

NCME Board Meeting Minutes

Friday, April 30, 2010

Denver, Colorado

Board Members Attending:

Terry Ackerman  
Wayne Camara  
Mark Reckase  
Michael Rodriguez  
Kadriye Ercikan  
Susan Loomis  
Bruno Zumbo  
Deborah Harris  
Sherry Rose-Bond  
Jim Carlson

The Rees Group:

Plumer Lovelace  
Drew Nelesen

Guests:

Luz Bay  
Mark Gierl  
Chad Gotch  
Bob Henson  
Linda Hargrove  
Jennifer Kobrin  
Jacqueline Leighton  
Jerry Melican  
Lietta Scott  
John Willse

*The meeting was called to order by Dr. Ackerman at 4:05pm.*

Dr. Ackerman reported that he would rearrange the agenda to accommodate visitors' schedules.

Dr. Ackerman welcomed Board members and guests, and all attendees introduced themselves.

The minutes from the last Board meeting were emailed. Dr. Camara made a motion to approve the minutes, and Dr. Reckase seconded the motion. All approved.

Consent Agenda Report. There were no comments or questions on the committee reports.

Program Committee Report

Drs. Henson, Willse, and Bay reported on program committee activities.

This year's program committee was the first group of program chairs that attended the orientation meeting and had the opportunity to meet with prior program chairs. The timelines provided by TRG were a big advantage. The program committee discussed ways to improve the process for future years. Timing issues were identified. New program chairs can see proposals 12 days after they are submitted. It was learned that a 6<sup>th</sup> room for NCME was available after all proposal selections were already made with the assumption that only 5 rooms were available. The data files of reviewers included reviews from graduate students with no way to distinguish the graduate student reviews. The program committee will share other specific issues with the incoming program chairs.

Dr. Ackerman mentioned that in January there was orientation in Madison for incoming program chairs. This will become a tradition.

Dr. Reckase indicated that coordination with AERA is typically a problem. The program committee had to resolve conflicts by using AERA's searchable program.

Dr. Ackerman met with AERA about this issue of reconciling the NCME and AERA programs. This is still a struggle and we cannot let this slip and put this off. We will have a post-evaluation of meeting and renegotiation with AERA.

Dr. Henson suggested that we need to make NCME membership aware of this and why the program comes out so late.

Dr. Ackerman suggested publishing an article in EM:IP about this process.

#### Training and Professional Development Committee Report

Dr. Bay gave a report on the training committee. The committee sought out training sessions to address the theme, "Bridging the Gap..." and had to reject sessions that would have been accepted otherwise.

Dr. Bay reported on the NCME pilot Webcast. Four training sessions were webcast to remote locations in China, Honduras, Chile, Guatemala, and South Africa.

Dr. Rodriguez indicated that the Webcast sessions went well; they were very interactive and successful.

Dr. Rose-Bond suggested that in the future, the call for training sessions should state that some may be webcast. Future proposals should indicate whether they would agree to have their session webcast. The Call for proposals for 2011 is already complete; Drew Nelesen will see if it can be changed.

Dr. Bay was the room moderator for 3 sessions. She suggested that next time the webcast moderator should be identified with knowledge of the subject matter. If there are multiple presenters, one can possibly be the moderator.

The evaluations from this year will be used to frame next year's webcasts.

Dr. Zumbo suggested that this can generate revenue in the future. In the future there is no need to coordinate the webcasts with the Annual Meeting. It could happen any time during the year. And the presenter doesn't need to be in the United States.

Publications Committee Report (see report under Tab 4)

Drs. Gierl and Leighton made request to have the Board reconsider the level of support that editors receive.

Dr. Camara stated that the publications committee report is a model for how a policy should come to the Board.

Dr. Leighton indicated that the amount of work required using Manuscript Central, including troubleshooting technical difficulties was much more than anticipated. Dr. Leighton had negotiated release time with her university, but this was rescinded. Therefore Dr. Leighton made a request for assistance through NCME.

