

**National Council on Measurement in Education
Board of Directors Meeting Minutes
November 1 - 2, 2007
Washington, DC**

DRAFT

Members: Anne Fitzpatrick
Dan Eignor
Mark Reckase
Judith Koenig
Leslie Lukin
Todd Rogers
Larry Rudner
Stephen Sireci

Staff: Bruce Wheeler

Guest: Jerry Melican (via conference call)
David Frisbie
Neal Kingston
Andrea Simon (AERA)
Gerald Sroufe (AERA)

Call to Order

Dr. Fitzpatrick called the meeting to order at 8:30 AM.

Approval of July 13 – 14, 2007 Board Meeting Minutes

Mr. Wheeler was asked to review the minutes for typographical errors. **Dr. Rogers made a motion to approve the corrected minutes; Dr. Lukin seconded the motion. The motion was passed.**

Consent Agenda

Program Committee: Dr. Fitzpatrick reported that Linda Cook, Vice President of AERA's Division D, generously had shared with NCME the names of the primary authors of papers that the division had accepted for presentation at the 2008 annual meeting. This will help NCME to minimize scheduling conflicts between AERA and NCME. Dr. Rogers suggested that language be added to the NCME acceptance letters asking presenters to let NCME know if they will also be presenting at AERA. Dr. Fitzpatrick noted that this question was asked when all paper and coordinated session proposals were submitted online. It was agreed that NCME should work with AERA to ensure the sharing of program information as early as possible.

It was suggested that new key words be added to the submission system in the future in order to better identify the content of papers. It was also suggested that the Call for Papers be distributed to organizations specializing in topic areas under-represented by NCME proposal submissions.

Dr. Lukin made a motion to approve the Consent Agenda reports as submitted; Dr. Eignor seconded the motion. The motion was passed.

Budget and Finance Committee Report

Gerald Melican and David Frisbie joined the meeting via telephone. Regarding the proposed 2008 budget, Dr. Melican said that his committee was still waiting to obtain information about several items in the budget, so the draft of the 2008 budget being reviewed by the Board was not the final version.

Referring to the draft, Dr. Melican noted that that line item titled "Registration Income" reflected estimates based on his committee's recommended increases in conference registration fees. He noted also that AERA was increasing its 2008 conference registration fees to help offset the increased costs associated with holding the conference in New York City.

The Board discussed whether or not NCME's registration fees should be increased due to the higher costs anticipated in New York City. After considerable discussion, the Board of Directors agreed to accept the Budget and Finance Committee's recommended increases in the fees. It was suggested that fees might be reduced in 2009, when the conference would be held in the less expensive city of San Diego.

Mr. Wheeler told the Board that he had met the previous day with AERA's new Director of Meetings, Andrea Simon, to discuss conference-related issues, including the possibility of offering on-site registration at the NCME host hotel. He reported that the cost of having a satellite registration desk at the Crown Plaza would be approximately \$12,000 plus the cost of 24-hour security. The Board agreed that this cost was not affordable.

Dr. Melican said that the Budget and Finance Committee was discussing investment options with NCME's investment firm. Dr. Frisbie suggested that some of the funds currently held in money market certificates be moved into higher-yield investments. A recommendation on this topic will be presented to the Board in March.

Dr. Melican recommended that a Board member attend when the Committee meets via conference call with NCME's investment advisor.

Dr. Frisbie noted that \$9,100 had been budgeted for web support in 2006, but had not been spent. Mr. Wheeler explained that the budgeted funds would be spent in the current fiscal year since the contracted work had been completed in 2007.

Dr. Rogers made a motion to approve the conference registration fee increases as recommended by the Budget and Finance Committee; Dr. Eignor seconded the motion. The motion was passed.

The Board thanked the Budget and Finance Committee for its hard work.

Standards Committees

Dr. Eignor explained that the deadline for comment on the Standards had been extended. He also said that he had expected committees of the participating organizations to synthesize comments received, but that Dr. Geisinger's written report made it appear that the Joint Committee, itself, would undertake this activity.

Dr. Eignor reported that work on the International Standards was progressing satisfactorily. Because eight organizations are now part of the TAG, Eignor agreed to find out whether NCME's dues for participating in the TAG would be reduced, because the costs of the TAG could now be spread over more organizations.

Dr. Eignor reminded the Board that his term as Past President ends in March, 2008. He asked the Board to consider what his ongoing role should be in working on issues related to international standards once his term is over. It was agreed to defer this discussion until the March Board meeting.

