

NCME Board Meeting

Friday, April 8th, 2011

In attendance:

Board Members

Wayne Camara

Michael Rodriguez

Sherry Rose-Bond

Deborah Harris

Terry Ackerman

Linda Cook

Jim Wollack (incoming Board member)

Susan Loomis (via phone)

Kadriye Ercikan

The Rees Group

Plumer Lovelace

Drew Nelesen

Committee Chairs/Observers

Jennifer Kobrin, Recording Secretary

Jerry Melican, Budget and Finance Committee

Lee Scott, Membership Committee

Amy Hendrickson, Training Program Chair

Kris Waltman, Website Management Committee

Linda Hargrove, Budget and Finance Committee

Elaine Rodeck, Budget and Finance Committee

Michael Finger, Website Management Committee

Krista Breithaupt, Publications Committee

Kristen Huff, Assessment Policy & Practice Committee

Anne Fitzpatrick, Budget and Finance Committee

Chad Gotch, GSIC

Sandip Sinharay, Program Chair

Tony Albano (observer)

Danielle (observer)

Wayne Camara called the meeting to order at 4:06 p.m.

Wayne welcomed everyone to the meeting and asked everyone to introduce themselves.

Wayne reviewed the agenda and summarized the information items.

NCME has 18 sponsors this year. We increased the cost of sponsorship from \$1500 to \$2000. Board members approached 25 organizations to ask for sponsorship. We should be able to match that next year.

Action Item: Wayne will summarize the process/strategies for obtaining sponsorships and give to Linda.
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Wayne provided an update on the NCME Book Series and reported that Michael Kolen will chair the editorial advisory committee. The committee will include Suzanne Lane, Rebecca Zwick, Ed Haertel, and Wayne Camara. The book series will be a potential source of additional revenue.

Wayne provided an update on the AERA Contract. The contract has been signed. The contract states that AERA will strive to ensure that staff who have responsibility of manning NCME headquarters would have housing. Terry Ackerman noted that it is a 3-year contract, so thought will have to be given to renegotiation for next time. The Board has to be vigilant for things they might want to change in the future.

Wayne provided an update on the Wiley-Blackwell contract. He will be meeting with them on Monday and will approach them with the book series. He is hoping to have two separate contracts. The goal of the book series is to begin with one book per year. Each member of the editorial board will eventually be designated as prime manager of a book. That editor would be assisted by the Board to recruit authors. The first few volumes should be on diverse topics. Wayne will propose a royalty split between editors and NCME (approximately 50/50).

Anne Fitzpatrick will lead the effort to finalize the contract with The Rees Group (TRG). This contract expired last year.

Terry Ackerman made a motion to approve the January Board meeting minutes. Sherry Rose-Bond seconded the motion. There was no discussion. All were in favor. None opposed. None abstained. Motion passed.

Jennifer Kobrin reviewed the action items from January board meeting.

Membership Committee

Lietta Scott provided an update on the Membership Committee activities. She encouraged the Board members and others to volunteer to staff the NCME booth.

The Membership committee received 36 free breakfast tickets and distributed these to graduate students who had volunteered to serve on NCME committees or to review proposals.

Action Item: The membership committee drafted a letter to thank NCME members who volunteered to serve on committees but were not selected. Linda will sign the letter.

The committee conducted a survey of lapsed members and Kelly Godfrey (committee co-chair) has preliminary results and will bring to the Monday Board meeting.

Action item: Wayne would like the membership committee to work on a brochure that non-members could use to learn about NCME. He suggested developing additional materials and take-aways to help increase membership.

Awards Committee Report

Kadriye Ercikan presented the reports from the award committees. This year we received 4 nominations for the Brenda Loyd award, 2 for the Millman award, 6 for the Hanson award, 4 for the Annual Award, and 5 for the Career Award. However, no nominations were received for the Cascallar award.

Kadriye mentioned that the Annual award committee is planning to review the 2009 and 2010 NCME programs to identify possible nominees. She suggested that the Cascallar award committee might do the same.

Anne Fitzpatrick described the need to re-examine the focus and call for nominations for the Annual award on the application of technology. On behalf of the Annual Awards committee, Anne proposed that definition of the award be revised to focus on methodology that is designed to solve a specific problem in educational measurement, to replace the current focus on technology, since technology is now an ever-present part of educational measurement.

