



**NCME Board Meeting Minutes
July 16 and 17, 2018
JW Marriott San Francisco
San Francisco, CA**

In attendance:

Officers & Board Members

- Rebecca Zwick, President
- Stephen Sireci, Vice President
- Randy Bennett, Past President
- Ye Tong, Board Member
- Andrew Ho, Board Member
- Walter (Denny) Way, Board Member
- Rose McCallin, Board Member
- Derek Briggs, Board Member
- Debbie Durrence, Board Member

Committee Chairs & Staff Members

- Rosemary Reshetar, Budget & Finance Committee
- Elizabeth Franks, Executive Director

Via Telephone for their reports:

- Krista Mattern, Program Chair
- Emily Shaw, Program Chair
- James Roberts, Training and Professional Development Chair
- Judith Koenig, Committee on Informing Assessment Policy and Practice Chair
- Brian Gong, Committee on Informing Assessment Policy and Practice Chair

Welcome; Agenda; Approval of Minutes; Review of Action Items

President R. Zwick called the meeting to order.

The Board made the following edits to the April Meeting Minutes:

- Neal Kingston should be listed as a guest at the meeting.
- The correct name for the 2020 Training and Professional Development Chair is Kimberly Colvin.

MOTION: A motion to approve the April 13 and April 16 minutes with these changes was made, seconded, and unanimously approved.

Headquarters Update

- E. Franks reported that volunteers and staff had reached out to all unpaid members. Since the deadline for renewal was just July 15, staff will have updated renewal and resignation numbers, as well as year to year comparisons, within a few days.
- The database has been updated to include a second email address. If someone changes jobs or emails, NCME can reach them via their second email. This was promoted in the newsletter.
- Confidentiality forms were sent out to all Board members and will be signed by Executive Director. Board members who have not returned are asked to respond. When everyone has signed, confidential contracts (i.e. Wiley contract) can be put on the NCME Board page.

Committee Roster Update

- S. Sireci had worked with all committee chairs to finalize the rosters.
- Current practices have not all adhered to the specifics of the handbook, which has to be updated.
- It was noted that the handbook policy states that the Chair of the Graduate Student Issues Committee should assign graduate students to each committee.

MOTION: A motion was made, seconded, and unanimously approved that the handbook will be updated to state that the Vice President will assign the graduate students to committees, as part of their work on the finalizing the committee rosters.

ACTION: Ensure that the listing of committees in the handbook is current:

- Remove the listing for the Ad Hoc Webinar Committee.
- Update the Annual Meeting Committee charge as per the approved motion at the April meeting. (Updates were made to transfer some of the administrative/meeting planning responsibilities to staff which had previously been carried out by volunteers; this shift in responsibility had evolved over the years, but the handbook description must be updated).
- Remove the Standards Revision Committee

Membership Update

- May membership numbers were included in the board materials. Staff will have updated numbers when final renewals and resignations are finalized.
- There is an option to customize renewal links, specific to each member, which will eliminate the multi step login process to renew. The cost for this upgrade to the current imis system is estimated at \$4000, but the Executive Committee has decided to postpone this decision until other decisions impacting membership database are finalized.
- The option for annual auto renew is available, but the programming cost is estimated at

\$10,000. No action was taken by the Board.

- The system is in development to enable new (only) graduate students to join at no cost through 12/31/19. This system will open by September 1, and any new graduate students who join after September 1 and through 2019 will be paid through 12/31/19. The system will allow for the new graduate students to include confirmation that their membership application is supported by a professor.
- To date no progress on interfacing annual meeting registration via AERA site with the NCME database (ideally, the registration system could identify members due for renewal, and provide a link or opportunity to renew in conjunction with registration), but that is one of the discussion points with AERA.

Annual Meeting Program Update

Program Chairs Krista Mattern and Emily Shaw, and Training and Professional Development Chair James Roberts joined by teleconference.