Action Requests from Committees

Outreach Committee: Dr. Fitzpatrick commented on the apparent misunderstanding between the Board and the Committee regarding the plans to contact and survey external organizations. Dr. Fitzpatrick volunteered to contact the Committee chair and follow up.

Joint Committee on Standards for Educational Evaluation: Dr. Fitzpatrick noted that questions asked by Don Yarbrough pertained to operational matters, and she offered to respond to them. Dr. Rudner noted that the JCSEE's request for a link on NCME's website had already been taken care of and suggested asking the JCSEE for a reciprocal NCME link on its website. Dr. Fitzpatrick said that she would follow up with Dr. Yarbrough.

Publications Committee

Handbook on Teacher Evaluation: Dr. Koenig said that the four members of the Steering Committee had met to discuss identifying a new co-editor. A list of potential co-editors was generated and rank-ordered by the Steering Committee.

The Board agreed that it was critical to articulate its expectations concerning the procedures to be followed in developing the Handbook. After much discussion, the Board agreed on the following process: The co-editors will identify topics and authors. The Steering Committee will review those recommendations and provide feedback, if necessary. Once agreement on the topics and authors is reached by the co-editors and the Steering Committee, the co-editors will share this information with the Board of Directors and ask for comments. The Board will have responsibility for final approval of topics and authors. Once Board approval has been received, authors will draft a one-paragraph description of their respective chapters. The co-editors will review and comment before sharing with the Steering Committee for review and comment; the Board will give final approval of the chapter descriptions.

The Board also agreed that if disagreements arise between co-editors, the Steering Committee would arbitrate and resolve any disagreements. If there are matters that cannot be resolved by the Steering Committee, the Board of Directors will be asked to resolve them.

The Board also decided that the Steering Committee should choose one reviewer for each chapter and NCME's Publications Committee should choose a second reviewer. One reviewer should be a content expert and the second should be a member of NCME who can provide expertise from a measurement perspective.

The Board confirmed that co-editors will not be paid for their efforts, but their expenses will be reimbursed up to \$1,000 each. Likewise, there would be no remuneration to chapter authors, other than complimentary copies of the book.

ABCs of School Testing: Dr. Fitzpatrick noted that NCME had been asked by the co-chairs of the JCTP for feedback on several questions related to dues, structure of the JCTP, and future projects that the JCTP might undertake. She reminded the Board that it had approved a proposal to revise the ABCs of School Testing that had been submitted to the Board by the JCTP.

To understand more about the JCTP, the Board had invited Neal Kingston to join the Board in a conference call. Dr. Kingston is one of two NCME representatives to the JCTP. When asked about the legal status of the JCTP, Dr. Kingston was unable to confirm whether or not it is a stand-alone organization. He did note that the committee had a Policies and Procedures manual under revision; this manual had formerly been called Bylaws.

Dr. Kingston was asked about his vision for JCTP. He said that he sees a need for an organization that brings together groups for the development of projects of mutual interest.

The Board agreed that it was critical to determine whether or not JCTP is independently chartered, and who owns the copyright(s) of materials presented under the auspices of JCTP prior to any decision-making on the Board's part. Dr. Fitzpatrick said that she would obtain answers to these questions.

JEM Report: JEM editor, Jim Carlson, had asked the Board whether or not he has the authority to appoint his own editorial board. It was noted that NCME's Policies and Practices handbook indicates that he does have this authority.

Dr. Carlson also asked the Board whether the substance of JEM articles was becoming too focused on psychometrics and less useful to practitioners. Dr. Fitzpatrick suggested that this question might best be answered by reviewing the contents of JEM over the past 10 years and classify this content. Perhaps NCME's Publications Committee would be willing to do this.

Some members of the Board noted that the editorial policies of JEM and EM:IP differ notably. They suggested that the editors exchange manuscripts when they receive a manuscript unsuitable for their own journal but possibly better suited for the other editor's journal.

The Board considered the question of how to increase subscriptions in JEM and EM:IP. It noted that subscriptions by themselves are much more expensive than membership in NCME, which includes subscriptions to these journals. To increase membership in NCME and journal subscriptions, the Board discussed the possibility of advertising NCME publications in journals that publish articles in fields related to educational measurement. The Board agreed that a professionally developed

advertisement was desirable; Mr Wheeler agreed to investigate what this kind of advertisement would cost to produce.

