



NCME Board Meeting Minutes
February 7 – 9, 2018
Offices of the American Educational Research Association (AERA)
Washington, DC

In attendance:

Officers & Board Members

- Randy Bennett, President
- Rebecca Zwick, Vice President
- Luz Bay, Board Member
- Ye Tong, Board Member
- Dale Whittington, Board Member
- Walter (Denny) Way, Board Member
- Rose McCallin, Board Member

Committee Chairs & Staff Members

- Mark Shermis, Budget & Finance Committee
- Elizabeth Franks, Executive Director
- Brian Leventhal, Website Management

Via Telephone for their reports:

- Leslie Keng, Membership Committee
- Cathy Wendler, Fund Development
- Nicolette Pelbano, NCME Meeting Planning
- Vicki Scott, Fernley & Fernley
- Amanda Wolkowitz, Training and Development
- Megan Welsh, Newsletter
- Howard Everson, EM:IP
- George Engelhard, JEM
- Alina Von Davier, Digital Presence
- Andre Rupp, ITEMS
- Judith Koenig, Informing Assessment Policy and Practice
- Mary Pitoniak, Ed Measurement 5E
- Linda Cook, Ed Measurement 5E

Guests

- Liz King, Leadership Conference
- Felice Levine, AERA
- Lillian Pace, KnowledgeWorks
- Clint Cognane, Higher Logic
- Brent McConnell, Higher Logic

Wednesday, February 7, 2018

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

R. Bennett called the meeting to order.

MOTION: A motion to approve the September minutes was made, seconded and unanimously approved.

Review of the 2018 Policy Seminar

The Board agreed this was a good program for NCME:

- Low cost; only costs was for box lunches and for NCME Board members to stay one extra night
- GWU GSHED was a good partner
- NCME should continue at least once a year, maybe twice a year
- Suggestions for 2019: “Communicating with the Media” or “Admissions Testing.”
- Another idea is to have a session on “Working with the Media” in conjunction with the Annual Meeting.

MOTION: NCME to continue to offer a series of policy oriented seminars, on at least an annual basis, and maybe two times a year, to be determined by the Executive Committee. NCME will work with partners as needed. The motion was seconded and unanimously approved.

Report from the Nominations Committee

In the absence of M. Wilson, E. Franks reported on the results of the voting in the NCME Board elections (also included in Board packets):

- Vice President - Stephen G. Sireci, University of Massachusetts Amherst
- LEA Director - Debbie Durrence, Gwinnett County Public Schools
- Board Member at Large Andrew Ho, Harvard Graduate School of Education

A high percentage of members voted, but it was discovered that some company email systems blocked email platforms like SurveyMonkey, which was used for the voting. When this was discovered, NCME reached out to send the ballot to individuals who had not received it, but NCME should address this for the next year, so that all members have equal access to the voting.

ACTION: Ensure that all members have access to future ballots

The orientation for the new directors will take place at the Annual Meeting. E. Franks will talk to R. Zwick to schedule and invite attendees.

Classroom Assessment Task Force

D. Whittington reported:

- The Task Force submitted a paper on “The Importance of Classroom Assessment,” which will be reviewed first by the Committee on Informing Assessment Policy and Practice.
- The Special Conference is planned for University of Kansas in 2018, and they are working on sponsor partners.
- The Conference will be held October 8 & 9, and the NCME Board meeting will be held October 9 & 10.

The Board reviewed the RFP for 2019 location and suggested the following changes:

- Change the time period to “summer or fall”
- Eliminate the question about weather
- Review and fix all typos

ACTION: The Task Force will finalize and plan to send in March.

Standards and Test Use Committee

D. Whittington reported that the committee was working with a rubric/ filter to evaluate training materials.

Diversity Issues and Testing Committee

L. Bay reported:

- Lietta Scott was named the Chair of the Committee
- Need a succession plan for this committee
- This committee formerly had their own session, but this year they will assist the Program Chair
- They will call for applicants for the scholarship award approved the Board

Annual Meeting

Meeting Manager N. Pelbano reported:

- Conflict Resolution process with AERA is complete, but there were many delays from AERA.
- The Individual Sessions, Coordinated Sessions, Graduate Student Sessions, and Invited Sessions should be announced soon.

Training and Development Chair A. Wolkowitz reported:

- There are two conflicts identified in the Training Sessions. Goal is to send confirmation letters by the end of this week; waiting for AERA to confirm that all conflicts are resolved.
- Since registration was opened before the Training Sessions will be announced, staff will promote the Training Sessions via email and the website. An announcement will also be included in the newsletter.
- Three graduate students are assisting with the training sessions that will be broadcast and recorded as webinars.

MOTION: A motion was made, seconded and unanimously approved that the grad students

assisting with the webinars would get registration (including the books for sessions that require it) for training sessions of their choice.

