



Meeting Minutes

**NCME Board Meeting: April 20, 2020 – 2:00pm Eastern
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
Welcome, Review of Agenda	<ul style="list-style-type: none"> • Meeting was called to order at 2:05pm eastern. • Tong welcomed all attendees, proceeded with introductions and reviewed the agenda. • Gray referenced previously circulated Conflict of Interest and Whistleblower policies. 	ACTION: All Board members to return signed Conflict of Interest & Whistleblower Policies to staff
President’s Report	<ul style="list-style-type: none"> • Tong discussed Presidential objectives. • Tong discussed 2020-2021 Board meeting schedule: <ul style="list-style-type: none"> ○ July 2020 (Boston or virtual) ○ September 2020 (Minneapolis or virtual) ○ January 2021 (TBD) ○ April 2021 (Orlando Annual Conference) 	
Board Liaison Assignments	<ul style="list-style-type: none"> • Tong reviewed Board Liaison roles to Committees; several assignments are mandated by NCME Operating Handbooks. • Board discussed open liaison assignments and agreed to the following: <ul style="list-style-type: none"> ○ Outreach & Partnership Committee>Ellen Forte ○ Website, Social Media Committees>Sharyn Rosenberg ○ Standards and Test Use Committee>Ellen Forte • Reshetar reminded the Board that the Budget & Finance Committee Chair needs to be (re) appointed for the 2021-2022 term 	ACTION: Staff to update Committee listings on NCME.org

<p>Committee Renewal Process</p>	<ul style="list-style-type: none"> • Tong discussed targeted outreach for recruiting future committee members in addition to general sign-up forms on the NCME website and during membership join/renew. • Board discussed shared file storage options through Higher Logic, Google Docs etc.; more discussion required. 	<p>ACTION: Staff to add Classroom Assessment Taskforce to volunteer interest forms</p> <p>ACTION: Staff to update Board Higher Logic community with 2020-2021 roster</p>
<p>Past-President's Report</p>	<ul style="list-style-type: none"> • Sireci discussed ongoing initiatives that he will continue to explore during his past-presidency: <ul style="list-style-type: none"> ○ Need for a dedicated NCME Executive Director (independent of TMG staff) ○ NCME as a certifying organization • Attendees discussed the outlook and feasibility of a live annual conference in September: <ul style="list-style-type: none"> ○ Reviewed member survey data ○ 5/30 "May or May Not" deadline to cancel without penalty with Minneapolis hotel. ○ Virtual alternative logistics and need to convene a taskforce to determine options 	<p>ACTION: Convene 2020 Virtual Conference Taskforce; set objectives and timelines</p>
<p>2021 Annual Conference</p> <p><i>(Conference Co-Chairs Leslie Keng, Susan Davis-Becker and Training Course Chair Sarah Quesen join as guests)</i></p>	<ul style="list-style-type: none"> • Program Chairs discussed their planned approach to content: <ul style="list-style-type: none"> ○ Continue eBoards and Research Blitz presentations ○ Call for Proposals will launch June 1, 2020 ○ Quesen is working on mapping out Training Courses in All Academic ○ Some content may still center around COVID-19 disruptions • Board and Chairs discussed possibility of condensing from 5 to 4 days—2 training days vs. 1. More discussion required. • Board reviewed current conference management contract with AERA—logistical complexities, management fees etc. Board and Staff will revisit specs, schedule a call with AERA and report back. 	<p>ACTION: Staff to explore single-sign-on (SSO) Capabilities between YourMembership and All Academic to enhance the end-user experience</p>

<p>Publications</p>	<ul style="list-style-type: none"> • Board reviewed submitted report. • Board reviewed Oxford University Press proposal for EM:5 publication and options for an open-access vs. for-sale model for the electronic version (print copies require purchase in both scenarios). Board discussed the financial investment required to support open access. 	<p>MOTION: Everson, Walker move to approve the open-access model for EM:5. Unanimously approved</p> <p>ACTION: Everson to communicate open-access approach for EM:5; initiate contracting process with OUP</p>
<p>Other Committee Reports</p>	<ul style="list-style-type: none"> • Graduate Student Issues Committee: <ul style="list-style-type: none"> ○ Board reviewed submitted report • Informing Assessment Policy and Practice Committee: <ul style="list-style-type: none"> ○ Ho discussed the need to facilitate Committee review/updating of NCME Media Policy ○ Board discussed potentially charging Committee with developing content around “How Assessments Should Run” given COVID-19. • Membership Committee: <ul style="list-style-type: none"> ○ Board reviewed submitted report. ○ Board discussed 90-day membership grace period (January 1-March 30) and the need to review data monthly to react to trends. • Awards Committees: <ul style="list-style-type: none"> ○ Walker informed the Board that almost all new Awards Committee Chairs are in place; working on filling gaps. • Diversity Committee: <ul style="list-style-type: none"> ○ Board reviewed submitted report ○ Board discussed recent videos prepared by the Mission Fund Committee that were flagged for sensitivity issues. • Archives Committee: <ul style="list-style-type: none"> ○ Board reviewed submitted report ○ Board discussed ambiguity of current charges 	<p>ACTION: Staff to compile 'post-grace-period' membership stats; share with Committee and Board</p> <p>ACTION: Sireci to discuss videos with Diversity Committee; determine recommendations and next steps</p> <p>ACTION: Tong to schedule May Exec Committee call; discuss Archive Committee functions and future</p>

Other Business	<ul style="list-style-type: none"> • Ho discussed request from Educators of Measurement SIGIMIE to host summer webinar series; Board fully supports the initiative. 	ACTION: Ho to communicate Board approval to SIGIMIE
Adjournment	<ul style="list-style-type: none"> • Meeting adjourned @ 5:00pm eastern. 	