Program:

- The new proposal submission system was launched at the end of June; no problems reported.
- Submissions to date are consistent with previous years, and expected to increase closer to the August 1 deadline.
- Working on securing reviewers; plan to reach out prior year reviewers encouraging them to volunteer.
- Funding was approved to pay a graduate student to assist the Program Chairs in coordinating the review process.

Training and Professional Development

- Will have a list of training sessions ready for the third week of September. The names, presenters, prices have to be included when registration opens (mid-October).
- The committee is also identifying sessions that can be live and recorded webinars. The challenge is that some speakers are happy to present live in real time, but don't want to have their session recorded.
- The webinars should be half day sessions, as a full day session is too long for a live webinar.
- Chair Jim Roberts will connect with George Wembley, the AERA staff member who oversees the AERA training sessions, to identify areas of mutual interest where the two groups could interface, including the possibility of co-sponsoring some sessions.

Other speakers/sessions

- R. Zwick and others are seeking Invited Session speakers
- Consider working with Outreach and Partnership Committee for Paul Nichols session
- R. Zwick talking to Catherine Gewertz
- 2018 Career Award recipient Brian Clauser will also speak
- A session on the Book Series is in development
- Diversity committee should plan a slot
- NATD (National Association of Test Directors) is also working on a session

ACTION: S. Sireci to direct Outreach and Partnership Committee (Tracey Hembry, Chair) to work

with NATD

The additional speakers/sessions should be designed to tie in with the conference theme.

Working with AERA

- NCME Executive Committee has started discussions to keep planning on track.
- Plans are to open registration in mid-October.
- Contract between NCME and AERA runs through the 2019 meeting. Steve Sireci will lead NCME efforts to negotiate the next contract. Plan is to start in October and finalize by year end. This will be on the October meeting agenda.

ACTION: S. Sireci advise Felice Levine (AERA) of NCME planned timeline for AERA/NCME contract.

It was noted that the 2018 Program Chairs had indicated lack of support when planning the 2018 event, and had both subsequently declined to renew NCME membership.

ACTION: R. Zwick to reach out to 2018 Program Chairs to see if NCME could make amends with them by offering something related to the 2019 meeting.

Digital Presence

The new site launched on June 25 and has been well received by members. The custom designed proposal submission system has been efficient and effective. The Board acknowledged that this new website is successful due to tremendous time and expertise contributed by the NCME Website Committee, led by Chairs Matt Gaertner and Brian Leventhal.

The next step for the website committee is to finalize the proposal review process. After that, the website committee will explore the "Communities" option of the website (discussion boards for members only).

MOTION: A motion was made, seconded, and unanimously approved that the Board formally acknowledge, with great appreciation, the excellent work done by the NCME 2018 Website Committee in developing, launching, and maintaining the new NCME website.

ACTION: Staff to send certificates of appreciation to website committee members.

Social Media

At this time the chair Joni Lakin makes the updates. The payment module which allows her to purchase boosts and ads is now in place. There was a suggestion to offer graduate students stipends to assist with social media

Graduate Student Issues Committee

Y. Tong reviewed the proposal from Graduate Student Issues Committee (GSIC).

MOTION: A motion was made, seconded, and unanimously approved to endorse the GSIC recommendation that measurement courses, when coupled with a reasonable number of statistics related courses, should be STEM coded, and to approve the steps as outlined by GSIC.

ACTION: Include the GSIC budget request for \$2500, to fund the Graduate Student Social during the Annual Meeting, to the 2019 budget proposal.

There was discussion if the Chair of GSIC should be invited to Board meetings.

ACTION: R. Zwick to invite GSIC Chair Kevin Krost to the Board meetings held in conjunction with the Annual Meeting in April.

ACTION: Board to review Bylaws, including role/representation for graduate students, at the October Board meeting.

SPONSORSHIP

S. Sireci presented an overview:

- NCME sponsorship options
- Samples of sponsorship options from other organizations in the field.
- Proposed new sponsorship categories and amounts.

The Board discussed:

- Need to determine what makes sponsorship valuable.
- Important to structure it so that introducing lower categories does not impede people from sponsoring at higher levels.