The additional NCME activities – Business Session/Awards Breakfast, Yoga, and Fun Run/Walk are also open for registration. It is important to promote them.

Sponsorship

The Board reviewed the list of sponsors invited and confirmed. The following volunteers agreed to follow up with potential sponsors:

- Amanda Wolkowitz –Myisha Stokes of Alpine Testing
- Luz Bay –Marten Roorda of CITO BV
- Ye Tong
 - Suzanne Tsacoumis of HumRRO
 - Barbara Bell of Measured Progress
 - Jinghua Liu of SSATB
 - Andrew Latham of WestED
- Randy Bennett – Steve Lazer of Questar Assessment, Inc.

The following are not prospects and will be removed:

- Northwest Evaluation Association
- CTB/McGraw Hill

Awards and Recognition

D. Way reported on the 2018 Awards:

- All award winners have been selected and notified.
- D. Way, R. Bennett and staff will coordinate the logistics of the Breakfast – script, slides, presentations – and communicate with award committee chairs and winners.

Communications Award – D. Way reviewed the updated award description included in the packets.

MOTION: A motion to approve the description of the NCME Communications Award as presented was made, seconded, and unanimously approved.

ACTION: send suggestions to D. Way for individuals to serve and/or Chair the Communications Award Committee.

International Journal

R. Bennett reviewed the key points in the draft letter of agreement.

MOTION: To accept the basic terms of the Memo of Understanding (MOU) subject to noted editorial changes and legal review.

- **ACTION:** E. Franks to send the draft letter of agreement to NCME Legal for review.

- **ACTION:** R. Bennett and Li Cai to research publisher options for the new Journal.

International Organization Membership

NCME is now a member of ITC and IAEA, and NCME members can get member benefits, including member rates for IAEA meetings. This will be promoted in the NCME newsletter and on the website.

ACTION: Promote NCME's membership in ITC and AERA on the NCME website and in the NCME newsletter

Educational Measurement 5E

Editors Linda Cook and Mary Pitoniak joined by the meeting by phone.

- Organizing an Editorial Board
- Need to review publication options, including open access or not.
- Final publication should have mechanism for keeping it updated (this may depend on publisher).
- Need RFP for publisher

Standards Book

- AERA and APA want financial support
- Good opportunity for NCME to be a sponsor

Thursday, February 8, 2018

Financial Report

Budget and Finance Chair M. Shermis reported:

- Assets up over this time last year.
- Budgeted for \$60,000 structural deficit
- Reserves are higher than handbook policy dictates.
- Recommend to stay the course until NCME can increase membership and dues income can cover operational costs.
- **ACTION:** E. Franks will send the 2016 YE audit to the Board.
- **ACTION:** E. Franks to report on royalties received from book income.

Rosemary Reshetar will become the Chair of the Budget and Finance Committee in April.

Mission Fund

R. Bennett reported on the Fund Development Committee proposed strategic plan.

It was agreed to ask the Fund Development Committee to outline process for fundraising activities, and opportunities to work with other committees and the Board.

MOTION: A motion to endorse the Fund Development Committee Strategic Plan as a general framework, with direction to move forward to create a specific plan to integrate activities of the Fund Development Committee with one or more existing committees and Board initiatives. The motion was seconded and unanimously approved.

ACTION: R. Bennett will instruct the Fund Development Committee to develop further descriptions of processes for applications and fund raising for the April Board meeting.

Archives Committee

- Gerald Melican is the new Chair
- Planning to meet with the Digital Presence and Website Development Committees to determine how to archive electronically
- Seeking a graduate student for the committee

Publications

Editors Howard Everson (EM:IP), George Engelhard (JEM), Andre Rupp (ITEMS), and Megan Welsh (NCME Newsletter) joined the meeting by phone.

JEM and EM:IP - There have been complaints about the average review time; EM:IP averages 55 days average review. The issue is finding reviewers and getting them to agree. Board will address at the April meeting.

- **ACTION:** Announce in newsletter the need for reviewers.
- **ACTION:** Need to make sure NCME has the right addresses. Members are asked to update their contact information on the NCME Board site.
- **ACTION:** Allow reviewers to sign up at the NCME registration desk at the Annual Meeting.
- Deborah Harris will succeed Howard Everson as editor of EM:IP.
- Need to develop a plan for succession (future new Editor) for JEM.
- There is a future special issue on International assessment; R. Bennett will assist.

A. Rupp reported on the development of the new ITEMS site. They are working with Commpartners and Making progress on two Proof of Concept Modules

Newsletter - next issue will come out in mid to late March. It will be published in PDF format with a plan to move to an online format tied in with plans for a new website platform.

Publications section of NCME Handbook:

- Draft was included in the Board books.
- The only thing pending is permissions to use citations from AERA – R. McCallin has contacted AERA but no response.