Newsletter: Dr. Fitzpatrick said that the next newsletter editor will be selected according to the procedure laid out in the Handbook. She recommended Dr. Reckase would be responsible for appointing the new editor since the new editor will take office during Reckase's tenure as NCME President. It was suggested that the Publications Committee put a call for newsletter editor on the NCME listserv.

Dr. Sireci distributed the Publication Committee's list of organizations for consideration to receive complimentary copies of NCME journals. The Board discussed the list and gave some feedback to Dr. Sireci on the list. It was asked whether NCME should send complimentary copies or individual issues to those organizations selected. Mr. Wheeler was asked to investigate the cost of printing additional issues of NCME journals, at NCME's cost.

Meeting with AERA

Dr. Fitzpatrick welcomed Andrea Simon, AERA's Director of Meetings, and Jerry Sroufe, AERA's Director of Government Relations. She asked Ms. Simon whether AERA would be able to provide NCME's program co-chairs with a list of accepted primary authors, which will help the co-chairs identify people who could have possible schedule conflicts. Ms. Simon said that that she would try to determine when the most complete information would be available and let NCME know. Ms. Simon was thanked for her efforts that will enable NCME to hold its annual meeting at the Crowne Plaza Hotel in New York City next year.

Mr. Wheeler asked if it would be possible to have AERA programs and bags available for pickup by NCME members at the Crowne Plaza. Ms. Simon said she would look into that possibility.

Mr. Sroufe informed the Board that AERA was not going to maintain its membership in the JCTP after this year.

In response to a request from the Board to talk about ways to influence public policy, Mr. Sroufe distributed and discussed a handout with tips that might help NCME become involved in informing public policy.

The Board thanked Mr. Sroufe for his time and for sharing his knowledge.

The Board discussed the possibility of forming an ad hoc committee to look at how NCME might become more involved in affecting public policy.

Website

Dr. Fitzpatrick referred the Board to the memorandum in the Board book, which included the draft description of a new Website Management Committee. The Board suggested that the language referring to "plans for work that involve the central office staff" be modified to reflect work that falls outside of existing contracts with central office staff.

Dr. Sireci made a motion to approve the formation of the new Website Management Committee; Dr. Reckase seconded the motion. The motion was passed.

Dr. Fitzpatrick asked Central Office staff to develop alternative color schemes for the new website that incorporated the NCME logo colors of blue and burgundy. Dr. Rudner volunteered to work with staff.

Executive Director's Report

Mr. Wheeler told the Board that dues notices had been sent to NCME members, and reminded them that members were now able to renew online through the NCME website.

Mr. Wheeler reported that letters to corporate sponsors had been sent. He thanked Dr. Fitzpatrick for reviewing and updating the list of current and potential sponsors.

Mr. Wheeler said that ballots had been mailed in October; the current election includes one ballot for the election of 2008 officers, and one ballot related to proposed changes in the NCME Bylaws. Mr. Wheeler noted that a large number of ballots had been received by the central office.

Dr. Sireci asked whether financial support could be provided for graduate students attending the 2008 annual meeting in New York City. Mr. Wheeler said that in 2007 graduate student volunteers had received complimentary tickets to attend the NCME breakfast, and that additional discounts or other financial incentives would require Board approval.

The meeting was adjourned at 5:30 PM.

The meeting was reconvened at 9:00 AM, Friday, November 2.

NCLB Position Paper

Dr. Lukin discussed the status of NCME's plan to develop a position paper on No Child Left Behind Legislation. She noted that Bob Linn had been asked to draft the paper, which had been mailed to the Board for comment prior to the November Board meeting. The Board discussed content/editorial improvements. In general, the Board agreed that it was desirable that the position paper suggest solutions to any problems it noted about the legislation. Also, it was agreed that the points raised in the paper should be expressed in non-technical terms so that legislators and their staff will understand it. In addition, the paper should communicate the fact that NCME is a resource that is willing to offer assistance. Dr. Koenig suggested sending the position paper to the candidates running for the office of President of the United States.

When asked when Congress might address the issue of NCLB, Dr. Rudner said this might occur in July of 2008. Dr. Sireci suggested that the position paper be delivered to key legislators well in advance so that Congressional staffers might have the opportunity to digest the information and ask questions prior to any Congressional action. It was suggested that the paper be ready for distribution by the spring of 2008.

Dr. Sireci and Dr. Lukin thanked the Board for their feedback and said they would develop another draft based on comments, and would use the US Department of Education's "Building on Results: A Blueprint for Strengthening No Child Left Behind" as a basis for framing the paper. The Board agreed that, once approved, the paper would be sent with a cover letter signed by the NCME

President to key Congressional and other staffers. The Board was supportive of funding travel to Washington DC, if necessary, to convene an expert panel in order to address issues and questions related to NCLB in person.

