



**Meeting Minutes**  
**NCME Board Meeting: January 5-6, 2022**  
**San Diego, CA and 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

TOPIC	DISCUSSION	ACTION/MOTION
<b>Welcome &amp; Agenda Review</b>	<ul style="list-style-type: none"> <li>• Meeting called to order at 8:34am pacific.</li> <li>• Minutes from September 22-23, 2021, reviewed.</li> <li>• Briggs reviewed the meeting agenda; no additions suggested.</li> </ul>	<b>MOTION:</b> Harris, Tong move to approve September minutes. Motion carries unanimously.
<b>President’s Report</b>  <i>(Andrew Ho, Competencies in Educational Measurement Task Force member, joins as guest)</i>	<ul style="list-style-type: none"> <li>• Briggs reported that the Equity in Assessment webinar will occur on January 19<sup>th</sup> at 3pm eastern.</li> <li>• Ho recapped the Competencies in Educational Measurement Task Force charge and work to date. Time during the annual conference is being coordinated to discuss how initiatives become part of NCME’s enduring operations:               <ul style="list-style-type: none"> <li>○ Task Force is discussing how to define and measure competencies. Dialogue includes how institutions with varying resources and infrastructure will manage “foundational” recommendations.</li> <li>○ Attendees note the power of apprenticeships/post-doc internships to build skills and competencies.</li> <li>○ Briggs notes he will seek funding to cover Task Force travel and lodging at the annual conference. Additional discussion required.</li> </ul> </li> </ul>	
<b>NCME Handbook Updates</b>	<ul style="list-style-type: none"> <li>• Briggs reviewed the current version of the Handbook.</li> </ul>	<b>ACTION:</b> All board members asked to review existing Handbook, engage respective Committee/SIGIMIE Chairs, suggest edits if necessary.

<p><b>Organizational Documents and Contracts</b></p>	<ul style="list-style-type: none"> <li>• Gray reviewed existing contract specifications with AERA, Wiley and Talley Management Group.</li> <li>• Gray reported on the Bylaws amendment process. A ballot will be prepared for membership in February.</li> <li>• Gray reported that amendments to NCME's Articles of Incorporation have been filed with the DC Department of Consumer and Regulatory affairs.</li> </ul>	<p><b>ACTION:</b> Briggs/Gray to schedule informal meeting with AERA regarding conference contract extension.</p> <p><b>ACTION:</b> Gray to Convene EC and Pubs Committee to begin discussing Wiley contract terms.</p>
<p><b>Annual Conference</b></p> <p><i>(Brian Leventhal, Conference Chair, joins as guest)</i></p>	<ul style="list-style-type: none"> <li>• Leventhal recapped the approach to programming and managing virtual/in-person sessions; noted &gt;500 unique content contributors.</li> <li>• Leventhal reviewed survey responses for in-person vs. virtual presentation preferences.</li> <li>• Program Committee and staff are working on the A/V cost implications for e-boards and spotlight sessions for remote attendees.</li> </ul>	
<p><b>Budget &amp; Finance Report</b></p>	<ul style="list-style-type: none"> <li>• Gray reviewed an updated 2022 budget which includes new forecasts for conference revenue based on registration fees and attendance assumptions made in December. Expense forecasting remains limited based on pending program decisions.</li> <li>• Budget adjustments required:             <ul style="list-style-type: none"> <li>○ Reduce Mission Fund spend by existing fund balance.</li> <li>○ Reduce conference printing line by 5k. Printed programs will only be made available by special request.</li> <li>○ Executive Director investment must be integrated once confirmed.</li> </ul> </li> <li>• Briggs notes the projected 2022 deficit and the unsustainability of long-term deficit spending.</li> <li>• Briggs proposes that Competencies Task Force travel to the annual conference be funded through existing board travel and president fund line items.</li> <li>• Kroopnick reviewed committee recommendations on carbon offset fees and the management of Classroom Assessment funds.</li> </ul>	<p><b>MOTION:</b> Tong, Forte move to approve the 2022 budget with noted adjustments. Motion carries with Harris in opposition.</p> <p><b>ACTION:</b> Kroopnick to modify Classroom Assessment Fund Management Policy to note that individual conference financial performance may influence NCME's ability to cover losses.</p>

<b>Executive Director Search</b>	<ul style="list-style-type: none"> <li>Tong noted that job description is almost finalized. An announcement to membership is in process. There will be a 6-8 week window for individuals to apply.</li> </ul>	
<b>SIGIMIE Update</b>	<ul style="list-style-type: none"> <li>Harris reviewed the SIGIMIE pilot period specifications and updated guidelines for establishing new, retiring existing, and the operating rules for SIGIMIEs.</li> </ul>	<b>ACTION:</b> Adjust guidelines based on discussion: minimum member threshold of 50, strike remaining language in clause #10 after "Awards require board approval".
<b>NCME Values Discussion</b>	<ul style="list-style-type: none"> <li>Attendees asked to review the NCME mission statement and stated goals in conjunction with resolutions released by the American Psychological Association on 10/29/2021 to inform a discussion on NCME values.</li> <li>Attendees move into breakout groups for independent dialogue and then reconvene. Discussion outcomes:               <ul style="list-style-type: none"> <li>NCME will not sign on or endorse the APA statements.</li> <li>NCME will not convene a task force to conduct an organizational self-appraisal at this time though it is noted that this exercise will be revisited.</li> <li>NCME should consider the establishment of an anti-racism webpage which could be populated through a moderated submission process to build a resource library.</li> <li>NCME should consider developing a 'listening tour' engaging those affected by racism and discrimination both inside and outside of the constituency.</li> </ul> </li> </ul>	<b>ACTION:</b> Walker to socialize this discussion and resulting ideas with the Diversity Committee.