MOTION: A motion was made and seconded to approve the language in the document reviewed to be the handbook and be the new policy, pending approval by AERA for citations.

The Board reviewed request from Lawrence Rudner about the PARE (Practical Assessment, Research

& Evaluation) online Journal and his proposal that NCME to take over publication upon his retirement.

Motion: A motion for NCME to politely decline the proposal to manage PARE was made, seconded, and unanimously approved. R. Bennett will share this decision with Publications Chair W. Lorie.

Wikipedia page

ACTION: R. McCallin will share the information to date to L. Bay to share with the Outreach Committee.

Digital Presence – Website Update

The proposal for Higher Logic to design and implement a new NCME website was included in the packets.

Chairs M. Gaertner and A. Von Davier joined by phone.

Vicki Scott of Fernley & Fernley joined by phone.

Representatives from Higher Logic and incoming chair Brian Leventhal joined in person. They showed a demo of the plans for the new NCME website.

The Board discussed integrating a proposal submission program to the website. The representatives from Higher Logic confirmed that the technology is flexible and can be customized to NCME specific needs:

- They can categorize by keywords
- They can tag and apply filters
- They can separate reviewer and submitter
- Will take 2 – 3 months to implement the feature

Higher Logic Academy is a resource for training for individuals who work on the NCME website.

Points of contact will be Matt Gaetner, current website chair, and then Brian Leventhal, incoming Chair. They should report progress to the Board at each meeting.

MOTION: A motion to approve the Higher Logic proposal was made, seconded, and unanimously approved.

GUEST - The Board welcomed Liz King of Leadership Conference to discuss areas of mutual interest and opportunities.

Position Papers

Test Security

J. Koenig, Chair of the Committee for Informing Assessment Policy and Practice joined the meeting by phone. She explained that the committee has had several calls to review the position paper on Test Security prepared by Steve Ferrara. It was included in the packets. The Board reviewed and

made several edits.

MOTION: A motion to post the the position paper on Test Security, as edited, and call for member comment in accordance with the NCME policy, was made, seconded and unanimously approved.

Theories of Action

The Board reviewed the position paper on Theories of Action (Tannenbaum) and had several comments, including reconsidering the title. It was agreed that R. Bennett will give the feedback to Tannenbaum. Since it has already been reviewed by the Committee on Informing Assessment Policy and Practice, the edits will be reviewed by the Board and then the final version posted and submitted for member comment.

Use of College Admissions

The Board reviewed the position paper on Use of College Admissions Test (Zwick). Changes were suggested and D. Whittington will send some information to R. Zwick. The next draft will be circulated by email and when approved by the Board, will be submitted for member comment.

Guest - The Board welcomed Lillian Pace of KnowledgeWorks to discuss areas of mutual interest and opportunities.

Plain Language Versions of Position Papers

The Board reviewed the drafts from Richard Colvin to customize the NCME position papers for specific audiences.

They made the following edits:

- Remove named states (3rd paragraph)
- Remove the line "In fact, if the most motivated and involved...." (5th paragraph)
- Consider that in reference to parents, children should be referred to as "children," and in reference to teachers, they should be referred to as "students"
- Make sure that the four statements are different enough

ACTION: It was agreed to submit the papers for refinement and suggestions to the Outreach and Partnership Committee.

Membership Report

Membership Chairs S. Powers and L. Keng joined the meeting by phone. They reviewed the plans with the consulting company The Moery Company to conduct an analysis on NCME membership and propose strategies for membership growth.

The Moery Company will conduct interviews with:

- NCME Membership Committee and Board of Directors

- A diverse selection of members, representing active and inactive members, recent grads, lapsed members.

The plan is for The Moery Company to have a report for the Board at their April meeting.

Mentor program – will continue for the 2018 Annual Meeting, but NCME will provide a meeting space for the networking.

Special Interest Group (SIG) survey – The survey will be issued. The results will be used to expand network capabilities through topics and websites. L. Bay noted that the NCME Facebook Group and LinkedIn pages could assist in reaching members about the survey.

Friday, February 9, 2018

The Board accepted the Classroom Assessment Five Year Plan and approved their request for travel funds of \$500/year for five years. It was noted that when D. Whittington transitions off the Board, the Board will have to ensure that there is Board presence on the Classroom Assessment Task Force.

Vice President R. Zwick reviewed her appointments for Board Liaisons:

Guest - The Board welcomed Felice Levine of the AERA to discuss areas of mutual interest and opportunity.

ACTION: Plan to talk every few months with Felice Levine on the partnership with AERA and NCME. Following the April 2018 meeting, they should plan to talk in June or July to discuss plans for 2019.

There being no further business to come before the Board, the meeting was adjourned on Friday, February 9.