Dr. Lukin agreed to provide talking points and suggest the next steps to be taken by early December to give the Board time to review them before the end of the year.. The Board agreed that if an in-person meeting of the Task Force members and Congressional staffers was necessary, it was acceptable to support travel expenses.

Dr. Rudner agreed to make some initial contacts to legislative staff on behalf of NCME.

Governance Issues

Dr. Fitzpatrick referred the Board to her memo describing some recommendations for changes in Board liaison responsibilities and committee structure/organization/area assignment.

The proposed new liaison responsibilities were as follows:

Representative to Morgan State Advisory Committee: Assign to the President.

Website Management Committee: Assign to the Vice President.

International Standards Committee: Assign to the Standards Area.

Representative to ISO/ANSI TAG: Assign to the Standards Area.

Dr. Sireci made a motion to approve the new Board liaison assignments; Dr. Rudner seconded the motion. The motion was passed.

Dr. Reckase made a motion to move responsibility for the Diversity and Graduate Student Issues committees to the Professional Area; Dr. Lukin seconded the motion. The motion was passed.

The Board discussed the pros and cons of appointing a non-Board member to chair the Publications Committee. **Dr. Rogers made a motion to appoint a non-Board member to chair the Publications Committee; Dr. Sireci seconded the motion. The motion was passed.**

The Board discussed the apparent overlap of responsibilities between the Recruitment, Membership and Diversity committees. **Dr. Lukin made a motion to remove “recruiting and retention of minority members” from the list of responsibilities of the Diversity Issues and Testing Committee; Dr. Koenig seconded the motion. The motion was passed.**

Regarding the future of the Recruitment Committee, there was a general lack of understanding of the distinction between the roles of the Recruitment and Membership committees. It was clarified that the Recruitment Committee is responsible for bringing people into the profession of Measurement and the Membership Committee is responsible for bringing professionals into membership in NCME.

The Board discussed how best to utilize the resources of the Recruitment Committee, now that its work to complete the very fine career brochure has been completed. The Board agreed specific direction should be given to the committee before it begins its work next year. Dr. Fitzpatrick recommended that this be done by Dr. Reckase, who will be NCME president in the coming year. ,

Strategic Plan

Dr. Fitzpatrick referred the Board to the table attached to the Strategic Plan memo provided in the Board book, highlighting her suggestion that the following text be added to support the 10 Year Vision statement, "Provide a broad accessible forum for resources". The suggestion additions were as follows:

As a three-year goal: "Improve the website to that it fulfills NCME members' needs and the informational needs of non-members."

As a goal to be accomplished by 2008: "Ask the website committee to identify information goals for the website and propose relevant policy."

Under the heading Current Activities Relevant to 2008 Goals: "Establish a website management committee."

The Board agreed to add the proposed language to the strategic plan.

Other Business

Dr. Rudner recommended that NCME purchase software (Webtrends) to enable NCME to track website users. Dr. Sireci asked Mr. Wheeler to find out if The Rees Group would like to use this software; if so, he wondered whether The Rees Group would be willing to pay half the cost of purchasing the package.

The ad hoc committee consisting of Drs. Rogers, Reckase, and Eignor, discussed the implications for Board composition of the current demographic of NCME members. Dr. Rogers suggested increasing the Board by two members to better capture the demographics of NCME membership. The Board discussed how best to bring different viewpoints and experiences to the Board, based on information gathered through the NCME membership demographics. The Board agreed that the current employment categories listed on the membership renewal form should be refined in order gain a better understanding of the makeup of NCME's membership. One suggestion was to ask members about their "predominant job" rather than where they work. The Board did not act on Dr. Rogers' recommendation to increase the size of the Board by two members.

Dr. Fitzpatrick noted that Bob Brennan had suggested that the Board investigate whether the editions of Educational Measurement that were no longer in print could be digitized and posted on NCME's website. The Board was enthusiastic about this idea, and Dr. Fitzpatrick and Mr. Wheeler said that they would investigate what could be done.

Dr. Fitzpatrick also asked what efforts were being made by the publisher of the current 4th edition of Educational Measurement to market this volume. Dr. Fitzpatrick and Mr. Wheeler agreed to look into this matter as well.

The meeting was adjourned at 12:00 PM.