**Meeting Suspended at 3:44pm Pacific on January 5<sup>th</sup>**

TOPIC	DISCUSSION	ACTION/MOTION
<b>Welcome &amp; Agenda Review</b>	<ul style="list-style-type: none"> <li>• Day two called to order @ 8:41am pacific.</li> <li>• Briggs reviewed the day two agenda.</li> </ul>	
<b>Awards Committees</b>	<ul style="list-style-type: none"> <li>• Walker reported on submissions to date in each award category.</li> <li>• Meetings will be held on January 12 to discuss submissions and the review process. Winners will be announced in February.</li> <li>• Attendees discussed actively sourcing future candidates from publication and conference presentation ranks.</li> </ul>	
<b>Website Committee</b>	<ul style="list-style-type: none"> <li>• Rosenberg reviewed the submitted report.</li> <li>• Attendees discussed past recommendations for content updates and reorganization on NCME.org.</li> </ul>	<b>ACTION:</b> Rosenberg to charge website committee with having alternative site mock-ups by April board meeting.
<b>Diversity Issues in Testing Committee</b>	<ul style="list-style-type: none"> <li>• Walker reviewed the submitted report and specifically the pipeline scholarship solicitation and award process.</li> </ul>	
<b>Classroom Assessment Committee</b>	<ul style="list-style-type: none"> <li>• Stroter reviewed the submitted report.</li> <li>• Committee is seeking a pre-conference session in San Diego. More discussion with program chairs and staff is required given space constraints.</li> </ul>	
<b>GSIC Committee</b>	<ul style="list-style-type: none"> <li>• Middleton reviewed submitted report and specifically the event proposal during the annual conference.</li> <li>• Attendees discussed the need to define underrepresented minorities.</li> <li>• Attendees discussed parallel event initiatives that could engage similar populations.</li> </ul>	<b>ACTION:</b> Middleton, Walker and Harris to connect GSIC, Diversity and NCMEntoring initiative stakeholders to brainstorm on a joint networking event during 2022 conference.

<p><b>Informing Assessment Policy Committee</b></p>	<ul style="list-style-type: none"> <li>• Middleton reviewed submitted report.</li> <li>• Attendees revisited the request around compiling a list of SMEs for media inquiries. A survey to compile experts has been developed.</li> <li>• Attendees discussed an initiative to compile a list of NCME members who serve on Technical Advisory Committees. More discussion required.</li> </ul>	<p><b>ACTION:</b> Middleton to circulate SME survey for review and comments by 1/14/22.</p>
<p><b>Membership Committee</b></p>	<ul style="list-style-type: none"> <li>• Harris reviewed the submitted report and specifically the NCMEntoring program.</li> </ul>	<p><b>ACTION:</b> Harris to underscore the need for diversifying NCME Mentor/Mentee groups; determine "most important characteristic of the match" from mentees to ensure alignment with the best mentor.</p> <p><b>ACTION:</b> Harris to connect Membership Committee and Educators SIGIMIE to coordinate member value/student Q&amp;A initiatives.</p>
<p><b>Mission Fund Committee</b></p>	<ul style="list-style-type: none"> <li>• Briggs reviewed the submitted report.</li> <li>• Attendees discussed fundraising strategy:               <ul style="list-style-type: none"> <li>○ Individual giving</li> <li>○ Wills, bequests</li> <li>○ Corporate solicitation.</li> </ul> </li> </ul>	<p><b>ACTION:</b> Mission Fund and B&amp;F Committees to develop approach/policy on annual fundraising and initiative spending from reserves.</p>
<p><b>Publications Committee</b></p>	<ul style="list-style-type: none"> <li>• Everson reviewed the submitted report.</li> <li>• Tong notes that CEJEME does not have the same editorial support identified as other journals published through Wiley.</li> <li>• Attendees discussed disparity in editorial support and content development across journals.</li> </ul>	<p><b>ACTION:</b> Everson to convene Journal editors to discuss coordinated calls for content and to document policy on editorial support assignments and funding.</p>

<p><b>Standards and Test Use Committee</b></p>	<ul style="list-style-type: none"> <li>Forte reviewed the submitted report.</li> <li>Attendees discussed previous submissions regarding Code of Professional Responsibility and Code of Fair Testing revisions.</li> </ul>	<p><b>ACTION:</b> Forte to charge STUC with applying recommended changes to Code of Professional Responsibilities, present final document to board for formal review/approval.</p> <p><b>ACTION:</b> Forte to charge STUC with producing 'redlined' version of Code of Fair Testing, provide to EC for approach to original Joint Committee on Testing Practices.</p>
<p><b>SIGIMIE Reports</b></p>	<ul style="list-style-type: none"> <li>Report submissions reviewed by respective board liaisons.</li> </ul>	<p><b>ACTION:</b> Rosenberg to charge website committee with setting deadline for converting external SLE SIGIMIE website.</p>

**Meeting adjourned at 12:38pm pacific**