



NCME Board Meeting Minutes

April 27, 2017

San Antonio, TX

In attendance:

Officers & Board Members

Richard Patz, Immediate Past President

Mark Wilson, President

Randy Bennett, Vice President

Rebecca Zwick, incoming 2017-18 Vice President

Luz Bay, Board Member

Kristen Huff, Board Member

Won-Chan Lee, Board Member

Dale Whittington, Board Member

Derek Briggs, Board Member

Walter (Denny) Way, Board Member

Rose McCallin, incoming 2017-18 Board Member

Committee Chairs & Staff Members

Mark Shermis, Budget & Finance Committee

Cathy Wendler, Fund Development Committee

Leslie Keng, Membership Committee

Sonya Powers, Membership Committee

Matthew Gaertner, Website Committee

Emily O'Connor Executive Director - Fernley & Fernley

Alissa Jackson, Administrative Coordinator – Fernley & Fernley

Vicki Scott, Client Services Manager – Fernley & Fernley

Welcome; agenda; approval of Minutes; review of action items

M. Wilson called the meeting to order at 4:10 p.m. central time. He welcomed the attendees to San Antonio and introduced the new board members in attendance.

The February Board meeting minutes were reviewed.

MOTION: A motion to approve the February 3 - 4 minutes with no changes was made, seconded and unanimously approved.

E. O'Connor reviewed the management report. Items of note:

- The initial MOU for the Classroom Assessment Conference with UKansas has been drafted and reviewed by UK's legal counsel.
- The call for newsletter editor closed recently.
- A new email address has been created for the distribution of emails: president@ncme.org.
- Membership continues to decline.

NCME Initiatives – Classroom Assessment

K. Huff led the conversation. N. Kingston joined the board meeting for this portion of the agenda.

- Task Force was extended to Jan 2018.
- A 5-year sustainability plan is forthcoming.

- The task force is looking for ways to infuse their mission and ideals into other committees.

N. Kingston and K. Huff discussed the upcoming Classroom Assessment Conference, to be held in September at the University of Kansas.

- Pre-conference sessions are no longer planned.
- There was a discussion about not asking the organizations that are already sponsoring the Annual Conference to also to sponsor the special Conference, as this may take funding away from the Annual Conference.
- M. Shermis raised the point of long term planning should NCME plan to repeat this conference in future years. The board would have to set aside funding in the budget for the conference, and would need to invite Fernley to that conversation to discuss their role in the planning.

International Test Commission (ITC)/International Association for Educational Assessment (IAEA)

R. Bennett spoke about the possibility of and benefits related to joining ITC and/or IAEA.

R. Patz raised the idea of having a tier in the NCME membership for institutions.

Staff will investigate the costs of membership and the member benefits of each organization. Staff will share that research with the Executive Committee, and will sign NCME up for membership, if the Executive Committee confirms that this would be beneficial for NCME.

Membership Committee Report

Leslie Keng and Sonya Powers joined the board meeting to provide a Membership Committee report.

L. Keng summarized the existing survey and data analysis results, and reviewed the main survey results.

The board suggested that declining membership numbers could be due in part to technical difficulties experienced when joining or renewing online. E. O'Connor asked that any members experiencing difficulties to please notify headquarters so that staff can address and resolve these issues.

S. Powers discussed the engagement of a membership consultant. \$10,000 has been budgeted for this endeavor, and the Membership Committee has reviewed a proposal from TVD Associates. The committee has reservations because the case studies TVD has provided do not show a concrete percentage increase in membership. Fernley will provide suggestions for other membership consultants that the committee can research.

Handbook Revisions and Updates

M. Wilson asked if any board member had any edits or revisions to the most recent version of the Handbook, with the caveat that the Publications section is not yet complete, and will be discussed further at the Sunday board meeting. No Board members had any edits.

<p>MOTION: A motion to accept the Handbook as updated was made, seconded, and unanimously approved.</p>
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Mission Fund Committee Report

C. Wendler described to the Board some of the difficulties that the committee has experienced the last year:

- The Committee wanted to solicit other groups for institutional donations, but was told not to approach any Annual Meeting sponsors.

- The Committee had planned to use funds to organize an offsite training session at the annual meeting, but was told by the BOD that there was not enough time to plan logistics.

C. Wendler reported that the committee would like more autonomy and the flexibility to determine how to apply the funds that they raise. However, the NCME Board believes that they should maintain oversight of the Committee activities.

There was discussion about what types of initiatives the committee should support – should their efforts be unique to the committee, or in line with the mission and goals of NCME?

The committee will develop a new strategic plan to guide their initiatives and actions.

Digital Presence Committee Report

L. Bay described the new committee composition: the Digital Presence Committee is the oversight committee, with Website and Social Media Committees becoming sub-committees under the Digital Presence. The committees are currently almost entirely staffed. In order to ensure continuity and momentum for the mission, the chairs will serve three year terms.

The Social Media Committee plans to focus on Facebook, LinkedIn, and Twitter for their social media outputs. The Board was encouraged to use these social media channels during the annual meeting.

L. Bay introduced M. Gaertner to discuss plans for a website redesign. Committee members will research different vendors to pursue for a new layout. M. Gaertner showcased a new design to the board, and they were very receptive.

The meeting was concluded for the day and will resume Sunday, April 30.