Dr. Ercikan indicated that the number of submissions increased when we moved to Manuscript Central.

Dr. Carlson shared his experience as the first JEM editor to use Manuscript Central. ETS supported his time. The incoming editor (Brian Clauser) has an assistant. Support money will need to be considerable, due to time commitment needed. Many submissions are not relevant/not appropriate for the journal. In 3 years, we receive about 150 submissions each year.

Dr. Ackerman asked for documentation of process needed (day-to-day activities of the editor).

Dr. Zumbo suggested alternative models to share the workload (for example, and associate editor model or action editor model – Board members become action editors). Both of these models are great way to distribute the workload, and are a good way to grow a line of succession for editorship. The International Journal of Testing now has a co-editor model.

Dr. Leighton indicated that Blackwell Wiley thought that only the editor should have access to information in the system.

Dr. Ackerman recommended that a motion be considered. Dr. Zumbo (who will be appointed as liaison to Publications committee) will work with Dr. Gierl and his committee to draft a proposal with alternative editorship models for discussion at the next Board meeting.

Dr. Reckase stated that release time from universities may not be enough for editors. Dr. Rogers felt that the amount of money proposed was not enough to cover a course at most institutions. The figure will not cover salary; but it is a professional courtesy for respect of the editors' time.

The Board agrees to reword the policy so it is not open-ended; and agree to revisit it and consider changes.

Dr. Rogers makes a motion to approve; Dr. Loomis seconded the motion. All Board members were in favor.

Finance Committee Report (Jerry Melican)

Dr. Melican reported on the reserve policy. At the last Board meeting it was sent back to the Finance committee with the recommendation to think about amending the policy. The committee decided that an amendment was inappropriate coming from committee; it should come from the Board.

The policy states that NCME has minimum of one year of operating expenses in reserve.

Dr. Rogers suggested to qualify the statement "...one year with the amount determined by the operating expenses equal to the previous year". The policy would now read:

To meet its objective, the reserve fund should provide protection for one year of operating expenses. The Budget and Finance Committee should use the previous year's expenses as the target amount for the funds that are to be defined as operating reserves and establish a range around this target. These values should be reviewed and approved by the Board of Directors.

The word "approximately" was eliminated and the words "should use the previous year's expenses" were added,

A motion was made to accept the rewording of the policy, and was seconded by Dr. Reckase; all Board members were in favor.

Dr. Hargrove provided a discussion on what insurance NCME needed, and described directors and officers' liability, general liability, and umbrella policy. In the past a decision was made to discontinue auto insurance – this was recently reinstated. Along with Plumer Lovelace, categories of risk were developed. The Board discussed the need for directors and officers liability. This is standard practice and required in the contract between TRG and NCME. Extra coverage was deemed unnecessary. Other areas of risk include event cancellation. NCME has enough in reserve to self-cover this.

Dr. Rose-Bond asked how much event cancellation insurance would cost.

Dr. Camara inquired about hotel penalties in the event of cancellations. We cannot look at the AERA contract. Upon renegotiation we should obtain legal services to make sure there are no "no-harm" clauses.

Plumer Lovelace said that we are awaiting report from AERA (they are supposed to send information to the insurance company). Expenses also include lost revenue. Do we have disaster recovery plan? We need to be conscious about this.

Dr. Zumbo expressed the need to understand our agreement with AERA, specifically our reciprocal liability – are we accountable for any of AERA's loss?

Dr. Loomis suggested that our policy should be consistent with AERA's.

Dr. Reckase suggested that Dr. Cook should be given assignment to work with AERA to get this information (since she is just coming off of AERA's Board).

Dr. Ackerman wants to continue this effort since he is part of renegotiating contract with AERA.

Dr. Reckase suggested making good contacts with incoming Division D officers. He questioned how money to be dispersed to the journal editors impacts insurance. This needs to be considered.

Dr. Ackerman recommended that the Finance committee revisit this and come back with recommendations based on what other organizations do and best practices.

Dr. Camara indicated that legal help is needed while renegotiating the contract.