Kadriye made a motion to change the title of the award to “New Methodology Designed to Solve a Specific Practical Problem in Educational Measurement.” Terry seconded the motion. None were opposed. None abstained. Motion passed.

Kadriye discussed the need to revisit the eligibility requirement and wording for the Jason Millman award. The current wording excludes applicants who received a second doctorate in another field. The committee also proposed changing the term Ph.D. to doctoral degree because many well-respected universities award an Ed.D. instead of a Ph.D.

Sherry suggested using the term “earned doctoral degree” to exclude honorary degrees.

Kadriye made a motion to revise the eligibility criteria for the Jason Millman award as follows: To be eligible for Jason Millman award, an applicant must have completed (degree awarded) his/her first

doctoral degree after April 1st, 2006. Deborah Harris seconded the motion. All Board members were in favor. None were opposed, and none abstained. Motion passed.

Kadriye proposed removing the honorable mention from the Brenda Loyd award. There are no ties allowed in any of the other awards. There was an honorable mention for the Brenda Loyd award this year.

Linda Cook agreed that it is awkward to have an honorable mention for some awards but not for others.

Deborah made a motion to remove honorable mention from Brenda Loyd award. Sherry seconded the motion. All were in favor. None opposed, none abstained. Motion passes.

Deborah made a motion to add text to the call for the Brenda Loyd award as follows: Nominations will be accepted for dissertations completed (degrees awarded). Kadriye seconded the motion. All were in favor. None were opposed, none abstained. Motion passed.

Kadriye proposed removing the offer to reimburse breakfast tickets to awardees if a ticket was already purchased. Deborah also proposed making consistent the number of tickets awarded for the different awards.

Jim Wollack suggested that NCME can offer 2 free breakfast tickets to award winners, regardless of whether or not they already purchased a ticket.

Wayne was concerned that tickets will go unused and it was suggested to amend the phrasing as follows: *Every award recipient will receive 2 breakfast tickets, upon request.*

Deborah suggested a trial for a year to assess the requests and use of breakfast tickets.

Sherry made a motion to not offer registration reimbursement to awardees other than the winner of the Cascallar award. Deborah seconded the motion. All were in favor. None opposed, none abstained. Motion passed.

Action item: Jennifer will add a table to the handbook with information (benefits) on each award.

Standard and Test Use Committee

Michael Rodriguez presented Greg Cizek's report providing an update on the standards review process. The Board approved the change to composition and duties of the committee at the fall 2010 board meeting.

Action Item: Michael will review the current handbook text in section 5.10.3.3 - Liaison to Test Standards Revision Joint Committee to make sure it is consistent with Greg's report.

The deadline for comments on the standards is April 20, 2011.

Action item: Wayne will notify reviewers that their comments are not automatically entered into the system for the revision; they were only entered into NCME's part of the system. Reviewers will have to cut and paste their comments if they want to submit individual comments.

Action item: Plumer is investigating whether the session on the standards (open hearing) can be posted on the web. That may be the best way to present the session to the joint committee.

Committee on Informing Assessment Policy and Practice

Kristen Huff gave an overview of the committee's goals and activities. At the fall 2010 Board meeting, the Board agreed to host an invited session regarding comparability and common core assessments. The presenters will each produce a paper and the papers from the session will be put together into a document (or series of documents) that can be used as part of outreach. The session participants are Joe Martineau, Suzanne Lane, Michael Kolen, and Andreas (last name?). The session discussants are Deborah Harris and Bob Brennan. The committee members are Cornelia Orr, Judy Koenig, Christy Schneider, Joe Martineau, and Zachary Warner (grad student rep). In the near future, the committee will discuss rotations (terms), and strategy for pulling papers together to use as outreach to other organizations.

Action item: Kristen requested that the Board review the committee report and goals and provide feedback and advice at the summer board meeting.

Training & Professional Development Committee

Amy Hendrickson provided a report from the Training and Professional Development Committee. This year there were 17 sessions over 2 ½ days, both preceding and during the conference. Tomorrow will be the first training session during the conference. The enrollment for this session was similar to other sessions.

This year, the committee re-implemented paper-based evaluations (rather than email/web) to attempt to increase the response rate.

Wayne suggested appointing a graduate student to attend training sessions, who would be in charge of distributing/collecting the evaluations.

The Rees Group offered to complete the data entry for the evaluations.