Sunday, April 30, 2017

President R. Bennett called the Board meeting to order at 4:05 pm with the following members in attendance:

Officers & Board Members

Mark Wilson, Immediate Past President
Randy Bennett, President
Rebecca Zwick, Vice President
Luz Bay, Board Member
Ye Tong, Board Member

Derek Briggs, Board Member
Dale Whittington, Board Member
Rose McCallin, Board Member
Walter (Denny) Way, Board Member

Committee Chairs & Staff Members

Mark Shermis, Budget & Finance Committee Chair
Charles DePascale, Planning Committee Chair
April Zenisky, Planning Committee Chair
Emily O'Connor, Executive Director - Fernley & Fernley

Alissa Jackson, Administrative Coordinator – Fernley & Fernley
Vicki Scott, Client Services Manager – Fernley & Fernley

2017-18 Priorities

R. Bennett reviewed his 2017-18 priorities with the board.

- Holding one of the board meetings in Washington, DC, in order to get the policy community involved in matters important to NCME.
- Hosting NCME-branded seminars around timely and important topics, either alone or in collaboration with other organizations, such as NRC. D. Whittington mentioned that NAAD has reached out to her to discuss this type of collaboration in the past.
- Encouraging research and development around assessment for a positive impact on teaching and learning.
- Internationalizing NCME, including publishing an international journal, to be translated into one language to start. R. Bennett proposed launching this initiative with a Chinese journal, which would be a natural fit, considering the fact that NCME has a number of Chinese members to tap into.

Publication Committee Report

R. McCallin discussed the Publications portion of the Handbook. The existing section is a good start, but incomplete. She noted that due to the extensive information and guidelines publishing may need its own handbook.

R. McCallin noted that the committee will work on a version for board review.

M. Wilson suggested adding some more desk rejection rules to the publications section.

R. Bennett referred back to the Chinese journal and how the publication committee should contribute to these efforts.

Awards Committee Report

W. Way reported for the Awards Committees:

- All of the awards committees have members for the 2017-18 committee year.
- There is a question about why the Communicating Education Award is no longer given.
- There was a suggestion for presenting a Media award, similar to AERA, in order to raise NCME's profile in the media.

Diversity Committee Report

The group is drafting a Wikipage. The committee is also considering awarding scholarships for travel, in order to encourage a diverse audience to attend the NCME Annual Conference.

Graduate Student Issues Committee Report

L. Bay reported from the committee:

- They were pleased with the electronic poster board session at the Annual Conference.
- They will request additional funding from the Board for the social that they host at the Annual Conference. With the meeting in New York City next year, they anticipate needing more funds to cover the higher cost.
- They would like to award the best poster, and then invite the winner to present at the following year's Annual Meeting

Standards and Test Use Committee Report

D. Whittington reported:

- The video is complete, and was broadcast in the registration area at the Annual Conference. Closed captioning still needs to be added, and they have a vendor in mind to accomplish this.
- They have been discussing their rubric, reviewing resources that already exist, and will work with the Digital Presence Committee to promote it when complete.
- They are considering working on a Test Security position statement.
- The last year has gone really well and the conference theme was a success
- Mission fund and CATF had a meeting to ask for support for teachers' to attend conferences.
- They plan to gather in-person before the next board meeting, Fernley may have to help with planning, and they will need board approval, budget and proposal to come. Dale will send budget and proposal to Mark for discussion and possible approval.

Finance Report

M. Shermis reported:

- 2018 budget construction will start late May.
- They will create an unbalanced budget and propose it to the board
- Stock market would/could affect NCME's Finances
- NCME will update the Handbook so that the financial policy will allow for flexibility to sustain a structural deficit.

2017 Annual Meeting Debrief

The following observations were shared:

- The "call for help" for reviewers website capabilities for specifics on reviewers
- Rooms were filled, broad distribution of content. There was question about their paper formats and what they do and don't want. There were no discussions for paper sessions
- Reduce complexities
- Add more time for more paper sessions
- Acceptance percentage higher than years before, by design
- The importance of the discussants and how they should be added
- The webinar was great; 15 attendees

2018 Meeting Planning

- Better Push app use – accessibility
- Reach out for more diversity
- Jointly sponsored sessions
- Have an "other" category for sessions

There being no further business to come before the Board, the meeting was adjourned.

AREA	ACTION FROM APRIL 2018 BOARD MEETINGS	RESPONSIBLE	BY
Special Conference on Classroom Assessment	Consider the potential impact to budget and staff resources should NCME continue this event in future years	Board	Ongoing
Membership in ITC and IAEA	Research membership costs and options, report back to Executive Committee, and proceed with officers' direction on NCME joining ITC and IAEA	NCME Staff	Done. Membership year starts October, so join process will start then.
Membership	Advise NCME HQ of any technical problems with online join or renew functions	Board	Ongoing
Membership	Provide Membership Committee of suggestions for membership growth consultant	NCME Staff	Done
Handbook	Proceed with updated version of NCME Handbook (with the exception of Publications section)	NCME Staff to post	Done
Board Meetings	Plan on Winter 2018 meeting to be held in Washington, DC	NCME Staff to research locations	September 2017
Seminars	Plan on NCME branded seminars in Washington, DC.	R. Bennett and Board	TBD
Journal	Launch initiative for international journal, starting with Chinese version	R. Bennett	Initial outreach started; discussion ongoing
Research	Encourage research and development around assessment	R. Bennett and Board	Ongoing
Publications	Work on updated text for Publications Section of Handbook for Board review	Publications Committee	September
Publications	Consider adding more desk rejection rules information for the Publication section of the Handbook	Publications Committee	September
Awards	Research options for Media Award	Awards Committee	2018
Graduate Student Issues	Consider increased funding for Annual Conference reception due to higher costs in NYC	Board	July (Budget development)
Annual Conference	Consider suggestions: <ul style="list-style-type: none"> • Role of Discussants • Add more time for paper sessions • Reduce complexities of paper sessions • Improve App notifications and accessibility • Increase diversity • Consider jointly sponsored sessions • Add an "Other" category for sessions 	Board and Program Committee	2018