The officers agreed on the following sponsorship levels for 2019:

- Friend - \$1000 (this would be exclusive to small companies, universities, or individuals)
- Silver - \$4000
- Gold - \$6000

S. Sireci will assist Past President Randy Bennett to review the list of sponsors and the plan to reach out to potential sponsors.

Diversity Committee

\$10,000 previously approved for this committee to finance diversity scholarships for the 2019 Annual Conference.

MOTION: A motion was made, seconded, and unanimously approved to provide the Diversity Committee \$2500 for the 2018 budget to finance scholarships to the 2018 Classroom Assessment Conference (Lawrence, KS). Additional \$2500 will be added to the 2019 budget proposal to finance scholarships for the Policy Seminar in February, 2019.

It was suggested to promote this program via the NCME newsletter.

Awards and Recognition Committee

MOTION: A motion was made, seconded, and unanimously approved to change the name of the

“Annual Award” to the Annual Award for Contributions to Educational Measurement.”

NOTE: Following the meeting, the Board via email approved an amendment to the name, which will become “Annual Award for Exceptional Achievement in Educational Measurement.”

Classroom Assessment Conference

D. Durrence reported that the Classroom Assessment Task Force has selected University of Memphis and the University of Colorado as the two finalists for hosting the 2019 Special Conference on Classroom Assessment.

D. Briggs, who is affiliated with the University of Colorado, recused himself from this Board discussion.

MOTION: A motion was made, seconded, and unanimously approved to endorse the decision by the Classroom Assessment Task Force to hold the 2019 Special Conference on Classroom Assessment at the University of Colorado. D. Briggs abstained.

The Board and Classroom Assessment Task Force should work with the Board to identify other organizations to partner with on the Special Conference.

ACTION: R. Zwick to inquire about NCME role at the 2018 Special Conference, including an opening statement from the NCME President.

The Classroom Assessment Task Force is seeking Board direction on updating the glossary document.

ACTION: Distribute the NCME Glossary to the NCME Board of Directors.

The Task Force is working with the Committee on Informing Assessment Policy and Practice to finalize their proposed Classroom Assessment statement for member comment.

ACTION: Plan a session at the Annual Conference with the Classroom Assessment Task Force. Kristen Huff to facilitate.

Standards and Test Use Committee

R. McCallin reported that the Committee had met only one time, but was scheduled to meet monthly. They are reviewing materials on assessment literacy, which is similar to a project that ITEMS is working on.

Archives Committee

R. McCallin reported that the committee is cataloging materials and working with the Digital Presence Chair to determine how to best organize and present NCME archived material online.

Publications Committee

ITEMS

ITEMS Editor Andre Rupp called into report:

- He is sending a call for volunteers to assist with building the modules.
- The plan for 2019 is to integrate the portal into the website for a one-time fee of \$4500.

MOTION: In addition to the funding already approved for ITEMS, a motion was made, seconded, and unanimously approved to provide additional \$3095 for ITEMS.

Journals

The Board discussed the issue of the review times for the Journals. There have been complaints about the length of time. In conclusion the Board agreed that Publications Committee Board Liaison

ACTION: D. Briggs will draft a letter:

- 1) Thanking the editors for their service and acknowledging it is a challenging role
- 2) Expressing the Board's concerns
- 3) Sharing specific suggestions for improving the process and timeliness
- 4) Confirming and attaching the Reviewer Guidelines
- 5) Asking for a response to the letter

It was noted that it is important to be supportive of the editors and not alienate anyone. The letter must be positive and proactive and share realistic suggestions and expectations.

One of the ways to improve the process is to have incoming editors shadow the current editor for a period.

MOTION: The Board approved the motion to accept Li Cai as the Co-Editor of the NCME Chinese/English Journal of Educational Measurement and Education.

It was confirmed that the Board had previously approved \$16,000 for the Journal for 2018, and \$16,000 for 2019.