Three training sessions have been webcast. There were 60 sites that received the link. There was discussion on whether the sessions can be videotaped in the future to open up more sessions to offer in webcast.

This year, session moderators were trained, and there were no technical difficulties so far.

Amy summarized the membership survey results with regard to professional development. The results suggested that we should continue to offer training sessions during the annual meeting. It is also worth looking at offering workshops at other times of the year. The committee should continue to solicit proposals in areas of need. It was suggested that an ad hoc committee be appointed to examine the possibility and make proposals regarding offering training and professional development outside of the annual meeting/conference.

Wayne said that the Board needs to decide if we want to take it to the next level. This needs a separate leader and a business model. NCME can leverage the current relationship with CCSO to try conducting workshops at their conference. NCME could charge for the training and recoup some of it.

Michael added that organizations like OCAID can possibly provide support.

Sherry suggested videotaping key presentations during conference. Members who could not attend conference can watch webcasts.

Wayne added that we can develop modules for teacher professional development; can be web based or at conferences.

Plumer noted that the Board needs to think about whether people will reconsider coming to the annual meeting if they can participate outside.

Program Committee Report

Sandip Sinharay presented the report from the Program Committee. This year NCME received 452 proposals - 49 coordinated session proposals, and 403 paper proposals. The committee had 17 invited sessions, and accepted 236 papers, and 28 coordinated sessions. There was approximately 60% acceptance rate.

The committee decided to include 5 papers in the 90 minute sessions (increased number of papers in sessions)

This year, the committee waited to finalize the invited sessions after the proposals were submitted; this would allow them to add more timely topics as invited topics.

Sandip described the challenges faced by the Program co-chairs. He stressed the need for publication of program sooner.

Wayne said that NCME can either release the program earlier knowing that there are possible conflicts with AERA sessions, or we can continue to release the program with only 4 weeks' notice.

Drew Nelesen said it is possible to release a draft program for members to review. The Board and program co-chairs will need to decide on dates to finalize.

Sandip noted the need for more expert reviewers. It was difficult to get reviewers on particular topics.

Jim suggested that the membership questionnaire can be used to identify reviewers.

Sandip also noted the problem that many participants don't send papers to discussants or send papers late.

Sherry suggested giving the evaluation form to discussants to get information on how many people submitted their papers on time, or not at all.

Kadriye added that discussants are not asked whether they would discuss a particular session.

Sandip sent all of the Program Committee's recommendations to next year's chairs.

Budget and Finance Committee Report

Jerry Melican presented historical trends in dues and meeting fees.

Wayne suggested that in the next year or two, the Board may want to consider raising dues or fees. Members are more accepting of increases that are small and incremental, rather than large.

Jerry reported that this year, we're not projecting that revenue will exceed expenses to the extent they have in the past. Our investments have been helping, but there will be a time when we'll need to discuss increasing revenue.

Anne added that the conference fee was raised in 2004, and again in 2008. Dues were raised to \$60 in 2003 and have not been raised since. Changes are usually made at same time AERA made raises. AERA has raised dues dramatically. At a future board meeting, the Board will be asked to start thinking about other ways of doing it rather than always raising rates in sync with AERA.

Wayne mentioned that if NCME establishes a foundation, it could legally transfer a lot of the reserve into the foundation. The foundation could raise additional money, but the net would be smaller for NCME.

Terry suggested that the Board take advantage of TRG's expertise and knowledge to advise in this area.

Wayne thanks the Board

Meeting adjourns at 6:47 p.m.

NCME Board Meeting

Monday, April 11th, 2011

In attendance:

Linda Cook

Sherry Rose-Bond

Michael Rodriguez

Deborah Harris

Bruno Zumbo

Jim Wollack

Greg Cizek

Wayne Camara

Mary Pommerich (via phone)

Committee Chairs/Members:

Chad Gotch

John Wilsse

Elaine Rodeck

Kris Waltman

Rosemary Reshetar

Anne Fitzpatrick

Linda Hargrove

Andre Rupp

Others/Guests

Jennifer Kobrin

Plumer Lovelace

Drew Nelesen

Meeting called to order 4:00 p.m.

Welcome and introductions.

Change in agenda. Website management committee item moved up.

Planning document – Linda Cook

Linda reviewed the draft initiatives for the upcoming year. Some of these initiatives are assigned to committees; others are assigned to ad hoc groups.