Dr. Zumbo had a question about the projected budget for 2010. \$2,500 comes from CD's. The journal expenses increased. Dr. Melican indicated that this happens every year. We have \$15,000 set aside for each of the two journal editors. This next year, the money will be spent.

Dr. Reckase suggested that money to editors should be given as grants, so as not to cause tax and/or liability problems.

Dr. Melican reported that Dr. Hargrove agreed to serve a second 3-year term on the Finance committee.

*Dr. Ackerman called for a break at 6:00pm. The meeting reconvened at 6:10pm.*

#### Outreach and Partnership Committee Report (Tab 3)

Annotated bibliographies are posted on the NCME website. These will eventually need to be updated.

Dr. Ackerman – the Outreach and Partnerships committee needs to provide a recommendation for evaluating the usefulness of the documents, and a process to update the documents. We should receive regular audits on the website (traffic, downloading frequency, etc..).

Dr. Waltman, chair of the Website committee, is aware of this and will have access to tools.

Dr. Zumbo stated that it is not clear why this task is under Outreach & Partnerships and not publications.

Dr. Ackerman indicated that there is a lot of overlap across committees and Dr. Camara is working to restructure.

Dr. Harris suggested a Wikipedia-model where the members can post to update the documents.

Dr. Ercikan suggested a screening process similar to journals. Send out call for these types of documents.

Dr. Rose-Bond - Need to make clear that these are not peer-reviewed articles.

Dr. Ackerman – the committee needs to evaluate whether these documents are serving their purpose of outreach.

#### Test Standards Revision Joint Committee Report (Tab 5)

Plumer Lovelace indicated that the Board will pay costs incurred during travel.

#### Graduate Student Issues Committee Report (Tab 6)

The GSIC requests free breakfast tickets for graduate students who volunteer their time with NCME.

Dr. Ackerman wants to revisit compensating individuals (program chairs).

Dr. Ercikan – committee chairs are expected to be at the breakfast and it would be nice to give them free breakfast tickets.

Plumer Lovelace - this would not require establishing line item on the budget.

Dr. Ackerman wants to see a recommendation for policy regarding compensation, to use as a starting point.

Dr. Camara is willing to devote some of the June Board meeting to discuss this if the Finance committee could come up with a table showing the cost breakdown for waiving the registration fee for all graduate students in governance, providing free breakfast tickets for students and all committee members (members of governance). He also requested a cost estimate for plaques for all outgoing chairs.

Dr. Rogers suggested publishing the names of all committee members in NCME program, as recognition for service.

Dr. Rose-Bond suggested giving ribbons to committee members to wear during the conference.

#### Membership Committee Report

The Board discussed the Membership committee's proposal to send the NCME booth to other conferences. Dr. Ackerman needs to know the logistics and metrics to evaluate. Will the booth be manned while it's at the other conferences?

Dr. Camara indicated that this should now go to the Recruitment committee, given the new charges of the committees.

Our current booth needs refurbishing. Board members should go to the Convention Center to look at the booth.

Plumer Lovelace commented on the effort to better identify what the current membership challenges are (work with Central Office). Challenge seems to be membership retention. If you can keep members for 2 years you can keep them for 10 years. Plumer described three separate surveys – expired memberships (why), current members (are we meeting needs?), and potential members.

Dr. Camara - lapsed members should be surveyed at least a year after their membership expires.

#### Strategic Plan

Drs. Rose-Bond and Rodriguez updated the NCME mission statement.

Drs. Camara, Cook, Ackerman, met with Plumer in D.C. to come up with proposed action steps. The goal is to give all committees action steps/guidance so that all are on board with the strategic plan and moving in the same direction. Plumer and Dr. Ackerman will review the minutes from that meeting and write down action steps; will discuss with committee chairs.

All non-voting members are asked to leave while the Board conducts an evaluation of The Rees Group.

*Meeting is adjourned at around 7:30 p.m.*

Respectfully submitted,

Jennifer L. Kobrin