Committee on Informing Assessment Policy and Practice

Chairs Brian Gong and Judith Koenig joined by teleconference. There are three papers which have been submitted for member comment:

- Theories of Action
- Test Security
- Use of College Admission Tests for Unintended Purposes

There was some feedback on the Use of College Admissions" paper that testing companies should have been invited to submit feedback prior to dissemination to members.

ACTION: It was agreed that for future papers the Board will determine if, due to subject matter, a

paper needs vetting by a specific demographic prior to distributing to members.

It was also agreed that the first audience for the position papers is the NCME membership. The Board and Committee can discuss how to expand the distribution beyond that audience.

Issues for the committee and Board:

- 1) Need to resolve what the committee charge is
- 2) Have to be sensitive about the audience for the final statements
- 3) To date the Board and Committee have not solicited statements but has accepted them when they are presented. Consider being more pro-active in identifying topics.

Outreach and Partnership Committee

The committee's feedback on the position paper on Student Participation in State Assessments was in the packets. There was a discussion on partnering with a communications firm to further disseminate the NCME positions. The Board had a proposal from The Reis Group, located in Washington, DC. Previously they had received a proposal from another firm – Communications Collaboration Group.

ACTION: S. Sireci will invite the The Reis Group to join the NCME Board at their February meeting to present a mini workshop (to the Board) on communications, statements, etc.

Policy Planning Seminar for 2019

R. Zwick reported that she is working with AERA and GWU to find meeting space. That availability will determine the final dates of the Board meeting and Policy Seminar in Washington. A few suggested speakers were discussed at the meeting.

R. Zwick will continue to research these options and advise when dates and location are final.

Nominations Committee

R. Bennett reported that the Committee had finalized a slate of nominees.

The Board discussed that it would be helpful to provide some structure to nominees in preparing their information for the ballots. Also, there should be a process for notifying people that made nominations that their nominees were or were not selected.

ACTION: After discussion, it was agreed to implement the following process:

- The past-president will confirm that the two candidates are willing to run. If a candidate is not willing to run, another candidate will be selected.
- Once two candidates for each position have indicated their willingness to run, the past-president will notify those who submitted nominations for candidates who were not selected,

thanking them for their nominations and informing them that their candidates were not selected. Candidates may not be aware that they were nominated, so only those who submitted nominations should be contacted.

- The candidates, their nominators, and the executive committee shall keep the slate confidential until it is officially released. Candidates should not be informed of the remainder of the slate until the official release.

- The past-president then works with the Central Office to obtain statements, photographs, and biographical sketches from the candidates. The candidates should be sent the statements from successful candidates from past elections to give them a sense of the standard length and form that their statement may take. The past-president or Central Office should ask the candidates to provide the following information in their statements:
 - Please list your academic degrees and identify your current employer.
 - Please describe your involvement with NCME and the measurement field in general.
 - Please describe how you would advance or adapt current NCME initiatives and goals as described here [link]. [This can link to NCME goals now, but it can link to a strategic plan later.]
 - Please state what role you would like to see NCME play in the field of educational measurement in the future.

Budget and Finance

Chair R. Reshetar reviewed:

- The process for developing a 2019 budget.
- Timeline for Board approval

The meeting was adjourned for the day on Monday, July 16.

The Board reconvened on Tuesday, July 17.

President R. Zwick called the meeting to order.

Executive Session

The Board went into Executive Session and staff was excused from the meeting.

Strategic Plan

The Board reviewed the current mission, vision, and goals.

They also reviewed the goals set forth by Past President R. Bennett during his term, and current President R. Zwick.

The Board agreed they should focus on:

- Revising Mission Statement
- Tying the Vision to the Mission
- Identifying Goals

- Clarifying who NCME is

ACTION: Board members will send their comments on the above to A. Ho, who will compile them and plan a presentation for the October 8 Board meeting.

It was agreed to plan a session at the Annual Meeting to review the NCME Mission. It could possibly be a panel session with the mission the target of a debate.

The meeting was adjourned at 11:30 AM on Tuesday, July 17, 2018

Respectfully submitted,

Elizabeth B. Franks