All initiatives are aligned with NCME's mission and goals. Many of these were started by Terry during his Presidential term and carried over by Wayne. Linda initiated some projects last fall.

One new initiative this year is to review the strategic plan. This has not been reviewed since around 2006. It is ready to be reviewed again. This may have some effect on the goals for next year.

This will include a strategic financial plan, including long-term planning, and managing our budget and resources in a disciplined manner. Forming a foundation will allow us to expand our work.

Anne will take lead to finalize the TRG contract. Wayne will take the lead on the Wiley-Blackwell contract.

Suggested focus for committee work

Most committees have an ongoing set of goals and tasks (e.g., awards). Linda suggested that all committee chairs/co-chairs and liaisons review the Handbook.

It is important for Board liaisons to work closely with committee chairs to set goals, timelines, and expenses. These are due 4 weeks before the summer Board meeting.

By the middle of June, the Program committee will have concrete ideas to present to the board on improving the NCME program and process.

The Awards committees are asked to examine award policies to make sure of consistency.

The Membership committee is asked to increase mentoring for graduate students and early career scholars; and will work with GSIC to accomplish this.

The Website management committee will continue with the re-vamp of the website.

The Publications committee will finalize plans for the NCME edited book series.

The Recruitment committee will continue work on improving the committee volunteer software, and will develop a membership campaign in conjunction with the 75th anniversary.

The Outreach and Partnership committee will be asked to design initiatives to increase international participation in NCME and to develop partnerships with other related organizations.

Bruno has a contact with ITC and can help with establishing a partnership.

The Diversity committee will have a representative act as liaison to each of the other committees to make sure that diversity issues are considered in all initiatives.

Action Item: Jennifer will revise the Handbook to reflect this.

Linda noted two common goals for all committees: 1) to learn to use BaseCamp and 2) to develop and review content for the website.

Action Item. Plumer and Linda will facilitate process and training in BaseCamp.

All committees and Board liaisons will need to meet to set goals and develop a plan to meet these goals. TRG can set up conference call or WebEx to facilitate this process.

All goals should reflect the basic responsibilities of the committees; the action plan will constitute a set of steps with a timeline and people responsible for each task. All new initiatives will need to include a cost estimate. Linda will work with the B&F committee and Plumer to obtain cost estimates for tasks.

Action Item: Committees needing money for the following year need to make requests by the middle of June. The plan should span from July to July, with cost estimates during that time period.

Anne mentioned that the fiscal year runs from Jan. to Dec. 2012, and the budget is approved in late fall. The plan should be year-long, and should not end in December. Greg Cizek suggested getting estimates for the next 18 months.

Action Item: Linda will set up a phone call with the Board in about 3 weeks to follow-up.

Greg suggested changing the request to committees to set 1-3 goals rather than 2-3 goals. Board liaisons should communicate to chairs to have an appropriate number of goals, and not necessarily at least 2.

Linda announced that the summer Board meeting will be held in Chicago in the middle of July. Committee reports with plans, timelines, goals, and costs are due a month before the meeting (mid-June). The Fall board meeting will take place in Washington, DC, on Oct 26-28. The Winter board meeting will take place in Los Angeles, on 1/26-27.

Website Management Committee

Kris Waltman and John Willse presented the goals and plans for the website. Their report provided detailed information, statistics on website usage, and a proposal for re-development work for the website. By the middle of June we will be ready to start entering content on the website. The site will be live by December 2011.

Action item: Kris asked the Board to give approval to sign the contract with TRG asking for \$30,000.

The Board discussed the fee for organizations to post jobs. Currently it is \$150 – that is considered inexpensive. Other organizations charge as much as \$400. The Board should consider whether to increase our fee.

ACTION ITEM: Wayne will provide factual information on the rates charged by AERA, APA, SCIOIP and ATP.

Kris identified the new pieces to the website. New content will include a searchable resource center for different audiences. There are plans to bring over the software database that Gary Skaggs maintains. There will be a glossary of measurement terms appropriate to the general public. The site will also include a calendar of events, and a discussion forum (which will replace the NCME Listserv).

There will be a content management system so that the website management committee can directly update the content rather than going through TRG.

There will be a mobile device friendly version of the website.

Kris noted that one significant piece that is not covered in the current website plan is developing a repository of conference papers. There has not been enough discussion about this. Some issues that will need discussion include: Will it be part of the submission process? Will it be voluntary or mandatory? Should it be in the members-only section or open to the public? How long will the site keep the papers?

