registration information, and he would find out from AERA when AERA online registration would be available. Eignor said that text for the brochure should be given to Wheeler by December 1. Eignor also volunteered to review the training session text for consistency, if needed.

Wheeler said that he would have staff research organizations in the Chicago area that might be interested in attending the conference.

Wheeler was asked to remind AERA not to schedule any Board members to be presenters during the NCME breakfast or either of its two Board meetings.

Recruitment Brochure: Wheeler said that several thousand copies of the brochure were still in boxes at the TRG office and asked what should be done with them. The group agreed to ask the Recruitment Committee to make a recommendation about how to distribute remaining brochures.

TRG Contract: Wheeler reminded the group that the contract between NCME and TRG would be up for renewal in June. Fitzpatrick agreed to work with Wheeler to draft a new contract.

The meeting was adjourned at 4:30 PM.

The meeting was called to order at 8:35 AM, Saturday, November 11, 2006.

13. Standards Management Committee (SMC)

Impara reported that the SMC had met two weeks ago. Participating organizations generally were in favor of a revision of the Standards, although different groups felt that different levels of revision

were needed. NCME's organizational response was, in Impara's opinion, the most comprehensive. Impara complimented Doug Becker and his committee on their thorough response.

Impara noted that the Committee members are Wayne Camara (representing APA), Barbara Plake (representing NCME) and Suzanne Lane (representing AERA). Impara attended the meeting as the organizational representative from NCME. He noted that the current contract among the three organizations forming the Management Committee expires in 2009 and suggested that contract negotiations begin in 2008. He said that APA had volunteered to staff the Joint Committee and that a financial statement had been submitted by AERA; however, the financial statement submitted was incomplete.

Impara said that the expenses incurred by the Joint Committee and cost of production of the Standards would come out of the Development Fund, which would not leave enough funds to pay for staff support should NCME assume responsibility for the contract in 2009.

In summary, Impara said that the Standards are going to be revised and that the Management Committee discussed and will set criteria for selecting Chairs and members. Key organizational representatives (Eignor volunteered to represent NCME) will be contacted to discuss potential chairs, members and criteria in early January of 2007. Impara said that he felt it wouldn't be long before a tentative Joint Committee has been identified and noted that, while NCME members would be on the Committee, they would not officially represent or advocate for NCME (and similarly for the other organizations involved).

Eignor said that he would report briefly on this issue in his upcoming newsletter article. He said the revising of the Joint Standards would also be addressed in an invited symposium at the 2007 meeting in Chicago.

14. ANSI (American National Standards Institute)

Impara reported that NCME had been asked last summer to comment on the International Standards, but that the timeframe given was not sufficient to allow comment. Subsequently, ANSI agreed to give more time.

In general, NCME, APA and the Joint Committee on Testing Practices felt that the proposed International Standards were too narrowly focused and weaker than U.S. Standards. AERA chose not to comment. The U.S. was one of three countries that did not approve the proposed Standards; however, because five countries supported the proposal (Impara reported that most countries abstained from the vote) the process is moving forward under the direction of the German organization that proposed the Standards.

Impara said that neither APA nor AERA is willing to host the Testing Advisory Group (TAG), a step that is necessary in order to contribute to the process of review and revisions. If NCME feels strongly enough that the Standards need to be changed, it would be necessary to send multiple representatives to meetings in Germany, as the process involves voting by only those people in attendance at meetings. The concern/risk is that if the International Standards are less stringent than those in the

U.S., test publishers may follow the weaker standards because of their broader, international acceptance.

Eignor said that NCME could either join ANSI and form a TAG or provide information to several testing companies via the Association of Text Publishers (ATP) to see if they or ATP would be willing to join ANSI. Impara noted that it might be possible to work through the International Testing Council in Great Britain, perhaps using NCME members residing in Ireland and England. Eignor said he would follow up with Camara regarding the deadline for forming a TAG.

15. Remaining Issues

Eignor said that the Executive Committee had met the previous night and were concerned that not all NCME committee rosters were complete. Swaminathan said that committees under his responsibility were full and Koenig reported that the Diversity Committee was in process of trying to seat new members.

Fitzpatrick suggested that the Outreach Committee be asked to identify organizations in the greater Chicago area that might be interested in attending the 2007 annual meeting. She also suggested that communicating with local organizations be done in the future, prior to each annual meeting.

The group agreed to ask the Recruitment Committee to suggest ways to distribute the remaining career brochures.

The group agreed that the Diversity Committee needed to fill only one additional position and the graduate student position, rather than filling four open seats. The group discussed the role of the committee, suggesting that it focus on the 2007 diversity symposium until the Board, through its governance review, comes to agreement about the broader, future role and nature of the committee.

Eignor asked that Board members forward updated committee information to staff. Fitzpatrick asked that updated rosters include terms of service and suggested that Committee chairs be asked to review and update rosters directly. Wheeler agreed to send current rosters to the Board for review, and upon review, forward them to Committee chairs.

Eignor confirmed that mention of the Strategic Planning session in his NCME newsletter column would be informational only, simply noting that long-range planning had begun without commenting on the Board's discussions or potential content of the plan at this time. Rather, he would establish awareness that the planning had begun.

Eignor raised the issue of whether or not books would be provided as part of the fee for Training sessions in the upcoming conference. The group agreed that books were not necessarily required for these sessions, and therefore should not be included as part of the fee; instructors should be asked to provide information about where participants can purchase books, themselves. In addition, instructors will be encouraged to provide handouts for reproduction.

Wheeler was asked to invite Doug Becker to take photographs during the Breakfast Meeting.

The group briefly discussed formation of a Web Content Task Force, which would verify the current content and identify resources for “external” groups, including researchers; policy-makers; school districts; etc. This group would also recommend a process for ongoing review of web content.

Ackerman agreed to take the lead on seating this task force, and Impara and Wheeler volunteered to serve on it.

The meeting was adjourned at 11:30 AM.