There can possibly be 2 calendar of events – one for NCME business/events and another for external events.

Bruno suggested having a liaison with the publications committee. Some journals will not publish a paper if it has been posted online for a certain number of days.

Wayne moves to allocate \$30k for the website. Deborah seconds the motion.

Discussion: Anne asked whether there are timelines associated with the expenditure. Will it be made entirely in 2011? What are the budget implications for 2011? Kris noted that the majority of the work will be completed by Dec. 2011, but ongoing tweaking will take place so work will continue after 2011. Anne requested a definition of “majority” so she will know if we have to go to our assets for this unbudgeted expense.

Action Item: Kris will come up with a more detailed timeline of the major steps over next few months so it can be part of the contract.

Linda added that John Hoffman can guarantee December delivery date if he can start this week.

Linda requested a friendly amendment to Wayne’s motion: The Board is asked to approve \$30k given that Kris works with John to develop a proposal with specific deliverables at specific timepoints. Wayne accepted the friendly amendment.

All Board members were in favor. None were opposed, and none abstained. Motion passed.

Annual Meeting Improvement – Rosemary Reshetar and Cheryl Cardell

Linda provided background on the project. A task force was created to evaluate the overall quality of the Annual Meeting to make recommendations for the improvement of program and process. The results

were presented to Board in January 2011 (and that presentation/discussion is reflected in the January 2011 Board meeting minutes).

Rosemary summarized recommendations from the task force, which included:

- Changing the content and format of sessions: adding a plenary session, placing greater emphasis on application and policy, and including new session formats.
- Increasing opportunities for networking, such as coffee breaks, and/or a no-host lounge.
- Making improvements to the joint reception and breakfast/business meeting.

There was discussion of using clickers during the meeting to increase interaction among attendees. These can be used to evaluate training sessions, or in other meetings. We can possibly get these for free to try them out.

Andre Rupp noted that there have been revisions to the program review process, and the call for proposals has been revised according to some of the suggestions.

The Board discussed developing a policy for graduate student review of proposals. The current policy is that there can be one graduate student reviewer on a proposal.

Do we want to continue with the current policy or do we want to change it? If so, we need to do this soon.

Jim asked whether we have enough reviewers if we decide not to have graduate students review.

The Board agreed that the mentoring aspect of graduate student reviews is appreciated.

Chad asked whether we can look at the reliability of graduate student ratings to see if reliability is really an issue.

Annual Meeting Improvement

Jennifer Kobrin had a scheduling conflict and needed to leave the Board meeting at 5:50 pm. Plumer Lovelace took over responsibility for collecting minutes. Cheryl Cardell and Rosemary Reshetar continued their summary of the work done on the Conference Improvement Task Force. There was generous discussion regarding the participation of graduate students for the review of abstracts. The Board communicated support for the current Program Committee to consider best practices related to abstract review. Additionally the Board discussed the turnaround time for submission and acceptance / rejection process, and the need for space considerations in 2012 for a Plenary session.

The Board decided that the next steps should be to determine the cost implications of the feedback and to determine feasibility of those ideas, which did not require an expense.

Lapsed Member Survey

The Incoming Membership Chair, Min Li provided a report on the Lapsed Member Survey. Min explained that surveys were sent to approximately 300 people for participation. Fifty-seven people responded to the survey. The survey included questions to determine the motivation for seeking membership in NCME, the correlation between work and association membership, and the most common

reasons for discontinuing membership. Min explained that her report was a preliminary attempt at interpreting the data and some additional effort was forthcoming. Recommendations from the Board included contacting the some members by telephone to get additional information.

75th Anniversary Project

Neal Kingston provided the Board with an update on the status of the 75th Anniversary Committee. Neal shared the names of committee members and described the group's focus for the next several months.

The 75th Anniversary Committee has put together a list of association-history related areas to explore and a timeline for completion of tasks. The areas currently being investigated include the creation of a retrospective of key industry topics from years past, a display of Dr. John Fremer's collection of testing related comic books, and a 75th Anniversary video. Neal informed the Board that a series of video interviews were acquired during the conference. Interviewees included four Past Presidents. A video may be developed and eventually streamed on the NCME website.

The meeting was adjourned.

Respectfully submitted,

Jennifer L. Kobrin and Plumer Lovelace